



100: PHILOSOPHY & CONSTITUTION

SCHOOL BOARD CODE OF ETHICS

As a member of a Catholic school board, I

- Acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- Will become more knowledgeable about the mission of Catholic education, as expressed in this school, and sincerely promote it to the various publics with whom I have influence;
- Recognize the need for continuing education about my responsibilities and know that I do not represent the board officially unless explicitly authorized to do so;
- Will be fully and carefully prepared for each meeting by doing the required readings and completing necessary tasks for committee work and reports;
- Support the principal in authorized functions and avoid intruding in administrative details unless requested to do so;
- Will be loyal to board decisions even though personally opposed to the final recommendations and decisions;
- Will be alert to alternate solutions to problems by keeping an open mind;
- Will disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits; and
- Pray often for other members of the board, this Catholic school, and the community it serves.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, January 19, 2011

Revised:

CASE STATEMENT

St. Mary's School is an accredited PK-12 institution of learning, staffed by state certified personnel. A comprehensive and challenging curriculum with a solid base of instruction is delivered in the areas of math, science, language arts, social studies, art, physical education and music. As a student continues through the system, the curriculum expands and is specialized to include computer science, foreign language, social science, government, and business. Religion is taught throughout as a foundation for students' education.

A middle school system is in place for grades five through eight.

Within the curriculum, students are provided opportunities to apply their knowledge. There are various programs such as reading incentives for elementary grades, math and spelling bees through the Area Education Agency and the Knights of Columbus for middle school grades, and other programs for the high school level. There are also occasions for speech, essay writing, and making presentations with the science fair program, professional educator groups and civic/service groups such as the Kiwanis.

Special programs for students are also available. A challenge program is in place for K-4 grades. Students having difficulty in the academic process have an at-risk program and SET accessible to them. Other special services, which students may need, can be furnished for them through cooperation with public agencies.

Due to a system wide average student/teacher rate of 12 to 1 in all grades, more individualized instruction is possible. This low ratio also allows classroom instruction to be more personalized for students.

St. Mary's School offers a full range of extra-curricular activities. These include activities for the middle school grades in cooperation with Northwest Conference music, sports, and speech; and sports, music, speech, drama, and student government on the high school level. St. Mary's cooperates in a 28-E agreement to offer music, band, football, and cross country to our students through the public school.

Students at St. Mary's are aware of parish groups and organizations. These play a role in the education of our children through sponsorship of activities, competitions, and equipment and monetary donations.

Our students serve their community through activities sponsored by student council and leadership class. They participate, school and parish-wide, in an Adopt-A-Family program. The SOS store and the Scrip program allow students to support the school and the community. They participate with other churches in the community to raise money for the needy in the Crop Walk.

St. Mary's has become a center of innovation with programs. Our Athletic Booster board is self-sufficient and provides for athletic needs. A Fine Arts Booster board is an operation to assist with the needs of the music, speech, and drama programs. A big brother like program provides a sense of responsibility for grade school, middle school, and high school students. Activities during the year put the students together. We celebrate Catholic Schools Week each year with liturgy and other activities, i.e. all school pep rally.

Worship is a vital component of the St. Mary's atmosphere. Students are afforded worship opportunities within the school day. Prayer is conducted and liturgies observed for occasions such as religious holidays and feast days, graduation, baccalaureate,

Grandparents Day, National Honor Society, eighth grade recognition, and anointing mass. St. Mary's students attend services regularly and actively plan and participate in the celebration of the liturgies.

As students prepare for their religious rites, active participation in worship affords them an opportunity to grow and share in their faith with fellow Catholics. Other ways are groups like Network and Diocesan retreats, on the high school level, which provide spiritual growth, socialization, and recreation. Religion classes within the school curriculum give students a chance for guided learning and exploration of their faith. As they advance through the PK-12 system, students not only learn about the faith and where it fits in our world today, but also make it their own.

To facilitate this process, spiritually and academically, St. Mary's uses its family atmosphere that is both value and morale oriented. Parents, community members, staff, faculty, and students are involved in the education process. Together through guest speakers, class projects, extra-curricular activities, academics and serving on committees/boards for operation of the school, we meet the educational and spiritual goals of St. Mary's School.

We believe in St. Mary's School. It has served a time honored tradition of providing a sound education and a solid basis of faith to our students since 1912. We intend to continue to improve and change to meet the needs of students in the future.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, January 19, 2011

Revised:

110

ST. MARY'S SCHOOL PHILOSOPHY

St. Mary's Catholic School is in existence for the child; the primary aim being the full and complete development of each student.

As a Catholic School we are in the position of providing values integrated with life skills for daily living. The school forms community by the networking of the following:

- a. environment – both global and local
- b. establishment of identify as a disciple and person of faith
- c. an educationally sound curriculum
- d. a devoted, mature staff looks to provide integration of faith and life in accordance with the principles of the gospels.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, January 19, 2011

Revised:

110.2

ST. MARY'S SCHOOL MISSION

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

1. To affirm the message of Christ, with an emphasis on Christian values and morals.
2. To supply experiences that will create a desire to learn.
3. To teach how to read and write effectively, and to speak the English language clearly.
4. To assist in developing logical thinking ability in order to solve problems.
5. To instruct in basic mathematical and scientific concepts.
6. To assist in helping students gain an appreciation for the fine arts.
7. To cultivate an ability to observe and to listen.
8. To help them understand the basic facts of health and disease.
9. To guide them in learning to make worthwhile use of time.
10. To foster an understanding of the interrelationship existing between people and their environment.
11. To inspire them to worthy goals and vocations and to affirm the values of Christian living.
12. To lead them to acquire attitudes of tolerance and understanding.
13. To include the uses of technology in all aspects of learning.
14. To encourage each and every child to embrace lifelong learning, so that ideals of Catholic Christian education continue into adulthood.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, January 19, 2011

Revised:

CONSTITUTION

NAME

The name of this body shall be St. Mary's Board of Education.

NATURE AND PURPOSE

The St. Mary's Board of Education enables lay representatives of the parish to work cooperatively with the pastor and the school administrators in the affairs of Catholic education advocated in several declarations of the Second Vatican Council.

The purpose of the St. Mary's Board of Education is to promote an effective program of religious, intellectual, cultural, social and physical education for the students of St. Mary's School.

DUTIES AND FUNCTIONS

DUTIES: The St. Mary's Board of Education shall have the following duties, but shall not be restricted to these items:

- a. Study the philosophy of Catholic Education, current trends in education, and diocesan policies to gain vision for understanding local needs and formulating educational policies.
- b. Develop broad educational policies consistent with those of the Ordinary of the Diocese of Sioux City, Diocesan Board of Education, Diocesan Office of Education and the Iowa Department of Public Instruction.
- c. Assist the Pastor, board of trustees, and the school administrator of the parochial school by developing and defining policies on matters including, but not limited to, the following:
 1. Operational costs and their efficient management
 2. Physical plant and its maintenance
 3. Matters of finance, including the budget, cost of education, loans, insurance, investments, etc.
 4. Qualifications of teachers and salary scale
 5. Employment of staff
 6. Current school concerns
 7. Capital improvement
- d. Act as a liaison body with public school officials, both to represent parental and educational opinion and to assure continued cooperation of non-public and public schools on local, state, and federal programs.
- e. Promote good public relations between St. Mary's School and the community in general.
- f. Establish committees according to need. Non-board members may serve on committees where there is need for their special competencies.

FUNCTIONS: The FUNCTION of the board is fourfold:

- a. To develop policy
- b. To assist school administrators in the execution of school policy
- c. To provide assistance to the pastor and the Board of Lay Trustees
- d. To serve in long range planning for the school system

Any proposal or problem that affects the school may be brought before the board by any member; individual parishioners may submit proposals or problems, provided these are submitted in writing one week prior to the meeting of the board.

MEMBERSHIP: The Board shall consist of these voting members:

- a. The Pastor of St. Mary's
- b. The Principal of St. Mary's
- c. Six (6) lay members of Storm Lake St. Mary's School
- d. St. Mary's Development Director (ex-officio)
- e. St. Mary's Finance Director (ex-officio)

Faculty Representative Guidelines:

- a. May attend any regularly scheduled meeting of the school board
- b. May participate in discussion of board meetings
- c. May not vote on any of the issues brought to a vote before the board
- d. May not attend executive sessions of school board
- e. May report to lay faculty members on staff proceedings of Board meetings on those issues which pertain to them. No handouts etc. may be distributed to faculty members unless they are to be distributed at the direct request of the school board.

This philosophy of faculty representation on school boards is in direct correlation with the philosophy of the Office of Education – Diocese of Sioux City. Any amendment or addition to above policy must be done in conjunction and collaboration with the Superintendent of Schools – Diocese of Sioux City.

ELIGIBILITY FOR OFFICE

Candidates must have all of their eligible children of school age enrolled in St. Mary's School System.

An exception to this criterion would be a candidate who has a child requiring a special education program not available through the St. Mary's School System.

ELECTION

Nominations for new members to the board shall be received in May, with candidates obtaining nomination papers at the school office; obtaining ten signatures of parish members or parents of children attending St. Mary's; then filing these papers with the President of the school system. Incumbent members need not file signatures; just declare intention of seeking re-election to the President of the school system. Elections shall be held the third (3rd) Sunday in May, with terms of members elected beginning on July 1.

TERM OF OFFICE

Each lay member shall serve a term of three (3) years, with one-third (1/3) being replaced yearly. Members may serve only two (2) consecutive terms.

REMOVAL FROM OFFICE

The following conditions would constitute grounds for automatic removal from St. Mary's Board of Education:

- a. Being or becoming a full or part-time employee of St. Mary's School System.
- b. Discontinuance of enrollment of children of a board member from attendance at St. Mary's School for any reason other than graduating from 12th grade, or having a child enrolled in a special education program.
- c. Absence from three (3) consecutive Board meetings.
- d. Formal verbal or written resignation.

VACANIES

When a vacancy occurs in the membership of the St. Mary's Board of Education which is brought about by conditions specified under "REMOVAL FROM OFFICE" it shall be the responsibility of the School Board to nominate and elect a replacement to the unexpired term of vacancy.

The candidate must fulfill the guidelines for eligibility as defined in policy 205.

OFFICERS

Any lay member of the board is eligible for any office. The officers of the board shall consist of:

- **PRESIDENT:** The president shall preside at all regular and special meetings of the board of education
- **VICE PRESIDENT:** The vice president performs all the duties of the president when he/she is absent or unable to act.
- **SECRETARY:** The secretary will perform all other necessary duties connected with records and communications.
- **TREASURER:** The treasurer shall maintain a record of all financial transactions which are proper to the board.

All shall be elected annually by the board membership at the first regular meeting of the fiscal year.

COMMITTEES

The tuition committee will be an ad hoc committee.

Whenever it seems advisable, special committees shall be appointed by the president of the board. The committee will be dissolved when its final report is made and acted on by the board of directors.

REGULAR MEETINGS

The Board shall meet regularly on the third Wednesday of the month, at a designated room in the school facility. All meetings of the board are open to the parents of children receiving their education at St. Mary's and interested parishioners.

SPECIAL MEETINGS

Special meetings may be called by the president or by any two (2) board members.

RULES OF ORDER

The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Board.

QUORUM

One more than half the voting membership of the board shall constitute a quorum. With a quorum present at any meeting, official decisions may be reached by a simple majority.

AGENDA

The agenda shall contain all items of business to be transacted at regular board meetings of the school board. Interested parties and non-voting members wishing to address the board shall submit items to the principal's office for approval by the president and/or principal one week prior to the regular meeting. Agenda shall be posted prior to the meeting on school premises or available by request.

ORDER OF MEETING

The order of the meeting shall be:

- Prayer
- Attendance
- Approval/Correction of Minutes
- Prioritize Agenda
- Secretary Report - Correspondence
- Treasurer Report/Budget
- Reports:
 - Principal's
 - Tuition
 - Athletic Department
 - Fine Arts
 - Hot Lunch
 - Recruitment/Retention/United for Kids
- Old Business
- New Business
- Future Meeting
- Adjournment

AMENDMENT OF CONSTITUTION

By-Laws may be amended by a majority of at least two-thirds of the total membership.

Board Approved: October 28, 2008

Reviewed: October 28, 2008

Revised: February 16, 2011



200: ADMINISTRATION

BOARD POLICIES: ADMINISTRATIVE REGULATIONS; BYLAWS

The governance of the educational system of the Diocese of Sioux City and St. Mary's School is facilitated through board policies, administrative regulations, and board by-laws. For purpose of clarity and uniformity, the following definitions are given.

- A. **BOARD POLICY:** A board policy is a guide for discretionary action. It must give clear guidance to the administrator while leaving room for discretion in making decisions with room to maneuver as necessary in meeting the circumstances of individual cases. Adopting policy is the board's responsibility, they giving the administrator the sense of direction needed without neutralizing the professional skills he/she is paid to exercise. Administrators are responsible for the implementation.

- B. **ADMINISTRATIVE REGULATION:** An administrative regulation specifies a required action. It specifies what is to be done and usually tells who is to do it and when. Ordinarily, it leaves little room for individual judgment.

Rule-making is the administrator's job. It is one of the methods used to carry out the board's intentions as expressed in policies. The administrator makes rules when he/she want to leave little or no room for individual deviations, when he/she wants to be positive that certain things will be done by certain people at certain times.

- C. **BYLAW:** A bylaw is a rule governing the board's internal operations. Like any other rule it specifies required actions, leaving little room for individual judgment. Good bylaws build stability into board operations; prevent the excitement of a moment from pushing the board into behavior it may later regret.

Board Approved: October 28, 2008
Reviewed: October 28, 2008, November 16, 2011
Revised:

205se

ORIENTATION AND TRAINING

Each new member and a board representative will attend in-service/orientation training at the beginning of his/her term of service.

Board Approved: October 28, 2008

Reviewed: November 16, 2011

Revised: October 28, 2008

BOARD MEETING PROCEDURES

PROCEDURES FOR LOCAL BOARD MEETINGS

I. Preparation of the Agenda

- a. The board chair in consultation with the administrator/superintendent and/or president will develop the agenda for each board meeting. Board members may submit agenda items to the Administrator. The agenda and related materials are to be distributed to each board member.
- b. Meeting of the board is to start at the scheduled time.
- c. As a Christian community, the board endeavors to arrive at a consensus in its deliberations. Formal decision-making will utilize parliamentary procedures as outlined in Robert's Rules of Order or another procedure of the board's choice.
- d. The agenda format should be agreed upon by the board.
- e. The board chair conducts the meeting following the approved agenda.

II. Committees

The Board shall create such committees as appropriate to carry on its business.

III. Evaluation

The board conducts a periodic self-evaluation.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, November 16, 2011

Revised:

210

EXECUTIVE SESSION

An executive session means any meeting of the board or part of a meeting at which the proceedings are confidential.

A motion to go into executive session is a question of privilege and may be made at any time. A member may interrupt pending business to make the motion. Motion is adopted by a majority vote.

Only board members, special invitees, and such employees as the board or its rules determines to be necessary are allowed to remain in the closed session. All present at the session are honor bound to confidentiality. They may not divulge anything that occurred or was said in the session.

All executive session decisions must be made public and are stated (or moved) in the general session and will thus appear in the minutes of the meetings. Only final decisions of executive sessions are to be included in the minutes. In the case of such a motion, however, the discussion, which was held in executive session is omitted for reasons of confidentiality.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, November 16, 2011

Revised:

STRUCTURE AND RELATIONSHIP OF THE DIOCESAN BOARD, LOCAL BOARD, CENTRAL BOARD

The following statements show the relationship of the various local school boards to each other and to the Diocesan Board.

1. The Diocesan Board of Education is a governing board. See Article II, Section I “Purpose” of the Constitution of the Board of Education, Diocese of Sioux City. The Diocesan Board of Education has ecclesial authority directly delegated to it by the Bishop and civil authority by Iowa statutes.
2. Local boards are governing bodies having responsibility for aspects of formal education in the parish school. Local boards operate with delegated authority from the Diocesan Board of Education.
3. Central boards are governing bodies having responsibility for educational programs as specifically designated by two or more parish boards and delegated by the Diocesan Board.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, November 16, 2011

Revised:

230

DISTRIBUTION OF DOCUMENTS

St. Mary's School shall not release directory information to the public. Anecdotal and principal/teacher comments shall not become a part of the permanent record.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, November 16, 2011

Revised:

240

COMPLIANCE WITH STANDARDS

St. Mary's will maintain accreditation with the State of Iowa. If the continued accreditation of a school is in jeopardy, the staff of the Office of Education will work with the administrator and Board of Education to assist in future planning.

It is the intention of St. Mary's School to operate a school providing 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 inter-parochial schools 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 health and safety of students and staff.
4. Membership in associations promoting educational excellence beyond minimum state standards, such as the North Central Association of Schools is encouraged.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, November 16, 2011

Revised:

244

LONG-RANGE NEEDS ASSESSMENT

Refer to Sioux City Diocesan policy 2471

Board Approved: October 28, 2008

Reviewed: October 28, 2008, November 16, 2011

Revised:



300: BUSINESS

301.1

ST. MARY'S PARISH TUITION

The Budget Committee of the Board of Education will establish tuition each year based on the needs of the budget and in line with the regulations established by the Diocesan Board of Education and the wishes of the Bishop. The tuition schedule shall include: student tuition fee, non-parishioner family fee, and per pupil investment by non-member parishes.

Both the St. Mary's Board of Education and Parish Finance Committee will approve the tuition before it is put into effect.

A current tuition schedule is found in the appendix.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, February 15, 2012

Revised:

301.1a

“Family Discount” was removed.

Board Approved: February 22, 2005

Reviewed: February 15, 2012

Revised:

301.2

PER PUPIL INVESTMENT BY NON-MEMBER PARISHES

Parishes, that are not members of Catholic school consolidations or corporations but that choose to enroll their own students in educational programs hosted by such agencies, shall engage in dialogue to determine the per pupil investment to be made over a mutually agreed upon period of time. This dialogue, which shall occur at least every three years, shall include, but not be limited to, the following factors: the change in the operational cost of the host program caused by adding the guest parish's enrollment; the ability to pay on the part of the guest parish; and the educational burdens and benefits that accrue to the host parish through the additional enrollment from the guest parish.

Participants in this periodic dialogue shall include, but not be limited to, the following:

- The full voting membership of the board of education and administration serving St. Mary's
- The pastor of the guest parish with selected members of the parish pastoral council and the finance council.

The final decision shall be binding upon all parties for the period of time mutually agreed upon by them. The agreement should be in writing and all parties have copies.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, February 15, 2012

Revised:

301.4**TUITION TAX DEDUCTION/CREDIT LEGITIMATE EXPENDITURES**

In all schools of the Diocese of Sioux City and in particular at St. Mary's Schools, all expenses for religious instruction are paid from the contributions of the respective parish/parishes which support the elementary or secondary school/schools. No part of the tuition or fees paid by parents or students unless specifically itemized as an expense related to religious instruction shall be deemed as tuition or fees for religious instruction. Thus all tuition and textbook charges paid directly by parents and/or students are appropriate tuition tax deduction/credit expenditures.

Board Approved: March 23, 1988

Reviewed: October 28, 2008, February 15, 2012

Revised:

304

COURSE FEE

The fee for various courses for the upcoming school year will be established by the board of education prior to spring registration.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, February 15, 2012

Revised:

306**GIFTS & ENDOWMENTS**

As a source of future income and stability, St. Mary's School Foundation has been established. For information see St. Mary's Pastor, Director of Development Office, or school principal. No teachers or coaches salary will be supplemented.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, February 15, 2012

Revised:

RENTAL FEES FOR SCHOOL FACILITIES

The administrative team will determine the classification of the group or organization based upon its status and activity. The following classification criteria, listed in priority order below, should be followed for the use of all facilities.

“CLASSIFICATIONS”**Class 1: School/Parish Related Activities**

All directly related school/parish activities such as musical events, athletics events, school productions, staff meetings, board meetings, etc.

Class 2: Youth Organizations

Chartered youth groups sponsoring youth activities during their regular program season or year. (Boy Scouts, 4-H, Girls Scouts)

Class 3: Education Institutions

Costs to education institutions depend upon institution’s charge to students per credit hour for public and private universities and higher educational institutions.

Class 4: Nonprofit, Private Groups

Nonprofit groups will be considered as those groups whose activities are open to the public when no admission is charged or, if a charge is made, the net proceeds go entirely to charitable or school/parish purposes. Youth camps qualify for this classification if no salary is paid to camp staff or help and the cost of the camp is only to cover actual expenses. If the camp does not meet these criteria, it will be considered profit-making.

Class 5: Private Interest or Profit-Making Group and Organization

Youth or adult groups, private interest groups, individuals or groups engaged in profit making activities, and private parties. Nonprofit groups using facilities for private purposes.

NO ALCOHOL OR TOBACCO IS ALLOWED ON SCHOOL GROUNDS.

Class 1: No Charge

Class 2: No Charge

Class 3: Institutions charging over \$50.00 a credit hour rate - \$8 per use

Institutions charging under \$50.00 a credit hour rate - \$4.50 per use

Institutions charging under \$50 a non-credit class - \$3.50 per use

Class 4: Classroom	\$10
Gymnasium with locker rooms	\$40
Kitchen	\$20; \$60 for full day
Parish Center	\$50
Parish Center & Kitchen	\$70
Baseball/softball field	\$20 practice; \$50 game; \$100 tournament
Class 5: Classroom	\$20
Gymnasium with locker rooms	\$50
Kitchen	\$40; \$60 for full day
Parish Center	\$50
Parish Center & Kitchen	\$90
Baseball/softball field	\$30 practice, \$80 game, \$160 tournament, \$30 to chalk lines

***Active Registered parishioner 20% less

***Use of facilities for non-school or parish sponsored events require special events coverage or a certificate of insurance provided by group or individual. School/parish must be listed on certificate as additional insured.

Other Fees

1. An additional charge may also be assessed for special furniture and/or equipment used for commercial activity. Such charge shall be determined by the administrative team.
2. Charges for custodial and/or kitchen services when needed at the prevailing overtime rate.
3. Other charges for facilities not identified in this policy shall be determined when the request for facility use is made.
4. No requester will be charged for more than eight hours of usage (within two calendar days). Extended use is subject to negotiation.

Board Approved: May 1998

Reviewed:

Revised: February 15, 2012

307.1

DAMAGE DEPOSIT

A \$100 damage deposit will be taken for use of tables and chairs outside the school building.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, February 15, 2012

Revised:

307.2

TABLE AND CHAIR RENTAL

Those wishing to rent tables and chairs from St. Mary's School must first contact the school at least two business days before the rental is to take place. If the school is in need of the items, the school has first priority regarding the use of the tables and chairs. Renters will complete the registration form with school staff and pay the deposit at that time. Staff will note the condition prior to and after the rental to determine if the deposit will be returned. Failure to return the items as promised can be considered theft of property. Fees will be as follows:

Tables	\$10 for the first 24 hours; \$8 each subsequent 24 hour period; \$100 deposit
Chairs	\$1.50 for the first 24 hours; \$1 each subsequent 24 hour period; \$1.50 deposit per chair.
Gymnasium	\$250 minimum; School will determine the fee due to custodial work, length of rental, etc.

Board Approved: January 13, 2010
Reviewed: February 15, 2012
Revised:

308.1 FINE ARTS BOOSTERS ORGANIZATION

The St. Mary's Fine Arts Boosters shall maintain an updated constitution detailing the organizational structure of the group. The fine arts boosters shall raise and distribute funds as a secondary source to the St. Mary's Fine Arts Departments: band, choir, drill team, art, debate, drama, and speech. Final approval of the fine arts boosters' constitution is reserved to the board of education.

A financial report is to be provided to the board of education every month.

Board Approved: October 28, 2008

Reviewed: October 28, 2008

Revised: April 10, 2017

308.2 ATHLETIC BOOSTER ORGANIZATION

The St. Mary's Athletic Boosters shall maintain an updated constitution detailing the organizational structure of the group. The athletic boosters shall raise and distribute funds to the St. Mary's athletic programs: volleyball, basketball, track, golf, baseball, softball, Memorial Field, cheerleading, transportation, and medical supplies. Final approval of the athletic boosters' constitution is reserved to the board of education.

A financial report is to be provided to the board of education every month.

Board Approval: October 28, 2008

Reviewed: October 28, 2008

Revised: April 10, 2017

308.3 PARENTS AND TEACHERS OF PANTHERS

The St. Mary's Parents and Teachers of Panthers (PTP) shall maintain an updated constitution detailing the organizational structure of the group. The PTP "supports, enhances and encourages the educational and social environment of St. Mary's Catholic School. It also promotes communication amongst parents, teachers and administrators. PTP sponsors and organizes fundraising and school events to enrich our children's educational experience at St. Mary's School." Final approval of PTP's constitution is reserved to the board of education.

After each of their meetings, a financial report is to be provided to the board of education at the board's next regularly scheduled meeting.

Board Approval:

Board Approval: April 10, 2017

Reviewed:

Revised:

310

LUNCH PROGRAM

St. Mary's hot lunch is a separate business independent of any other school income. It operates on money received from lunch payments, federal and state aid. Some food commodities are supplied by the U.S.D.A at certain times through the year.

Lunch prices are determined by the amount of government aid per lunch, the cash value of commodities per lunch, and the other expenditures which are broken down to a per lunch figure. With these considerations the hot lunch director recommends a price to the board of education and they give the final approval.

Salaries are determined by recommendation of the hot lunch program director and by approval of the board of education. A financial statement of the hot lunch program should be provided at each monthly meeting.

The lunch policy concerning students is stated:

1. Lunch bills will be sent out weekly with the current balance for the family's lunch account. The balance reflects charges for regular meals, extra milk and *à la carte* items.
2. No food is to be taken from the lunchroom at any time.
3. All waste materials, dishes, etc., are to be cleaned from the table by the student when leaving and placed in the proper receptacles.
4. **If a student's outstanding lunch bill falls below negative \$10.00, that child will be given an alternative meal, which consists of milk and a healthy sandwich.**

Board Approved: October 28, 2008

Reviewed: October 28, 2008, February 15, 2012

Revised:

310.1

END OF THE YEAR LUNCH BALANCES

Lunch accounts with a balance of \$10.00 or less at the end of the school year will not be reimbursed if the student graduates or transfers out of St. Mary's.

Families may submit a written request to have these funds reimbursed. The request will be reviewed. Upon approval, the funds will be refunded.

Board Approved: September 2008

Reviewed: October 28, 2008, February 15, 2012

Revised:

311

ST. MARY'S SCHOOL BUDGET

St. Mary's School shall provide an adequate annual budget for its total program using the chart of accounts provided by the diocesan office.

Copies of the present and past three years budgets shall be in the appendix.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, February 15, 2012

Revised:

312

MANAGEMENT OF EDUCATIONAL FUNDS

All fund-raising activities falling under the auspices of St. Mary's School must be coordinated through and approved by the administration and development offices.

Procedures for fund-raising policy:

- Complete appropriate paperwork for fund-raising
- All fund-raising activities must receive approval three weeks prior to execution
- Highlight the areas and dollar goal for which funds are being raised
- Fund-raising personal should remember they represent the parish and/or school to the community and that it is good business to contribute to the St. Mary's cause
- Persons involved in fund-raising activities are not to be the sole decision makers when dispersing the money raised and never receive personal gain
- Fund-raising activities should be spaced out so as not to interfere with other groups
- All groups in charge of fund-raisers should look into the need for obtaining special permits before proceeding
- Results of the fund-raising should be reported to the public

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Reviewed: October 28, 2008, February 15, 2012

Revised:



400: PERSONNEL

400

FACULTY & STAFF

The faculty and staff, a combination of administrators, teachers, mentors, and non-instructional personnel are a visible and strong influence in the Catholic school. Aside from their various professional talents and skills needed to perform their duties, their lives should reflect the teachings and values of a Christian life. Having personalized their own beliefs and the teaching and experiences of the Christian faith they should be a guiding and living example for students of this fast paced and changing world of the 21st century.

The faculty and staff, should be complementary, and not a competing force of the role of parents. The relations and contacts between parents, faculty and staff should serve to heighten the Christian experience.

The faculty of St. Mary's School consists of administration and teachers involved in the academic, religious, athletic, social and cultural programs of the school.

The staff of St. Mary's School consists of office clerical help, aid/associate and para-professional personnel, maintenance engineers, and kitchen personnel.

The relationship between faculty, staff, and students should be based on mutual respect and friendliness. Because reasonable authority must be exercised for the smooth operation of a school, faculty members, and the staff are empowered and required to enforce school regulations, to supervise the building and various activities, and to help maintain the general discipline of the school, thereby helping the growth of the students.

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QUALITIES OF TEACHERS

The following qualities of teachers who are Catholic school educators are as given in the NCEA publication The Pre-Service Formation of Teachers for Catholic Schools. The listed qualities are goals toward which Catholic educators strive so that their lives and teachings bear testimony to Christ, the One Teacher.

1. Faith Qualities

The effective Catholic school educator witnesses to students a commitment to Gospel values and the Christian tradition and calls students to a similar faith commitment. That is, she/he:

- Acknowledges that faith is a free gift of God that is both a personal relationship and an intellectual assent; provides an atmosphere which fosters the faith development of students.
- Integrates faith, consciously and actively, with one's experience; uses reflective and experienced-based set of beliefs and values which gives witness to Christ through one's life as well as one's teachings.
- Participates in and supports the creation of an environment in which liturgical and prayer life are fostered.
- Identifies elements of injustice from personal experience and takes initiative in promoting constructive changes that assure quality of life for all.
- Shares responsibility for establishing a community of faith within the context of the local church and the universal church.

2. Relational Qualities

The effective Catholic school educator relates well with students, parents and colleagues and works collaboratively with others in a variety of situations. More specifically, she/he:

- Demonstrates a commitment to life-long development and achievements of satisfying relationships; witnesses to a vital personhood that is alive and growing.
- Recognizes and believes in the potential of others and communicates this belief; views others in a positive way – sees possibilities as well as problems.
- Relates in a respectful manner; assists students to develop a sense of self-worth and responsibility as a Christian, helping them to make decisions and to solve problems from a Christian perspective.
- Listens perceptively to students' concerns and communicates genuine love, warmth and respect while challenging them to become their best selves.
- Recognizes, respects and encourages parents in carrying out their role as significant educators of their children; views parents as partners in the teaching-learning process.
- Maintains a mutual respect for alternative points of view; is sensitive and respectful of value differences, especially regarding individuals from different cultural and religious backgrounds.
- Acknowledges and appreciates the abilities and contributions of others; cooperates rather than competes and willingly shares ideas, talents and resources.

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3. Professional Qualities

The effective Catholic school educator integrates religious beliefs with secular knowledge and uses educational approaches based on current research. In more specific terms, these qualities can be grouped in the following three categories:

a. Personal Characteristics

- Is committed to personal, professional and spiritual growth for self and others; views self as an ongoing learner.
- Demonstrates understanding and acceptance of the philosophical assumptions and values, which underlie the school's Christian approach to education.
- Is committed to the stability and long-range continuity of Catholic education in general and to the local Catholic school in particular.
- Is accountable and accepts professional evaluation of own performance; reflects on own performance for purposes of self-improvement.
- Abides by the legal responsibilities and professional standards of the teaching profession.

b. Cognitive Abilities

- Demonstrates understanding of the broad vision needed to advance the ministry of the Church through the unique processes of Catholic education.
- Demonstrates understanding of the purpose and ministry of the Church in education and recognizes the distinctive mission and role played by Catholic schools, both in the Catholic community and American society in general.
- Demonstrates religious literacy and is especially knowledgeable about religion in general and the Catholic religion in particular (including the major statements of the Church regarding one's own professional areas of expertise).
- Demonstrates understanding of the contemporary social teaching of the Church and the importance of developing Christians with the perspective and desire for service (including a personal commitment to action for justice, mercy and peace).
- Demonstrates understanding of the religious development of students and the role of the teacher in this.

c. Facilitation Skills

- Motivates others through own enthusiasm and commitment for growth in the Christian life; models the abilities and attitudes that students are expected to learn.
- Guides student learning of concepts, abilities and attitudes needed to recognize and confront problems of injustice in our pluralistic society.
- Provides learning experiences enabling students to relate Christian principles and values to life situations.
- Fosters the service consciousness of students by encouraging experiential learning activities that permit students to give witness to Christian justice and love.
- Stimulates analysis and critical thinking through effective questioning skills; interacts dynamically with students, challenging them to higher levels of cognitive awareness.

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- Views each learner as an individual and demonstrates awareness of the individual progress of each learner toward development of a Christian perspective.
- Demonstrates understanding of own professional limitations and makes appropriate referrals for the benefit of the student.
- Is creative and resourceful in using appropriate school and community resources to facilitate optimal learning for all students.

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QUALITIES AND COMPETENCIES OF PRINCIPALS

The following qualities and competencies of Catholic School principals are as given in the NCEA publication Those Would Be Catholic Schools Principals. The acquisition and strengthening of these qualities and competencies is a developmental task, which requires periodic evaluation.

SPIRITUAL QUALITIES—The principal:

- Is familiar with and creates an environment where the process of faith and moral development as it relates to working with youth and adults can be applied.
- Is familiar with and creates an environment where the content and methods of religious education can be applied.
- Knows and applies Church documents and other religious resources that relate to schools
- Is capable of providing opportunities, which foster the spiritual growth of faculty, students, and other members of the community.
- Is capable of leading the school community in prayer.
- Is capable of linking the school with the local school community.
- Is capable of integrating gospel values and Christian social principles into the curriculum and the life of the school.
- Is capable of articulating the Catholic educational vision and directing its accomplishments.
- Is capable of recognizing and providing for cultural and religious differences within the entire school community.

PROFESSIONAL QUALITIES—The principal:

- Is committed to the philosophy of Catholic education, which underlies Catholic schools.
- Is broadly educated.
- Is open to professional growth, familiar with professional literature, and committed to self evaluation
- Is able to articulate educational values
- Is an active member of professional organizations
- Has successful teaching experience, preferable in Catholic schools
- Has the requisite, formal academic preparation with continual updating.
- Has leadership capabilities

PROFESSIONAL EDUCATIONAL COMPETENCIES—The principal:

- Is capable of working collaboratively with a variety of parish and/or diocesan groups, especially governance groups.
- Is capable of promoting staff morale and a sense of Christian community among teachers.
- Is capable of providing leadership in curriculum development in general, including the integration of Christian values.
- Is capable of shaping, sharing, and implementing a school philosophy, which reflects the unique Catholic character of the school.

415 (continued)

- Is capable of initiating and conducting appropriate staff development activities.
- Recognizes, respects, and is capable of facilitating the primary role of parents as educators.
- Has earned an advanced degree and is continually updating.
- Possesses a general variety of education/pedagogical skills.
- Is capable of initiating and conducting evaluations of students, staff, and innovative programs.
- Is capable of providing effective instructional leadership and supervision of staff and programs which reflects the unique Catholic character of the school.

PROFESSIONAL MANAGERIAL COMPETENCIES—The principal:

- Is capable of planning and managing the schools' financial resources.
- Is sensitive to the demands of justice in making financial decisions, especially as they relate to the Church's social teachings.
- Is capable of providing leadership for long range planning and development activities.
- Is capable of providing leadership for the school's public and community relations activities.
- Is capable of providing an orderly school environment that promotes student self-discipline consistent with Gospel values and Christian principles.
- Knows current school law as it applies to the Catholic school.
- Knows and can apply appropriate group dynamics, conflict management, problem-solving, and other organizational development skills.
- Knows how to delegate responsibilities appropriately.
- Knows how to relate the service dimension of the school to the civic community.

PERSONAL QUALITIES—The principal is

- Mature and open to growth.
- Intelligent.
- Organized and flexible.
- Caring and supportive.
- Challenging.
- A person of hope and trust.
- A critical thinker.

The principal will possess:

- A sense of humor.
- An interest in youth and in their future.
- Good judgment
- Verbal and written competence.
- Courage and the ability to stand alone.
- A positive self-concept.

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417

EVALUATION PROCESS FOR ADMINISTRATORS

Refer to the Diocese of Sioux City policy number 4117

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418

EVALUATION PROCESS FOR TEACHERS

Refer to the Diocese of Sioux City policy number 4119.4a

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420

JOB DESCRIPTION

Job descriptions will be listed for the following positions; Principal(s), Teacher(s), Guidance Counselor, Custodian, Food Service Director, Athletic Director, Moderator/Coach, Secretaries, Aid, Para-professional.

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Revised:

- 1. ELEMENTARY PRINCIPAL**
- 15. SECONDARY PRINCIPAL**
- 2. ELEMENTARY TEACHER**
- 23. MIDDLE SCHOOL TEACHER**
- 26. SECONDARY TEACHER**
- 3. GUIDANCE COUNSELOR**
- 420.5 ATHLETIC DIRECTOR**
- 55. MODERATOR/COACH**
- 1. CUSTODIAN**

Under the direction of the administrator/principal, the custodian is responsible for the care, cleanliness, and general order of the school plant and property so that the health, safety, and comfort of teachers and students will be assured. All requests for custodial services must be channeled through the administrator/principal. Contract sample is in the appendix.

420.8

FOOD SERVICE DIRECTOR

- 1. Establishes and maintains accurate accounting procedures and records for proper control and management of money, labor, food, and supplies.
- 2. Keeps informed of new developments in methods and equipment that will improve and upgrade school food service programs.
- 3. Contributes to making school food service program an integral part of the educational program.
- 4. Purchases food and supplies for the school's kitchen. The head cook orders what is needed with the Food Service Director's final approval.
- 5. Maintains good public relations with students, parents, faculty, and community.
- 6. Assists in kitchen when needed.
- 7. Furnish financial statement at each school board meeting.
- 8. Makes out the menus in accordance to what is on hand and all commodities available, with the approval of the head cook.

- 81. ELEMENTARY SECRETARY**
- 420.83 SECONDARY SECRETARY**
- 85. TUITION SECRETARY**
- 420.87 FINANCIAL SECRETARY**

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90. EDUCATIONAL AIDE

93. PARA-PROFESSIONAL

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430**RESPONSIBILITY FOR RECRUITING AND SELECTING TEACHERS**

The principal shall be responsible for recruiting and selecting teachers according to established policy and criteria. The Principal shall inform the board of personnel decisions and the rationale used.

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Reviewed: October 28, 2008, February 16, 2011

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435**RESPONSIBILITY FOR RECRUITING AND SELECTING PRINCIPALS**

The administrative team shall be responsible for recruiting and selecting principals. When it becomes necessary to recruit, select, or hire a principal, St. Mary's should confer with the diocesan office of education to obtain criteria, application forms, interview procedures, etc. Potential principals are to be screened by the Office of Education. A copy of the application form and a copy of the appropriate credentials of potential administrators are to be sent and reviewed by the Superintendent of Schools. After potential candidates are approved by the board of education, St. Mary's continues the hiring process. The team shall inform the board of personnel decisions and the rationale used.

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440

RETENTION OR RELEASE OF STAFF

The principal shall exercise professional judgment in deciding which teacher(s) or staff members are to be retained, non-issued, reduced, or terminated. The principal shall inform the board of retention or release decisions and the rationale used.

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EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The St. Mary's School system will not discriminate against any employee, applicant for employment, or student because of race, color, national or ethnic origin, age, creed, gender, or disability. As a religious institution, the school affirms the right to consider creed or gender a bona fide qualification in certain cases.

The St. Mary's School system admits both employees and students of any race, color, national and ethnic origin, or gender to the rights, privileges, employment opportunities, programs activities and services generally accorded or made available in the program/activities. It does not unlawfully discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic, and other school-administered programs.

The St. Mary's School system concurs with and affirms its intention to promote the objectives of the federal laws, which prohibit unlawful discrimination in employment.

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DRUG AND ALCOHOL TESTING PROGRAM

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen (16) or more persons including the driver or the school vehicle weight twenty-six thousand one pounds (26,001) or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within eight (8) hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, Superintendent, at 712-732-8060 or Administrative Secretary at 712-732-8060, or Principal of St. Mary's High School, at 712-732-4166. The principal will be responsible for duties as specified in this policy. The principal will be responsible for testing of employees suspected of controlled substance use.

Employees who violate the terms of this policy may be subject to discipline up to and including termination. Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees refusing to participate in a required substance abuse evaluation or recommended substance abuse treatment will be terminated. Any driver who has a second positive drug test or alcohol test result of 0.04 breath alcohol concentration or greater will be terminated.

It is the responsibility of the principal to develop administrative regulations to implement this policy. The principal shall also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, or in the application form and personally at the first interview with the applicant.

The principal shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating school vehicles. The principal shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Legal References: Omnibus Transportation Employee Testing Act of 1991
42 U.S.C.**12101 et seq. (Supp. 1990)
41 U.S.C.**701-707 (1988)
49 C.F.R. Pt. 40;382; 391.81-123 (1994)
34 C.F.R. Pt 85 (1993)
Local 301, Internat'l Assoc. of Fire Fighters, AFL-CIO, and

451 (continued)

City of Burlington, PERB No. 3876 (3-26-91)
Iowa Code**124; 279.8; 730.5 (1993)

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451r

DRUG AND ALCOHOL TESTING PROGRAM REGULATIONS

This administrative regulation supports the Drug and Alcohol Testing Program Policy. It also establishes and explains the requirements of the school district's drug and alcohol testing program required for employees operating school vehicles. Note the Drug and Alcohol Testing Program Definitions, Code no. 403-7-R2.

- A. Questions regarding the drug and alcohol testing program policy, its supporting administrative regulations or the drug and alcohol testing program may be directed to the school district contact person, Superintendent at Storm Lake High School, at 712-732-8060, Administrative Secretary at Storm Lake High School, at 712-732-8060, or Principal at St. Mary's High School at 712-732-4166.

NOTE: The school district is required to designate a school district contact person for the drug and alcohol testing program. This person will answer questions from employees and others about the program, receive the test results, receive the identification numbers of the drivers, and notify those drivers selected for random testing. If different persons will be doing these jobs, the drug and alcohol testing policy and its supporting regulations must clearly explain which person handles which part of the drug and alcohol testing program.

B. Covered Drivers

1. The following requirements apply for a driver to be covered by the drug and alcohol testing program:
 - a. Drive a vehicle transporting sixteen (16) or more persons, including the driver, OR drive a vehicle weighing over twenty-six thousand one (26,001) pounds; and
 - b. Require a commercial driver's license to hold the driver position.
2. Covered drivers include:
 - a. Applicants seeking a position as a driver.
 - b. Full time, regularly employed drivers;
 - c. Casual, intermittent, occasions or substitute drivers;
 - d. Lease drivers and independent, owner-operator contractors who are either directly employed by or under lease to a school district or who operate a school vehicle at the direction of or with the consent of a school district.

NOTE: Covered drivers include coaches, teachers, administrators, mechanics who road test and others who drive a school vehicle meeting the requirements in "B" above. All of these drivers are subject to the drug and alcohol testing program and its supporting administrative regulations. Substitute drivers who may or may not drive are subject to this drug and alcohol testing program policy and its supporting administrative regulations.

3. Drivers are subject to the drug and alcohol testing program and its requirements throughout the year.

C. Prohibited Driver Conduct.

1. Drivers shall not report to duty or remain on duty with a 0.04 breath alcohol concentration or greater.
2. Drivers shall not report for duty or remain on duty when using any drug except when a physician has advised the driver that the drug does not adversely affect the driver's ability to safely operate a school vehicle and the school district is informed in writing of the medication and doctor's opinion.

451r (continued)

3. Drivers shall not use alcohol at least eight (8) hours prior to, or during the performance of a safety-sensitive function.
 4. Drivers shall not possess alcohol while on duty. This includes possessing prescriptions and over-the-counter medicines containing alcohol unless the packaging seal is unbroken.
 5. Drivers required to take a post-accident alcohol test shall not use alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
 6. Drivers shall not refuse to submit a drug or alcohol test. A refusal to test is considered a positive test result requiring the driver to undergo a substance abuse evaluation and subjecting the driver to discipline up to and including termination.
 7. Drivers shall not report for duty or remain on duty performing a safety-sensitive function if the driver has a positive drug test result.
- D. Alcohol Breath Testing Procedures.
1. Driver's breath is tested for alcohol.
 2. Evidentiary breath testing devices are used to conduct the screening test, if necessary, the confirmation alcohol test.
 - a. The screening alcohol breath test determines whether the driver's breath alcohol concentration is less than 0.02.
 - 1) A screening alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.
 - 2) An initial alcohol test result of 0.02 breath concentration or greater requires a confirmation test.
 - b. The confirmation alcohol breath test determines whether the driver can continue to perform safety-sensitive function.
 - 1) A confirmation alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.
 - 2) A confirmation alcohol test result of 0.02 breath alcohol concentration but less than 0.04 breath alcohol concentration requires the driver to cease performing a safety-sensitive function for twenty-four (24) hours.
 - 3) A confirmation alcohol test result of 0.04 breath alcohol concentration or greater requires the driver to cease performing a safety-sensitive function and undergo a substance abuse evaluation.
 3. Alcohol testing is conducted at collection sites which provide privacy to the driver and contain the necessary equipment, personnel and materials.
 - a. Alcohol testing is conducted at a designated nonschool district facility unless the situation requires another location.
 - b. In the event privacy cannot be assured, privacy will be provided to the extent practical.

451r (continued)

4. Screening alcohol testing steps.
 - a. Once the driver is notified to submit to an alcohol test, the driver must complete the Alcohol/Drug Test Notification Form and proceed immediately to the collection site. Collection site personnel contact Trudy Peterson, Administrative Secretary 712-732-8060 immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test.
 - b. Upon arrival, the driver must provide a photo identification. Repeated failure of the driver to produce a photo identification is considered insubordination as well as refusal to test.
 - c. The testing procedure is explained to the driver by the collection site person.
 - d. The collection site person, the breath alcohol technician (BAT) and the driver complete and sign the appropriate sections of the alcohol testing form.
 - 1) Refusal of the driver to sign the form prior to the screening alcohol test is considered a refusal to test.
 - 2) The school district is notified immediately of the driver's refusal to sign.
 - e. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six (6) seconds or until an adequate amount of breath has been obtained.
 - f. The initial test results are shared with the driver.
 - g. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.
 - h. Screening alcohol test results.
 - 1) An alcohol test result of less than 0.02 breath concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.
 - 2) An alcohol test result of 0.02 breath alcohol concentration or more requires a confirmation alcohol test between fifteen (15) and twenty (20) minutes of the screening test.
 - 3) The breath alcohol technician provides the Administrative Secretary, with a copy of the breath alcohol testing form if written communication was not used to report the test results.
 - i. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.

451r (continued)

- j. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:
 - 1) A physician analyzes the driver's inability to provide adequate breath.
 - 2) Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.
 - 3) A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test.
5. Confirmation alcohol testing steps.
 - a. The confirmation alcohol test is done between fifteen (15) and twenty (20) minutes of the screening alcohol test whether or not the driver followed the requirements to not eat, drink, put an object or substance in his or her mouth, and to the extent possible, not belch during the fifteen (15) minutes waiting period to avoid accumulation of mouth alcohol leading to an artificially high reading.
 - b. If a different collection site is used, the driver must be under the observation of collection site person or school district person while in transit to the confirmation alcohol testing site or while waiting for the confirmation alcohol test.
 - c. If a different collection site person is used for the confirmation alcohol test, the driver must again provide photo identification.
 - d. The testing procedure is explained to the driver by the collection site person.
 - e. The collection site person, a breath alcohol technician and the driver complete and sign the appropriate sections of the alcohol testing form.
 - 1) Refusal of the driver to sign the form prior to the confirmation alcohol test is considered a refusal to test.
 - 2) The school district is notified immediately of the refusal to sign.
 - f. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six (6) seconds or until an adequate amount of breath has been obtained.
 - g. The confirmation alcohol test results, which are the final and official test results, are shared with the driver.
 - h. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test, however, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.
 - i. The breath alcohol technician informs the Administrative Secretary, of the results of the test in a confidential manner.
 - 1) Alcohol test result of less than 0.02 breath concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.

451r (continued)

- 2) The breath alcohol technician notifies the Administrative Secretary, immediately of confirmation alcohol test results of 0.02 breath alcohol concentration or more.
 - 3) The collection site person provides the Administrative Secretary, with a copy of the breath alcohol testing form if written communication was not used to report the test results.
 - j. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.
 - k. The breath alcohol test is stopped when the driver fails twice to provide adequate amount of breath. In that case:
 - 1) A physician analyzes the driver's inability to provide adequate breath.
 - 2) Failures to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.
 - 3) A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test.
- E. Drug Testing Procedures
1. Urine is tested for marijuana, cocaine, opiates, amphetamines and phen-cyclidine.
 2. A split specimen urine drug test, often called "Split sample test," is used to conduct the drug test.
 - a. A negative drug test result allows the driver to continue to perform a safety-sensitive function.
 - b. A positive test result on the primary sample requires the driver to be removed from performing a safety-sensitive function.
 - c. A positive drug test result on the primary sample allows the driver an opportunity to request the split sample be tested by another certified laboratory for the specific drug found in the primary sample. A negative drug test result on the split sample results in a negative drug test result.
 - d. A positive drug test result requires the driver to undergo a substance abuse evaluation.
 3. Drivers taking medication at a doctor's direction may perform a safety-sensitive function if the doctor determines there is not an adverse affect on performing a safety-sensitive function and the school district is informed in writing of the medication and doctor's opinion.
 4. Drug testing is conducted at collection sites which provide privacy to the driver and where the necessary equipment, personnel and materials are located.
 - a. Drug testing is conducted at a designated non-school district facility unless the situation requires another location. Public restrooms can be used as collection sites in exceptional circumstances.

451r (continued)

- b. In the event privacy cannot be assured, privacy is provided to the extent practical. However, direct observation is allowed if:
 - 1) Reasons exist to believe the driver may later on substitute the specimen.
 - 2) The driver presents a specimen with a temperature outside the allowed range and does not provide an oral body temperature or the oral body temperature varies from the specimen provided.
 - 3) The last specimen provided by the driver was determined by the laboratory to not meet specific gravity and urine creatinine concentration criteria.
 - 4) The collection site person observes conduct of the driver to substitute or adulterate the specimen.
 - 5) The driver has previously been determined to have used a drug without medical authorization and the particular test is for follow-up testing upon or after return to duty.
 - c. Direct observation is approved by the supervisor of the collection site person or the designated school district representative. Non-medical personnel performing direct observation must be of the same gender as the driver.
5. Drug testing steps.
- a. Once the driver is notified to submit to a drug test, the driver must complete the Alcohol/Drug Test notification form and proceed immediately to the collection site. The collection site person contacts the Administrative Secretary, immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test.
 - b. Upon arrival, the driver must provide a photo identification. Repeated failure of the driver to produce a photo identification is considered insubordination as well as a refusal to test. The driver may require the collection site person to provide proof of identification.
 - c. The driver may keep his or her wallet but must remove any unnecessary outer garments, purses, briefcases and similar items at the request of the collection site person.
 - d. Immediately prior to providing a urine sample, the driver must wash his or her hands.
 - e. The driver must then provide forty-five (45) milliliters of urine and deliver it immediately to the collection site person.
 - 1) Drivers who cannot provide an adequate amount of urine receive instructions for drinking water and trying again.
 - 2) The drug test is stopped when the driver fails twice to provide an adequate amount of urine.
 - 3) Failure to provide adequate urine is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate urine.

- f. The specimen is kept in view of the driver and the collection site person.
 - g. Upon receipt of the specimen, the collection site person immediately, and in no event later than four (4) minutes from the time of urination, measures the temperature of the specimen.
 - h. The driver may volunteer to have his or her oral temperature taken to provide evidence against alteration or substitution if there is some question about the temperature of the specimen.
 - i. The collection site person inspects the specimen for color and other signs of contaminants and notes any unusual findings.
 - j. Another specimen is required as soon as possible under direct observation if adulteration or substitution is suspected by the collection site person.
 - k. The specimen is divided into the primary and the split specimen, sealed and labeled. The label is initiated by the driver.
 - l. The driver is required to read and sign the statement on the chain of custody form certifying the specimens are the driver's.
 - m. The collection site person is required to note on the chain of custody form any unusual behavior or appearance of the driver and any failure to cooperate.
 - n. The collection site person completes the chain of custody form and the driver signs the form indicating the collection is complete.
 - o. The specimens are packaged for shipping to the laboratory and are shipped immediately or placed in secure storage until they can be shipped.
6. Laboratory.
- a. The laboratory used by the school district's drug and alcohol testing program is certified by the U.S. Department of Health and Human Services (DHHS). Certified laboratories meet the testing procedures, personnel and record keeping requirements of the law.
 - b. Upon arrival of the specimen at the laboratory, the split specimen is stored and the primary specimen is tested.
 - 1) A positive drug test result on the initial test of the primary specimen requires a confirmation drug test of the primary specimen.
 - 2) The split specimen is discarded if the primary specimen has a negative drug test result.
7. Medical Review Officer (MRO) reviews drug test results.
- a. The MRO may release drug testing records of a driver to unauthorized individuals only with the written consent of the driver.
 - b. The MRO keeps a record of negative drug test results and reports negative drug test results to the school district, usually within two (2) working days.
 - c. The primary role of the MRO is to review and interpret positive drug test results to determine whether a legitimate explanation exists for the positive drug test result.

451r (continued)

- 1) After reviewing the chain of custody form and the laboratory drug test results, the MRO contacts the driver to discuss the positive drug test result prior to notifying the school district and to ask whether the driver requests a drug test of the split sample. The driver's request for a drug test of the split sample must be made within seventy-two (72) hours of talking with the MRO.
 - 2) Upon request of the driver, the split specimen is sent to a second certified laboratory for drug testing.
 - 3) The MRO contact the Administrative Secretary, for assistance if the driver cannot be reached.
 - 4) The Administrative Secretary, must confidentially inform the driver to contact the MRO.
 - 5) Upon contact with the driver, The Administrative Secretary, must inform the MRO that the driver was contacted.
 - 6) Drivers who cannot be contacted are placed on temporary medically unqualified status or medical leave.
 - d. The MRO may verify a positive drug test without talking to the driver if:
 - 1) The driver declines the opportunity to discuss the positive drug test.
 - 2) The driver fails to contact the MRO within five (5) days after the Administrative Secretary, has contacted the driver.
 - 3) MRO verification of positive drug test results under these circumstances can be challenged by the driver if the driver presents the MRO with information documenting a serious illness, injury or other circumstances unavoidably preventing the driver from timely contact of the MRO. The MRO, based on this additional information, may find a legitimate explanation for the positive drug test result and declare the drug test negative.
 - e. The driver is notified of the drugs found in a positive drug test result by the MRO, the Administrative Secretary, or by certified mail to the driver's last known address.
 - f. The school district receives a written report of the negative and positive drug test results from the MRO.
- F. Substance Abuse Professional
1. A substance abuse evaluation by a substance abuse professional is required when a driver has:
 - a. A positive drug test;
 - b. A positive alcohol test of 0.04 breath alcohol concentration or greater;
or
 - c. Otherwise violated the drug and alcohol testing program policy, its supporting regulations of the law.
 2. The substance abuse evaluation determines what assistance, if any, the driver needs in resolving problems with alcohol misuse and/or drug use.
 3. A list of available substance abuse professionals to provide assistance to bus drivers is available through the employee assistance programs.

451r (continued)

G. Pre-employment Testing

NOTE: Under Iowa law, the school district must inform applicants/drivers of the requirement for drug testing in a notice or advertisement soliciting applicants/drivers for employment, in the application form and personally at the first interview with the applicant/driver. At one time both pre-employment drug and alcohol testing were required by the federal regulations. Pre-employment alcohol testing has been suspended by the U.S. DOT.

1. Drivers shall submit to a drug test if a job offer is made. The job offer is contingent upon:
 - a. A negative drug test result; and
 - b. A signed written statement authorizing former employers to release all information on the driver related to drugs and alcohol.
2. Prior to allowing a driver to perform a safety-sensitive function, and no later than fourteen (14) days after performing a safety-sensitive function, the following information must be obtained about the driver during the preceding two (2) years from the date of the application:
 - a. An alcohol test results of 0.04 breath alcohol concentration or greater;
 - b. Positive drug test results; and
 - c. Refusals to be tested.

H. Random Testing

1. Annually, twenty-five (25) percent of the average number of drivers for random alcohol tests and fifty (50) percent of the average number of drivers for random drug tests are selected.
2. The drivers' identification numbers are selected by a scientific method giving each driver an equal chance to be selected.
3. Random tests are unannounced and spread throughout the year.
4. Drivers selected for random alcohol testing are notified just before, during or just after performing a safety-sensitive function. The school district documents why some, if any, drivers were selected but not notified.
5. Drivers selected for random drug testing are notified at any time. The school district must document why some, if any, drivers were selected but not notified.
6. Once the driver is notified of being selected for a random test, the driver must proceed immediately to the collection site. However, drivers performing a safety-sensitive function must safely stop and proceed to the collection site as soon as possible.

I. Reasonable Suspicion Testing.

1. A driver may be required to submit to a reasonable suspicion drug test at any time.
2. A driver may be required to submit to a reasonable suspicion alcohol test just before, during or just after the driver performs a safety-sensitive function or just before, during or just after the time the driver is required to be in compliance with the drug and alcohol testing program policy, its supporting administrative regulations or the law.

451r (continued)

- a. A reasonable suspicion alcohol test is performed within two (2) hours and no later than eight (8) hours of determining reasonable suspicion.
 - b. If the alcohol test is not given within two (2) hours, the reasons for the delay must be documented.
 - c. If the alcohol test is not given within eight (8) hours, attempts to test are stopped and the reason for not testing must be documented.
3. A reasonable suspicion test request is made by an employee who received training to determine reasonable suspicion. The reasons for the reasonable suspicion must be documented within twenty-four (24) hours or prior to the release of the test results. If more than one (1) employee trained to determine reasonable suspicion observes the driver, the employee must also document their reasons.
- J. Post-accident Testing.
1. Drivers are subject to both post-accident drug and alcohol testing as soon as possible after an accident in which:
 - a. The driver received a citation and,
 - 1) Bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident; or
 - 2) One (1) or more motor vehicles incurred disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle; or
 - b. A fatality occurred.
 2. Drivers must remain readily available for post-accident testing.
 - a. Drivers who leave the scene or who do not remain readily available are deemed to have refused to test.
 - b. Necessary medical treatment cannot and should not be denied to a driver waiting to complete post-accident drug and alcohol tests.
 3. Alcohol testing requirements
 - a. The alcohol test is administered within two (2) hours and no later than eight (8) hours of the accident.
 - b. The reasons for administering the test later than two (2) hours after the accident must be documented.
 - c. The reasons for not administering the test within eight (8) hours after the accident must be documented.
 - d. Drivers are prohibited from consuming alcohol for eight (8) hours after the accident or until the alcohol test is completed.
 4. Drug testing requirements.
 - a. The drug test is administered as soon as possible and no later than thirty-two (32) hours after the accident.
 - b. The reasons for not administering the test must be documented.
 5. Results of drug or alcohol testing conducted by law enforcement officers or other officials on the scene with independent authority to conduct such tests are presumed valid if the testing conforms to the law. The school district must receive a copy of the results for its records.

451r (continued)

K. Return-to-duty/Follow-up Testing.

1. Prior to returning to duty after a positive drug test, a positive alcohol test of 0.04 breath alcohol concentration or greater, or otherwise violating the drug and alcohol testing program policy, its supporting regulations or the law:
 - a. The driver must be re-evaluated by a substance abuse professional to determine that the driver has properly followed any treatment program prescribed.
 - b. The driver must submit to the tests required by the substance abuse professional. The substance abuse professional may require a return-to-duty test for drugs, alcohol or both.
 - c. The return-to-duty test must have a negative drug test result and/or an alcohol test result of a less than 0.02 breath alcohol concentration before the driver can return to duty and perform a safety-sensitive function.
2. After returning to duty, the driver is subject to a minimum of six (6) unannounced follow-up tests within twelve (12) months for alcohol, drugs, or both, as determined by the substance abuse professional.
 - a. The substance abuse professional can terminate the follow-up testing requirement after the first six (6) tests have been completed or continue the follow-up testing for up to six (6) months from the date of the driver's return to duty.
 - b. Alcohol follow-up testing is done just before, during or just after performing a safety-sensitive function.

L. School district responsibilities.

1. Provide drivers with information on the drug and alcohol testing requirements of the drug and alcohol testing program policy, its supporting administrative regulations and the law, including the driver's obligations.
2. Supervisors of drivers or employees designated to determine reasonable suspicion must receive sixty (60) minutes of training on alcohol misuse and sixty (60) minutes of training on drug use. The training must address the physical, behavioral, speech and performance indicators of probable alcohol misuse and drug use.
3. Provide drivers with instructions prior to the driver operating a school vehicle to enable the driver to comply with the drug and alcohol testing requirements.
4. Disallow drivers to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver's drug use whether or not a drug test was conducted.
5. Disallow drivers to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver with 0.02 breath alcohol concentration or greater whether or not an alcohol test was conducted.

451r (continued)

6. Ensure, through the school district's drug and alcohol testing program service provider, that the quality assurance plan, developed by the manufacturer and approved by the national Highway Traffic Safety Administration (NHTSA) for the evidentiary breath testing device used for alcohol testing of its drivers, describes the inspection, maintenance and calibration requirements and intervals for the device.
 7. Ensure, through the school district's drug and alcohol testing program service provider, that the collection site person using an evidentiary breath testing device is a certified breath alcohol technician.
- M. Consequences of violating the drug and alcohol testing program policy, its supporting administrative regulations or the law.
1. Each violation is dealt with based on the circumstances surrounding the violation and the administrative regulations of the law.
 - a. Drivers may be disciplined up to and including termination.
 - b. Drivers may not be permitted to perform safety-sensitive functions.
 - c. Drivers may be advised of the resources available to them evaluating and resolving problems associated with the misuse of alcohol or use of drugs.
 - d. Drivers may be required to undergo a substance abuse evaluation to determine what assistance, if any, the driver needs in resolving problems associated with the misuse of alcohol or use of drugs and be required to follow any recommended substance abuse treatment program.
 - e. Prior to returning to duty, the driver is required to have a negative drug and/or alcohol test result and be subject to the follow-up drug and/or alcohol testing determined necessary based in the circumstances surrounding the incident.
 - f. Drivers refusing to submit to drug and/or alcohol testing are considered insubordinate and are subject to discipline up to and including termination.
 - g. Drivers/applicants who refuse to submit or cooperate with the drug and/or alcohol testing process and requirements shall be disqualified from further consideration.
 2. Nothing in the drug and alcohol testing program policy, its supporting administrative regulations or the law relating to drug and alcohol testing limits or restricts the right of the Board or Superintendent to discipline, up to and including termination, a driver for conduct which violates the school district's policies, supporting administrative regulations and procedures.

451r (continued)

N. Drug and alcohol testing records.

1. Drug and alcohol testing records are stored in locked files at limited access locations separate and apart from the driver's general personnel records.
2. The records are released only with the written consent of the driver. Only those records specifically authorized for release may be released. However:
 - a. Records may be released to appropriate government agencies without a written consent.
 - b. Records may be released to appropriate school district employees without written consent.
 - c. School districts may, without written consent, make a driver's drug and alcohol test records available to a decision-maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the driver and arising from the result of an alcohol or drug test under
 - the drug and alcohol testing program policy
 - supporting regulations
 - the law-or from the school district's determination that the driver violated and of the above.
3. With a written request, drivers may access and copy their drug and alcohol test records in accordance with the board policy related to employee
4. records. A driver is not denied access to these records for failure to pay fees associated with other records.
5. The following records of the school district's drug and alcohol testing programs are maintained for the time period indicated
 - a. One (1) year:
 - 1) records of negative and canceled drug test results and alcohol test results of less than 0.02 breath alcohol concentration.
 - 2) records related to the drug alcohol testing process.
 - 3) records related to a driver's test results
 - 4) records related to other violations of the law.
 - 5) records related to substance abuse evaluations
 - 6) records related to education and training
 - b. Two (2) years:
 - 1) Alcohol test results of 0.02 breath alcohol concentration and greater;
 - 2) verified positive drug test results;
 - 3) documentation of refusals to take required alcohol and/or drug tests;
 - 4) evidentiary breath testing device calibration documentation;
 - 5) driver substance abuse evaluations and referrals; and
 - 6) annual calendar year summary.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, February 16, 2011

Revised: October 28, 2008

452

BLOOD-BORNE PATHOGENS

Refer to the Sioux City Diocesan Policy # 4116.13.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

453

REPORTING SUSPECTED CHILD ABUSE

S.F. 1225, "An act relating to child abuse.." This law here-to-fore has not been labeled as a "school law" because of its reference to the Department of Social Services. A careful study of its provision, however, indicates that school people should be knowledgeable about it. Effective July 1, 1974, the state law of Iowa requires certificate school employees, registered nurses and licensed practical nurse to report to the Department of Social Services all instances of suspected child abuse involving students. Any school nurse or certificate school employee who is found guilty of knowingly and willfully failing to report suspected cases of child abuse is subject to a fine of \$100 and imprisonment of up to ten days. Civil liability may also be imposed for the damages caused by failures to report suspected child abuse. Thus, a failure to report which results in further abuse or death may cause a school nurse or certificate employee to be found liable for such things as medical expenses and loss of future income. Immunity from suit for such actions as slander and libel is extended to those making report in good faith. Photographs are encouraged, and reimbursement may be made from public funds.

Child abuse is now defined as "harm or threatened harm occurring through:

1. Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of acts or omissions of the person responsible for the care to the child.
2. The commission of any sexual abuse with or to a child as defined by chapter seven hundred nine (709) of the Code supplement, as a result of the acts or omission of the person responsible for the care to the child.
3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's health and welfare when financially able to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not preclude a court from ordering that medical service be provided to the child where the child's health requires it."

Each school district should designate administrative personnel responsible for making the reports of suspected child abuse to the State Department of Social Services on its subdivisions (county Department of Social Service).

School nurses and certificate employees are to report suspicion of child abuse to the designated person who shall make an immediate oral report to the Department of Social Services.

Each report should contain as much of the flowing information as can be obtained within the time limit:

1. Name, age, address of the suspected abused child.
2. Name, address of parents, guardians or persons legally responsible for his care.
3. Description of injuries, including evidence of previous injuries.
4. Name, age, and condition of other children in the home.
5. The child's whereabouts if different from parents, guardians or other persons legally responsible for the child.
6. Any other information considered helpful.
7. Name, address of person making the report.

453 (continued)

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

COMPREHENSIVE HARASSMENT

It is the policy of St. Mary's Catholic Schools to maintain a learning and working environment that is free from harassment. No employee or student of the school shall be subjected to sexual harassment nor shall any employee or student of the school 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 St. Mary's Catholic School staff to harass another staff member or student 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. 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 understanding and acceptance of, and assuring compliance with state and federal laws and board policy and procedures governing harassment within his or her school or office.

Violations of this policy will be cause for disciplinary action up to and including expulsion or dismissal.

Definitions:

- A. Sexual harassment means unwelcome sexual advances, requests 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 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 student's performance or creating an intimidating or hostile working or learning environment.
 - 4. Sexual harassment, as set forth in Section A, may include, but is not limited to the following:
 - a. Verbal or written harassment or abuse
 - b. Pressure for sexual activity
 - c. Repeated remarks to a person with sexual or demeaning implications
 - d. Unwelcome touching
 - e. 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, harass, distress, agitate, disturb, or trouble persons when:
 - 1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participating in school programs or activities;

454 (continued)

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 the employee's or student's performance or creating an intimidating or hostile working or learning environment.
4. Harassment, as set forth in Section B, may include, but is not limited to the following:
 - a. Verbal, physical, or written harassment or abuse
 - b. Repeated remarks of a demeaning nature
 - c. Implied or explicit threats concerning one's grades, job, etc.
 - d. Demeaning jokes, stories, activities directed at a student or employee

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

Building Principal

Phone: 712-732-1856 or 712-732-4166

Board Approved: January 1995

Reviewed: October 28, 2008, February 16, 2011

Revised:

454.1

PROCEDURE FOR REPORTING/ACTION REGARDING ALLEGATIONS OF HARASSMENT

Any student, parent of a student, or employee of St. Mary's School who feels they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact the principal or any other staff member. Any staff member to whom an incident of harassment has been reported is to contact the principal as soon as possible to inform the principal of the incident and identify the person making the claim.

The principal will have the person making the claim fill out the form for reporting harassment and instruct the person to recall and record as many details as possible including identifying any witnesses to the incident.

The principal will then interview any witnesses having him/her fill out a report form as completely as possible.

The principal will next interview the person alleged to have committed the harassment.

If any of the criteria for misconduct under the respect policy as stated in the St. Mary's handbook is found, there is cause for disciplinary action up to and including expulsion or dismissal.

Consequences for students committing acts of harassment:

First offense: Detention doing community service. The student contacts the parents by phone in the presence of the principal and explains the offense.

Second offense: In-school suspension with mandatory counseling with the parents present under the direction of the guidance counselor who has the authority to recommend outside professional counseling for the student. Any recommendations resulting from the counseling will be communicated to the principal and followed through by the parents/student.

Third offense: Expulsion for the rest of the school year.

Consequences for school employees committing acts of harassment:

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

Second offense: Termination of contract

In the event any claim is made against the principal, the pastor is to be contacted immediately, and the pastor is to conduct the investigation.

All claims and reports resulting from founded claims are filed in the principal's office.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

455a

EMERGENCY FAMILY SICK DAY DONATIONS

The person needing the days must use all five of their family sick days and all available personal days before this policy will be in effect for them.

The person needing the days can use up to 5 days with no more than two days being consecutive.

The person donating the days must volunteer the day to the office before the emergency family sick day is taken.

Each faculty member can donate no more than two sick days per year.

The policy is only for extreme cases and must have administrative approval.

This policy must be approved each fall or during the year prior to its implementation for that school year.

Board Approved: January 13, 2005

Reviewed: October 28, 2008, April 20, 2011

Revised:

455b**MATERNITY/ADOPTION LEAVE**

In the event of a pregnancy, an employee determines with her doctor how long it is advisable for her to continue working. She is eligible to receive the sick leave accumulated at the time of her absence consistent with the provisions of Chapter 601A of the Code of Iowa. The employee has the privilege of returning to her position according to the conditions stated in her contract at such time as she and her doctor deem it proper and advisable. The privilege of return is applicable during the time of her contract.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

TORT LIABILITY

DEFINITION: A civil (not criminal) wrong, committed against the person, reputation, or property of another, independent of a contract.

LEGAL TEST OF LIABILITY

1. Did the person in charge owe the injured person a duty?
2. Was there a breach of duty owed?
3. Was the breach of duty a proximate cause of injury?

If the answer to all three questions above is “Yes”, the person in charge may be held liable in damages for the injuries to those under his care.

The superintendent, principal, teachers, custodians, cafeteria workers, bus drivers, and other employees may be held liable.

BASIS: Negligence is usually the basis for torts. It is defined as: omission of action which is reasonable man, guided by those considerations, which ordinarily regulate human affairs; would do or the commission of something which a reasonable and prudent man would not do. Foresee ability is important: failure to furnish precautionary instruction constitutes negligence.

“*IN LOCO PARENTIS*”: Employed school personnel take the place of the parents during school hours or school functions.

RIGHTS OF THE TEACHER *IN LOCO PARENTIS*:

1. The right to prudently control pupils under his/her care, and to discipline them within legal limits.
2. The right to receive the respect due the tutorial position.
3. The right to control the class for the good of the school.

DUTIES OF THE TEACHER *IN LOCO PARENTIS*:

1. To protect the health, safety, and welfare of the students.
2. To promote the moral guidance of the students under his/her care.

APPLICATION OF TORT LIABILITY TO ST. MARY’S SCHOOL:

1. Supervision: The standard to follow in supervising classrooms, lavatories, lunch room, halls, playgrounds, etc. is to exercise the prudence and care which the normal parent might exercise under the same or similar circumstances.
2. Field Trips: Written permission must be obtained from both parents for the child to participate in a field trip. Students should be adequately chaperoned (approximately one adult for every six children), and extra caution must be taken.

Board Approved: October 2008

Reviewed: October 2008, April 20, 2011

Revised:

460

CONTRACTS

The selection of teachers and staff shall be based on the following classifications:

1. Training and certification
2. Professional competence
3. Personality
4. Suitability for position

Contract with certified personnel shall be in writing and shall state the length of time the contract is in force and total compensation for the contract period together with the schedule of periodic payments. Teacher contracts shall be issued, approved, and signed by the principal. Administrator contracts shall be issued, approved, and signed by the pastor and president of the board of education. All contracts should be filed with the Principal.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

462

CERTIFICATION

Each teacher is to have the following on file in the office by September 1:

1. Transcript of credits
2. Certification
3. Two forms of identification which will be kept in the business office file
4. Health record – a completed physical form at the time of initial employment
5. Record of classes taken during the summer

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

464

SALARY SCHEDULES

The Board of Education shall establish salary schedules and guides each year. The principal may deviate from these schedules. The guides shall include compensation for extra duties.

A sample is found in the appendix.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

465

SUBSTITUTE PAY

An individual hired to substitute teach will be paid at a rate determined by the board of education.

Board Approved: October 2007

Reviewed: October 28, 2008, April 20, 2011

Revised: April 20, 2011

465.1**LONG-TERM SUBSTITUTE & PAY**

An individual hired to substitute teach for more than ten (10) days during the school year for the same contracted teacher will be classified as a long-term substitute. Payment to a long-term substitute shall be 85% of scale based upon the Step 0 (BA) dollar amount. The formula for calculating the per day rate of pay is as follows:

STEP 0 (BA)/# OF CONTRACTUAL TEACHING DAYS X .85 = DAILY RATE

i.e. for year 2008-09: 21,300 / 185 days x .85 = \$97.86 round to \$97.85 per day

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

465.2

IN-HOUSE SUBSTITUTE

St. Mary's School teachers shall be allowed one preparation time frame within each regular school day. An individual assigned to substitute for another individual, taking away all preparation time for the assigned teacher, shall receive compensation for said assignment. The formula for calculating the per period rate of pay is as follows:

STEP 0 (BA) / # OF SCHEDULED SCHOOL DAYS / 9 PERIODS x .60 = PERIOD RATE

i.e. for year 2008-09: \$21,300 / 180 days / 9 periods x .60 = \$7.88 round to \$7.75 per period

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

PERSONNEL EVALUATION

The process for personnel evaluation in the St. Mary's School system is developmental and growth-oriented. Continuous improvement in areas of growth and development is an ongoing expectation in our educational system. Each administrator and teacher will be evaluated annually for purposes of personal and professional growth. The evaluation process will identify and support the individual's strengths, identify the individual's growth needs, and develop a plan for the individual's growth. The content will reflect the individual's job description/expected competencies as well as the individual's pre-established goals/objectives.

Administrators: Each administrator will be evaluated during the second year of his/her employment in a building and each three to five years thereafter. Data for this evaluation will be gathered through surveys sent to teachers, board members, and pastor as well as through the administrator's own self-evaluation. Parents may be surveyed if the administrator so desires.

Every year that the evaluation is not conducted, the administrator will gather data from the faculty and his/her own self-evaluation. The administrator then shares the compilation of this data and the resulting growth plan with the Board of Education in executive session.

Teachers: Teachers in the St. Mary's School system are to be evaluated according to the competencies/tasks given in the Catholic Educator Handbook.

The annual evaluation will make use of, but not be limited to, information gained by the principal in formal and informal observations throughout the year. The evaluation processes include a conference during which principal and teacher discuss areas of strength and of needed growth.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

471

EVALUATION PROCEDURE

The following evaluation procedure will be used at St. Mary's School:

PERSON(S) EVALUATED

Kitchen staff (cooks)
Head Cook
Custodian(s)
Head Custodian
Coaches
Athletic Director
Secretary
Aide/Paraprofessional
Teachers
Principal

PERSON(S) EVALUATING

Head Cook
Principal
Head Custodian
Principal
Athletic Director
Principal
Principal
Principal
Principal
St. Mary's Pastor & Board of Education,
Diocese Superintendent of Schools

Board Approved: February 8, 1989

Reviewed: October 28, 2008, April 20, 2011

Revised:

475**STAFF DEVELOPMENT**

Continuous improvement, growth, and development are a way of life in the educational system of the Diocese of Sioux City. Each school is to have a staff development plan that provides for professional and spiritual growth of all staff members. The long and short range goals of the school shall contain specific areas for the growth of the staff. Each principal and teacher shall also have personal goals. Additional directives on Professional and Spiritual growth are contained in other resources from Diocesan Offices.

State Standard 4.7 (1)

Board Approved: September 13, 1989

Reviewed: October 28, 2008, April 20, 2011

Revised: 1992

477

CAREER ADVANCEMENT

Faculty members are encouraged and expected to take continuing education classes not only to maintain licensure but also to enhance their instruction. With administrative pre-approval, courses taken for graduate credit or classes deemed relevant to the continuing education process in a teacher's specialty area may be reimbursed up to \$250.00 per contractual school year by the school system. Evidence of successful completion (transcript) of such course work must be turned into the office within six weeks of completion of the course before any reimbursement will take place.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

480

DUE PROCESS

The adequate protection of human rights and freedoms is a matter of concern to all people of good will. As Catholics we have religious as well as human motives for this concern. In our educational system the preservation of rights and the resolution of disputes are protected through due process.

Due process is based on the belief that rights and freedoms can not be abridged without justification and that persons in authority are responsible to protect the rights of those within their jurisdiction.

The establishment of due process procedures, which safeguard the rights and freedoms of individuals and groups in our educational system are directed in this policy. The procedures established shall be characterized by principles of justice and charity.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

485

NON-ISSUED OR REDUCED TEACHER/STAFF CONTRACT DUE PROCESS

Contracts Not Issued for the Next Year

1. The administrator maintains the personnel file of each teacher which includes teacher evaluations.
2. The administrator meets with and notifies the teacher that the possibility of a contract for next year will not be issued.
3. If the teacher desires a hearing before the board, the teacher must so advise the administrator in writing within ten (10) days of receipt of notice and provide a copy to the board president.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

485.5

TERMINATION OF TEACHER/STAFF CONTRACT DUE PROCESS

Refer to Sioux City Diocese Policy # 4119.4d

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

487

NON-ISSUED OR REDUCED ADMINISTRATOR CONTRACT DUE PROCESS

Refer to Sioux City Diocese Policy # 4119.4g

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:

487.5

TERMINATION OF ADMINISTRATOR CONTRACT DUE PROCESS

*In case of a priest or sister procedures may differ. The Office of Education should be contracted for assistance in identifying proper ecclesiastical channels and procedures.

**All days herein are calendar days.

When the administrator's performance and growth are unsatisfactory the board or a designated agent of the board meets with the administrator to express concerns and observations. The board may request a professional evaluation of the administrator by Diocesan Office of Education personnel.

The administrator working with the board (and Office evaluator) signs a plan/expectation for improvement, which includes a statement that continued employment may depend on satisfactory progress.

At least 20 days prior to board meeting

The board or its designated agent meets with and notifies the administrator that performance and growth remain unsatisfactory, and advises the administrator that a recommendation for termination of contract will be made in writing to the board, specifying the date of the board meeting. At this meeting the board or its designated agent will provide the administrator with written notification of his/her administrator's right to a hearing, the requirement to request such a hearing, the procedural safeguards to be afforded the administrator at the hearing as set forth below and the rationale or reason constituting "just cause" for the recommendation of termination. The recommendation for termination will set forth the specific grounds for recommending termination. If the case is severe, the board will summarily suspend the administrator from his/her duties with or without pay while continuing the procedural steps that follow. Summary suspension is done only after consultation with the Diocesan Office of Education.

At least 10 days prior to board meeting

If the administrator desires a hearing before the board, the administrator must so advise the board in writing within ten (10) days of receipt of the notice.

At board meeting

The board or its designated agent, in executive session, recommends that the administrator's contract should be terminated and states the reason or rationale for this recommendation. At this meeting, while in executive session, the administrator is entitled the following rights:

1. To confront and question any witness(s) testifying adverse to the administrator;
2. To present witnesses and evidence; and
3. To comment on the evidence presented and make a statement in his or her behalf.

A non-verbatim record of the hearing will be kept by the secretary to the board, or, at the board's discretion, an individual(s) who is not a board member will be retained to keep a non-verbatim record of the hearing.

Upon completion of the hearing, the board will dismiss all witnesses who are not board members, and the administrator. The board, while still in executive session, will then deliberate and decide by majority vote whether to accept or reject the recommendation or to take whatever other action it deems appropriate. The board must then move to open session, and the decision made in the executive session must be presented, vot-

ed upon and approved by a majority of the board members in attendance at that open session, before becoming effective. The administrator will be notified by the board president or designee, in writing, by certified mail within thirty (30) days, return receipt and required, of the board's decision.

After the board meeting

The administrator may appeal the board's decision in writing to the Diocesan Board of Education, setting forth the basis for the appeal. Appeal must be made within ten (10) **days of receipt of the board's decision. The appeal to the Diocesan Board of Education will be held in executive session, and will be limited to argument on the record made and the exhibits introduced into evidence at the hearing before the local board.

The administrator and the local school board president may make a statement to the Diocesan Board of Education. No new evidence will be presented or admitted. The Diocesan Board of Education will act by simple majority vote.

The local board's decisions will be sustained unless substantial rights of the administrator have been prejudiced because the local board's actions is:

1. In violation of rules or procedures;
2. Unsupported by substantial evidence in the record made before the local board when that record is viewed as a whole; or
3. Unreasonable, arbitrary, or capricious or characterized by an abuse of discretion or a clearly unwarranted exercise of discretion.

The president of the Diocesan Board of Education or his/her designee will render the board's decision to the administrator in writing within thirty (30) days of the argument, affirming, rejecting or modifying the decision of the local board.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 20, 2011

Revised:



500: STUDENTS

501

ADMISSION-OPEN ENROLLMENT

The diocesan educational system maintains a policy of open enrollment in elementary and secondary schools. Open enrollment means that students meeting the school's reasonable academic and financial requirements are to be admitted regardless of race, ethnic origin, or creed according to subsequent provisions of this policy.

Non-Catholic children may seek admission by contacting the school principal.

Board Approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

501.2

ADMISSION-STUDENT ENROLLMENT

Catholic schools in the Diocese of Sioux City, including St. Mary's operate on a philosophy that is firmly rooted in the social justice tradition of the Church and open enrollment in elementary and secondary schools. In keeping with this principle, St. Mary's shall:

1. Admit students without regard to race, gender, national origin, or disability.
2. Make a positive effort to attract and enroll Catholic students representing all racial and ethnic populations within the community.
3. When faced with the necessity of limiting enrollment, the Catholic School System shall give priority in the following order to:
 - a. Students 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.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, April 17, 2013

Revised: October 2008

501.3

ADMISSION-SPECIAL NEEDS

Students who need special services as speech/language or resource programming for learning disabilities, receive programming through appropriate AEA services and Storm Lake Community Schools in cooperation with St. Mary's School. Some students may require more assistance than what St. Mary's can provide. The administration reserves the right to deny admission to individuals with needs that cannot be met through St. Mary's School System. Utilizing the child study team process, students with involved disabilities or behavioral disabilities may be recommended for placement in special programs available only through the resident public school district. The best interests of the child will always take priority in determining appropriate placement.

Board Approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

501.4

ADMISSION-KINDERGARTEN

According to the School Laws of Iowa, a child who will reach the age of five years on or before September 15 of the current school year may enter the kindergarten in August. A child who is six years of age or who will reach the age of six years on or before September 15 of the current school year may enter the first grade in August.

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

- First priority will be given to students of St. Mary's and supporting parishes whose brothers and sisters already attend St. Mary's.

Kindergarten enrollment will be limited to 25 students at which time a waiting list will be created. When enrollment reaches 32 students a second section will be created.

Board Approved: February 10, 2004

Reviewed: March 9, 2006

Revised: May 16, 2013

501.45

ADMISSION-KINDERGARTEN HEALTH

All kindergarten children must have received a recent physical, have on a file a copy of their birth certificate, and have all immunizations up to date prior to the first day of school. An immunization card is required to be on file at the office by the first day of school.

Catholic students must have a copy of the baptismal certificate on file the first day of school.

Board Approved: February 10, 1994

Reviewed: October 28, 2008

Revised: May 16, 2013

501.5
PRESCHOOL

St. Mary's will offer three sections of preschool

Monday, Tuesday, & Thursday from 8:00-11:30 a.m. 3 year old program.

Monday-Thursday 8:00-11:30 a.m. 4 year old program

Monday-Thursday 8:00-3:30 a.m. 4 year old prekindergarten program

Sections will be limited to 15 students for the three year old program and 25 students for the four year old program. Waiting lists will be created on a first come served basis.

Tuition for all sections of preschool will be set by the board of education during January.

Board approved: February 2002

Reviewed: October 28, 2008

Revised: May 16, 2013

502**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. 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 primary authority in these programs, receiving financial aid and bearing reporting responsibilities.

Catholic schools of the Diocese may not enter into dual enrollment arrangement with non-accredited schools for any portion of the day.

Board Approved: October 28, 2008

Reviewed: April 17, 2013

Revised:

503

ADMISSIONS-FINANCIAL OBLIGATIONS

All Catholic school parents are asked to tithe up to 9 percent of their adjusted gross income to St. Mary's Parish to help cover the cost to educate one student at St. Mary's School as determined by the finance director and approved by the board. All non-Catholic parents are asked to tithe up to 4 percent of their adjusted gross income to St. Mary's Parish with the understanding that said parents may be already giving 5 percent to their church.

Tuition Payment Plan

Single payment July 1

Biannual payment July 1, January 1

Quarterly payment July 1, October 1, January 1, April 1

12 month payments through automatic withdrawal

Tuition /Enrollment Agreement

All families MUST complete, sign and return a tuition/enrollment agreement to the finance director every academic year. Families are encouraged to meet with the finance director as needed to discuss the tuition/enrollment agreement. St. Mary's Parishioners are expected to a) make a pledge to St. Mary's Parish and fulfill it in the Sunday collection b) attend mass and be actively involved in the activities of the parish.

Refunds

If during the year you become eligible for a tuition refund, the refund will be prorated using the amount of paid tuition. There are NO refunds after April 1.

Delinquent Tuition

The school reserves the right to dismiss a student from school for non-payment of tuition. Any families that are delinquent in their tuition - a total of $\frac{1}{4}$ of their annual tuition amount will receive communication stating that they need to contact the finance director to make payment arrangements. If there is no response, their account may be sent to a collection agency. **No student will be permitted to start a new year with past due tuition from a prior year. No student will participate in graduation ceremonies at St. Mary's that has an unpaid balance. The school reserves the right not to register the children of parishioners who are not supportive financially or who are inactive.**

NSF Checks

Checks returned to St. Mary's due to non-sufficient funds will be handled as follows: First offense is a \$15 fee. Second offense is a \$30 fee plus an ACH withdrawal will be strongly encouraged and only money orders, cash or cashiers' check will be acceptable forms of payment.

Tuition Assistance

The Tuition Committee consisting of the development director, finance director, administration and a school board member will determine the amount of assistance to be given to individual families in the spring of the year in accordance with pre-registration for the following year. The Committee will use the required financial form as a guideline for the amount of assistance to be given. **Those families requesting tuition as-**

assistance ARE required to (1) fill out the financial form online or with the finance director prior to the filing deadline. (2) submit a copy of your most recent tax returns and supporting documentation, and a check to cover the cost of the application processing fee (3) apply for available scholarships from the school or diocese.

The maximum amount of assistance given to grades K-12 will be 75 percent of the tuition. Pre-school tuition assistance may be available, please check with the finance director.

No tuition assistance will be given to anyone that does not fill out or provide ALL the proper form(s) required in order to receive assistance.

Other Fees

Additional fees will be required such as lab fees, periodic special projects, field trips, fine arts, and athletics. Information about these is available from individual teachers and is expected to be paid at registration. All fees must be paid by September 15³⁰. Any unpaid fees after September 30 will be charged to the student's tuition account.

Financial Hardship

If at any time your family experiences unusual financial difficulties, please contact the finance director at 732-3110 to discuss possible payment arrangements. All conversations will remain in confidence.

Board Approved: 2006

Reviewed: October 2008

Revised: May 16, 2013, October 2013

510**STUDENT RECORDS**

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

A permanent record of each student is kept on file at school. These records are private property and are distributed only when lawfully requested. Should parent/guardian/student/teacher wish to see the record(s), they should make an appointment with the respective principal and/or counselor for that purpose.

Students not of legal age who take up residence outside of their parental home or that of legal guardians will be required to notify the school office.

Board Approved: October 28, 2008

Reviewed: October 28, 2008 - April 17, 2013

Revised: October 2008

510.3

STUDENT RECORDS-REPORTING TO NONCUSTODIAL PARENT

St. Mary's abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

All divorced/separated parents are asked to furnish St. Mary's School with a copy of the custody section of the divorce/separation decrees. This assists the school in allowing/refusing release of the child(ren) to the non-custodial parent.

Board Approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

ATTENDANCE K-12

Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from instructional programs. A ten day absence policy per semester has been adopted based on the fact that something important happens in class every day. A semester absence of ten days in a class ~~will~~ may cause the student to be subject to the loss of class credits towards graduation for that semester. An eight day attendance and a ten day attendance report will be mailed to parents. The secretary will give verbal notice to students when they reach the eight day and ten day absence in class.

The only exceptions to the policy are cases of hospitalization or confinement due to injury or serious illness that requires on-going treatment and an exemption applied for special educational experiences. Colds, headaches, sore throats, flu, doctor appointments, dental appointments, funerals, and vacations are examples that count toward the maximum ten day or parent/guardian sanctioned absences. **Exemption:** It is recognized that in certain situations families may desire to take their students away from the classroom setting for an educationally focused experience. In order to ensure the educational value of this experience, guidelines have been established and students must pre-plan and receive approval for their absence. It will be to the discretion of individual teachers to present students with plans. All pre-scheduled absences require written permission/notification in advance. The student needs to complete assigned work prior to his/her absence. If it is to be an extended absence, parents need to notify the school office and teachers well in advance to facilitate arrangements for completing missed work. All doctor and dental appointments should be made after school hours or on free days whenever possible. Whenever a student will not be in attendance, the school should receive a parental telephone call prior to 9 a.m. If the office is not contacted, the parent/guardian will be called to verify the reason for the absence. If the parent/guardian knows nothing of the absence when called, it will be considered truancy.

College Visitation: Students will be allowed a maximum of four days to visit colleges with their parents during the course of their high school careers to help in their college selection process. If these visitations are arranged through the guidance counselor, they will not be counted against the student's ten days allowed for absences. However, if the college visitation is not arranged through the counselor, the days will count against the ten allowed absences. Students should get the make-up slip from the counselor and return it to the counselor prior to their day of absence.

Diocesan Religion Attendance Policy: All students enrolled in St. Mary's School System will attend and participate in all religion classes. During times of liturgical preparation instruction, students who are not of the Catholic faith are not mandated to participate. Supervision is to be provided for these students.

Illness: Students with illness, including those with colds and coughs, should not be sent to school. Students who become ill in school should report to the teacher and/or the office. The office will contact the parent/guardian. If a child has contracted a communicable disease, please contact the school at once. A written note should be sent to the teacher when the child returns to school. *Reminder: Students with fevers need to be home for 12 hours (without a temperature) before they return to school.

All medication is kept in an office file with a record kept of the number of times it is administered.

Only office personnel will distribute medication. All medication must be kept in the original labeled bottle, including family names. No medications may be kept in students' possession or kept in lockers.

Board Approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

515.5

ATTENDANCE ON DAY OF A SCHOOL ACTIVITY

1. Students who will represent the school in extra-curricular activities must attend all periods on the day of the event. **Exceptions will be made by the principal prior to the absence for doctor's appointments, dental appointments and funeral.**
2. Absences due to field trips or other school sponsored activities will not affect participation in extra-curricular activities.
3. Students absent from one or more periods on the day of an activity will not be permitted to participate in the extra-curricular event that day. Also, a student may not practice if absent for one or more periods.
4. Other exceptions will be made at the discretion of the principal **prior to the absence.**

Board Approved: December 9, 2004

Reviewed: October 2008- April 17, 2013

Revised:

GRADUATION REQUIREMENTS

St. Mary's High School requires students earn 49 credits for graduation. One credit is given for each semester of a subject that meets every day, in which a passing grade is received. Students are expected to pre-register for a minimum of seven academic classes each semester.

REQUIRED CREDITS

(8)-Theology	(6)-Language Arts/English	(6)-Mathematics
(6)-Sciences	(1)-Government (Soc. Sci.)	(1)-Career/Study Skills
(2)-US History (Soc. Sci.)	(2)-World History (Soc. Sci.)	(1)-Health
(1)-Physical Education	(1)-World Geography (Soc. Sci.)	(1)-Basic Computer (Bus.)
(1)-Public Speaking	(1)-American Literature	(4)-Foreign Language*
(1) Consumer Economics (Bus.)		(6)-Electives

SERVICE REQUIREMENT**

Because St. Mary's High School wants to encourage her students to be good servants and to be able to document that as part of their portfolios for college and job applications, in each year of a student's career at St. Mary's High School, the student will be required to provide service to

- St. Mary's school (e.g., SOS Thrift Store, mentoring younger students);
- Their parish/church (e.g. liturgical roles, Knights of Columbus meals); **AND**
- Their community (e.g., park clean-up, helping with a community event).

The number of hours for each year and in each of the three areas as well as method(s) of documentation will be determined by the administrator in consultation with the faculty.

*The foreign language requirement will be waived upon request from the principal and guidance counselor. Written permission to waive such classes will be signed and included with the student's permanent file. Transcripts will be marked accordingly.

**"Service" refers to any use of the student's time and talents outside of school time—without pay or other benefit of some monetary value—to assist the three types of entities listed to be able to carry out their missions to their key constituents.

1 credit = 1 semester

Board Approved: February 12, 2003

Reviewed:

Revised: March 17, 2015

520.1

GRADUATION

St. Mary's School Board hereby adopts a policy excusing a graduating senior who has met district or school requirements for graduation from attendance during the extended school calendar. This policy only excuses seniors who have met graduation requirements. This policy follows guidelines established in rule 281-IAC 12.1(7).

Board Approved: February 9, 2009

Reviewed: April 17, 2013

Revised:

520.5

EARLY GRADUATION

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

1. Submit a written request of intent to graduate early by the end of the third (3rd) quarter of the sophomore year. The document must include the reason and must be signed by parent(s)/guardian(s).
2. The request will be submitted to the counselor and the principal/dean of students. Both will submit affidavits accepting or rejecting request. Pertinent information such as course credits, behavior, academic performance, future goals, etc. will be included in the affidavits. Affidavits will be attached to the request.
3. The request/affidavits will be forwarded to the administrative team for examination. The team will attach an affidavit stating their recommendation and explanation thereof to the request. The team will table a final decision for a period of one week after this step.
4. The administrative team will meet to re-examine the documentation with the request and will make a decision to reject or accept.
5. Student and parent(s)/guardian(s) will meet with the administrative team to discuss the request. The decision to accept or reject will be delivered at this time.

If accepted:

- a. the counselor will assist the student in formulating an adjusted schedule of classes to meet the deadline.
- b. the student will complete all 49 units required for graduation.
- c. the student will be ineligible for all school activity
- d. parents will be responsible for paying the full tuition for a 4 year educational program since graduating early in reality means completing 2 years of classes in 1 year

If rejected, student will continue in a regular 4-year education program.

The decision of the administrative team is final.

Board Approved: October 28, 2008

Reviewed:

Revised: May 16, 2013

530

PROMOTION/RETENTION

A student, who by not working up to his/her capabilities risks failure in the academic area, may become a candidate for retention. If retention is to be recommended, a conference will be held with parents, teachers, and administrators. Students, who need assistance not met by the regular education program, will utilize the child study process in determining the best educational program. If retention remains a viable educational option, all parties involved must agree to this option.

MIDDLE SCHOOL PROMOTION/RETENTION

For promotion to the next level, students in grades 6, 7, and 8 must be on good standing.

- If student fails four second semester courses or more semester core classes during the school year, the student will need to be retained at grade level.

***Six core classes are defined as: Language Arts (literature), Language Arts (writing), Math, Science, Social Studies, and Religion.

Board Approved: October 28, 2008

Reviewed:

Revised: May 16, 2013

SCHOOL WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school 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 school 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 school supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school 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 school may utilize electronic identification and payment systems; promote the availability of meals to all students; and/or use nontraditional methods for serving meals, such as "grab-and-go" or classroom breakfast.

The school 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;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, and promotions;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;
- links with meal programs, other foods and nutrition-related community services; and,
- includes training for teachers and other staff.

The school will provide physical education that:

- is offered to all students in grades K-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,

535 (continued)

- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- 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.

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

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by state and federal law;
- offer a variety of fruits and vegetables, legumes and whole grains;
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA);

Schools should:

- engage students and parents, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices; and,
- share information about the nutritional content of meals with parents and students.

The school:

- will provide students 20 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).

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will:

- provide continuing professional development for all nutrition professionals; and,
- provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

535 (continued)

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.

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte [snack] lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law.

Snacks served during the school day or in after-school care or enrichment programs 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. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. The school district will disseminate a list of healthful snack items to teachers, after-school program personnel and parents.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

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

- All foods 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.

The nutrition guidelines for all foods available will focus on promoting student health and reducing childhood obesity.

The board will monitor and evaluate this policy by reviewing the policy at a minimum every five years.

Board Approved: October 28, 2008

Reviewed: April 2012- April 17, 2013

Revised: September 19, 2012

540

STUDENT SERVICES

St. Mary's School shall offer clubs and services as approved by the board of education.

Board Approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

540.2

NATIONAL HONOR SOCIETY

The National Honor Society, started in 1921, is an organization to recognize students who have excelled in the areas of scholarship, leadership, service, and character and help them extend these qualities through service projects. Membership in the National Honor Society is both an honor and a commitment.

Induction Procedure – All juniors and seniors (who are not already in NHS) with a cumulative grade point average of 3.2 or above are eligible for induction in National Honor Society. Student become automatic candidates and complete membership questionnaires. Membership will not be based only on scholarship but also on the student's service, leadership, and character.

All high school faculty members will evaluate each candidate on the areas of scholarship, service, leadership, and character. A five-member faculty council will then review the information and make the final selection of new inductees.

A ceremony will be held with the entire high school to induct new members.

Board Approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

540.3
STUDENT COUNCIL

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

Membership of the council includes: student council president, vice-president, secretary, treasurer, the president of each class, and two representatives from each class.

Manner of elections of student council officers and representatives is treated specifically in the Student Council Constitution, and the details are disclosed at election time. Elections are at the end of the school year for the following year.

Class officers are elected by their respective classes at the end of the school year for the following year. Their purpose is to lead the class, with their faculty moderator, in its various operations and to coordinate class activities.

All decisions for the student council and classes are subject to the approval of the faculty moderator and/or the principal

Board Approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

540.4

YEARBOOK/NEWSPAPER

A yearbook, "PAWPRINTS", will be published each year. Student volunteers and members of the Journalism class will work on the yearbook. Student will be selected from this group for major staff positions by the moderator.

Board approved: October 2008

Reviewed: April 17, 2013

Revised: September 2008

540.5

SCHOOL DANCES/EVENTS

All school dances are open to St. Mary's students. Each student may bring one guest who must enter the building with the student in grades 9-12. The guest must be registered in the office three days prior to the dance.

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

No one will be admitted after the doors are locked unless prior arrangements have been made with the principal/sponsor. Any student or guest who chooses to leave before the dance ends or is ejected from the premises will not be readmitted and parents will be notified.

Students will be advised as to what type of dress is expected at each event, and chaperones will be empowered to refuse admission to anyone who is not properly attired. School dances will be conducted in an atmosphere where everyone is comfortable. As a student body member of St. Mary's School, all students will be expected to use modesty and good character while dancing. Any violation will result in the student being escorted from the dance floor, parents called and the student not be allowed to attend St. Mary's dances the rest of the school year.

Board approved: August 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

540.55
PROM

The St. Mary's Prom, banquet and dance, will be open to juniors and seniors of St. Mary's High School, dates (high school age) or committee pre-approved dates.

Students must be supervised by the class moderator while decorating at St. Mary's School. Decoration during school hours (8 a.m.-3:30 p.m.) is to be on campus only; any off-campus needs during school hours will require the class moderator's presence.

The gymnasium will be locked after school on the Thursday prior to the prom, and reserved for decorating. All decorations must be approved by the class moderator and administration.

Classes will be required to keep financial records of the prom expenses. The financial records should be given to the administration prior to summer dismissal. The class will not spend more than two-thirds of their current assets dated February 1 of the current school year.

Board approved: October 28, 2008

Reviewed:

Revised: May 16, 2013

540.6**LOCKERS**

Lockers, desks, and other facilities remain at all times property of the parish/school, even though temporarily assigned to students. Lockers, desks, and facilities may be periodically inspected for cleanliness, missing school property, and evidence of damage. Items, which are illegal to possess, will be turned over to law enforcement authorities. Other contraband found may result in disciplinary action to the student.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

540.71

BICYCLES AND MOTORIZED VEHICLES

Students are permitted to ride bicycles to school. Bicycles may not be ridden on the school grounds or sidewalks, but only on streets. The school provides racks but accepts no responsibility for bikes parked there. Parents are reminded that all bicycle riders bring bikes at their own risk.

Board approved: September 2008

Reviewed: October 2008- April 17, 2013

Revised: September 2008

540.72

STUDENT PARKING

Students are to park in the following areas:

Bicycles Bike racks on west side of church.

Mopeds Lot west of high school wing.

Cars The lot west of high school wing, 2nd Street west of alley and 3rd Street north of the church are student parking. Street parking on Cayuga, and 2nd Street is also available. No parking is allowed in the areas in yellow; these are used for emergency vehicles and buses. No vehicles will use the alley (Sr. Margaret Way) behind the school between the hours of 7:45 a.m. and 5:15 p.m.

The along Seneca, and south of the high school from Seneca to the alley is reserved for faculty members and visitors only.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

540.73
PATROL

St. Mary's School sixth grade students serve as safety patrol members for the elementary students. Students are expected to obey and respect the patrol for the safety of everyone. Those who are disrespectful or uncooperative to patrol members will receive consequences as noted in the discipline code policy.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

540.8**CLASS RINGS**

Sophomore students have the opportunity of purchasing a class ring at the beginning of the school year. The individual will select the style of the ring, and ordering will be done on an individual basis. Students are in no way obligated to buy a ring. Financing is not handled by the school.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

540.9

SENIOR OPEN CAMPUS

Open campus may be approved by the board on an annual basis. Seniors will submit their proposed Open Campus Procedures to the principal. After administrative review the policy will be submitted to the board for approval.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

550

EXTRA & CO-CURRICULAR OFFERINGS

St. Mary's School shall offer extra and co-curricular activities as approved by the Board of Education.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

550.1

EXTRA CURRICULAR ACTIVITIES

Our goals at St. Mary's will be to compete to the best of our ability so that honor comes to our school, our Parish, our community, and our participants. Such a goal is worthy of the best efforts of all concerned – the followers, the supervising staff, the participants and the student body. We will always compete in every event to “win”. In doing so however, we must always maintain respect for our school, our opponents, and most of all OURSELVES.

1. Responsibilities

- To Yourself

A participant is someone special in that certain responsibilities are imposed on him/her. A participant is one who accepts these responsibilities and develops strength of character. Participants owe it to themselves to get the greatest possible good from their school experiences; their studies; their participation in other co-curricular activities; as well as from non-curricular activities. A participant is someone special in that certain responsibilities are imposed on him/her. A participant is one who accepts these responsibilities and develops strength of character. Participants owe it to themselves to get the greatest possible good from their school experiences; their studies; their participation in other co-curricular activities; as well as from non-curricular activities

- To school and parish

By participating, you have a responsibility to your school to always do your best and always follow the guidelines set forth. By being a competitor you are representing your school and your community. You automatically assume a leadership role when you are in an activity. The St. Mary's student body and citizens of Storm Lake know you. You are on the stage with spotlight on you. The student body, the pre-school children, the community and other communities judge your school on your conduct and attitudes both on and off the field. Because of this leadership role, you can contribute to your school spirit and community image during the years you participate and for future years. Make your school proud of you and your community proud of your school by your performance and your devotion to high ideas. The young students are watching you. They will imitate you in many ways. Do not let them down. Give them high ideas to copy.

- To Supervising Staff

Since there is a great learning experience in activities at St. Mary's, the supervisors want to give the community the best possible team with the available ability each year. Sponsors of St. Mary's activities are expected to be dedicated and therefore expect the same from the participants.

2. Guidelines

- Classroom responsibilities

A student must comply with the eligibility guidelines and discipline code stated in the parent/ student handbook in order to participate in any school activity.

550.1 (continued)

- Pre-practice requirements for Athletic
All athletes must meet the following requirements before they start practice:
 - a. Return a medical physical form to the athletic office.
 - b. Return to the respective office the following information:
 - 1) Parent/guardian permission forms.
 - 2) Parent/guardian agreement to support **ALL** athletic and training rules
 - 3) Athlete's agreement to follow **ALL** athletic guidelines
- Pre-practice requirement for Activities
All participants must meet the following requirements before they start practice:
 - a. Return to the respective office or sponsor the following information:
 - 1) Parent/guardian permission forms
 - 2) Parent/guardian agreement to support the rules in this handbook
 - 3) Participant's agreement to follow **ALL** activities guidelines
- Practice regulations
 - a. Practice is required.
 - b. Individuals must begin the sport season within 10 days of the school's first practice unless there is unusual circumstance, such as an injury.
 - c. Sponsors will encourage their participants to participate in other school activities during the off-season.
 - d. The weight room is available for those in need of the facilities. No participant is to use school facilities unless he/she is under the direct supervision of a sponsor.
 - e. The gym is for the dominant activity at the time. All use of the gym must be scheduled/cleared with the Activities Director
- Activities on Sunday
No athletic contest or practices may be scheduled on Sunday. Exception: if a varsity game is scheduled on a Monday, practice is permitted and the time will be arranged to fit the team member's family schedule as best as possible.
- Participation and attendance
 - a. Dress code to and while at events is Dress Up. On away game school days, eligible players are allowed to dress up during school.
 - b. All activity members will travel with the team regardless of suspensions or injuries only if no school is missed. Participants may return home with their parents if previous arrangements have been made with the sponsor.
- Equipment
The school and its organizations furnish the participants with as much of the equipment as is feasible. The sponsor in charge will check out all equipment to individuals at the beginning of the season. The participant will be responsible for this equipment and should be prepared to pay for the cost or replacement if it is not checked in at the end of the season or immediately if she/he should quit an activity.
- Alterations
The Administration or the sponsor of the activity may establish stricter rules for any activity.

550.1 (continued)

- **Lettering Requirements**

Will be determined and approved by the coach prior to the season. The procedures will be shared with the participants at the start of the season.

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

- **Cutting the Squad**

As a rule we aim to carry as large athletic squad as possible to give everyone a chance. The only times a squad will be cut are:

- a. When a sophomore, junior, or senior has little chance of seeing competition play in relation to practice hours spent they will be so advised
- b. When an individual does not wish to follow the athletic guidelines
- c. When a senior does not qualify for the varsity team

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

550.12

SCHOLASTIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN SCHOOL ACTIVITIES

I. Covered Activities

- A. All 7-12 grade boys' and girls' interscholastic athletic events.
- B. Other public events including student exchanges.

II. Scholastic Requirement

- A. SEMESTER: The student must meet the requirements as set by the state of and appropriate athletic associations.
- B. GRADE CHECKS: Grades will be reviewed for all high school students and 7-8th grade students. Any student that receives at least two D's or one F during the bi-weekly grade check will be ineligible for one week. (The principal will determine the grade check dates prior to the start of the year, approximately twice a month.)

III. Penalties

- A. Any students who become scholastically ineligible may continue to practice but may not participate in a covered activity.
- B. Each coach or activity moderator is responsible for withholding ineligible students from competition or performances referred to above.
- C. Ineligibility will run from Sunday to Saturday in a given week.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

550.13

STATE OF IOWA SEMESTER ELIGIBILITY

A copy of the Iowa High School Athletic Association's and *the Iowa Girl's Athletic Union* academic eligibility rules regarding a period of ineligibility is available from the Saint Mary's athletic director.

Board approved: September 2006

Reviewed: October 2008

Revised: May 16, 2013

550.15
ATHLETICS

Like any aspect of our school curriculum, athletics must be viewed from the standpoint of the entire life of the child. When placed in their proper perspective, athletic games, contests, training, and coordination of the body can contribute a great deal to the development of the child's natural and supernatural life. Athletics should help the individual to realize that true sportsmanship is a code for life and not just for the athletic field.

St. Mary's School is proud to provide student-athletes with the following athletic activities:

High School volleyball, girls' and boys' basketball, girls' and boys' track, girls' and boys' golf, softball, baseball, Swimming, girls' and boys' cross country, football, wrestling, soccer and other sports requested by St. Mary's and approved by Storm Lake Public.

Grades 7 & 8 volleyball, girls' and boys' basketball, girls' and boys' track. Grades 7 and 8 will also offer athletics through criteria set down by the athletic department including academic standards.

St. Mary's School is a member of the Twin Lakes Conference, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

550.16

EXEMPLARY CONDUCT CODE – Athletic Eligibility Policy

St. Mary's School wishes to work with parents so that each student gets a very clear message from the home and the school that alcohol, other drugs, and criminal behavior are detrimental to the physical, mental, emotional, and spiritual welfare of the student. St. Mary's believes it is in the best interest of the community to take steps to promote, enhance, and maintain a criminal-free and chemical-free school. St. Mary's does not accept the choices of individuals or society to be involved with such behaviors

1. Admission of guilt by a student.
2. If the student has been charged by law enforcement agencies for a criminal offense and does not dispute the charge through the courts.
3. If the student is convicted of a crime.
4. If the student has been observed in possession or observed using health destructive drugs (tobacco, alcohol, and illegal drugs) by school staff or administration.
5. Other occasions may arise when overwhelming evidence of violation of the conduct code has been brought to the attention of the administration. Those situations will be investigated and if substantial, will fall under this code.

Students who report a violation of this code to their moderators/coaches or administrators within 24 hours of the infraction will receive a reduction in activities to which the suspension applies.

Activity Student

FIRST OFFENSE (per year)

1. The student will be declared ineligible for a period of time equal to 1/3 of the contests/performances of an activity. If less than 1/3 of the contests/performances for the activity remains, the ineligibility will be carried over until that proportionate amount of ineligibility is completed in another activity. **Or**
2. If the student admits to guilt, the suspension will be for 1/4 of the season. **Or**
3. If a student self-reports a code violation within 24 hours, he/she will be ineligible for 1/5 of the season.

SECOND OFFENSE (within 12 consecutive months from the time of the first offense)

1. The student will be ineligible for participation in all activities for one (1) year from the time of the offense. **Or**
2. Suspension will be for 2/3 of a season if the following requirements are met:
 - A drug and alcohol assessment provided by an outside agency approved by the school, and follows the recommendations of the agency. Any student getting an evaluation and failing to adhere to recommendations of the evaluation will incur the spelled out in the previous paragraph. Parents/guardians are responsible for the cost of the assessment.

Community service as determined by the administration. Community service must be completed within one year of offense or student is subject to ineligibility of one calendar year.

550.16 (continued)

Or

3. If a student self-reports a second violation within 24 hours of the infraction, the suspension will be for 1/2 of the season. The student must also get and incur the cost of an evaluation and follow through with the resulting recommendations. The student must also complete community service as determined by the administration.

THIRD OFFENSE (within 12 consecutive months from the date of the first offense)

- The student will be ineligible for participation in all activities for the remainder of their high school career.

FOURTH OFFENSE (within 12 consecutive months)

- Review Board hearing and possible removal from St. Mary's.

Non-Activity Student

FIRST OFFENSE

1. The student will be required to complete 30 hours of community service at St. Mary's. **Or**
2. If the student admits to guilt, he/she will complete 25 hours of community service at St. Mary's. **Or**
3. If a student self-reports a code violation within 24 hours, he/she will be required to complete 20 hours of community service.

SECOND OFFENSE (within 12 consecutive months from the time of the first offense)

1. The student will be required to complete 40 hours of community service at St. Mary's. The student will attend a drug and alcohol assessment provided by an agency approved by the school, and follow the recommendations of the agency.*applicable to drugs and alcohol only **Or**
2. If the student admits to guilt, he/she will complete 35 hours of community service at St. Mary's and will attend a drug and alcohol assessment provided by Vista Addiction and Recovery Center or another agency approved by the school, and follow the recommendations of the agency. **Or**
3. If a student self-reports a code violation within 24 hours, he/she will be required to complete 30 hours of community service and will attend a drug and alcohol assessment provided by an agency approved by the school, and follow the recommendations of the agency.

THIRD OFFENSE (within 12 consecutive months from the time of the first offense)

1. The student will be required to complete 50 hours of community service at St. Mary's. The student will attend a drug and alcohol assessment provided by Vista Addiction and Recovery Center or another agency approved by the school, and follow the recommendations of the agency.*applicable to drugs and alcohol only **Or**
2. If the student admits to guilt, he/she will complete 45 hours of community service at St. Mary's and will attend a drug and alcohol assessment provided by an outside agency approved by the school, and follow the recommendations of the agency. **Or**

550.16 (continued)

3. If a student self-reports a code violation within 24 hours, he/she will be required to complete 40 hours of community service and will attend a drug and alcohol assessment provided by an outside agency approved by the school, and follow the recommendations of the agency.

FOURTH OFFENSE (within 12 consecutive months)

- Review Board hearing and possible removal from St. Mary's.

Regulations regarding suspension from extra-curricular events: If the student is not currently involved in any extra-curricular events when the violation of the ECC occurs they will serve the suspension during the next performance/contest they are involved with. (Note: A participant violating this rule out of season will be punished during the next season/performance as long as that season/performance falls or starts within three months of the day the school is notified. If that individual is not active in the three months of that suspension they are considered a non-activity student and will do the community service as outlined in the policy.)

If a student does the community service and then decides to go out for an extra-curricular activity they will be required to miss the number of performances/contests that is outlined in the policy. If an activity season ends prior to completion of the suspension, there will be carry-over to the next activity in which the student is participating in order to make up for the necessary games/events. If a student is involved in more than one extra-curricular activity at the same time, they are to miss the required amount of events of each activity that take place within three months.

The “season” is defined as the total number of regularly scheduled contests/performances. Tournaments and double-headers shall count as one contest. Scrimmages do not apply.

The student must complete any activity in which they participate to remove their ineligibility due to an offense of the Code. During the period of ineligibility, the student must continue to practice or be receiving professional help in order for the time to count as part of the period of suspension. The following sports/activities are shared with Storm Lake Community School District: football, girls' swimming, tennis, cross country, and orchestra. Athletes participating in these sports/activities are bound by the exemplary conduct code of the SLCD.

A copy of the Iowa High School Athletic Association's academic eligibility rules regarding the 20 day period of ineligibility is available from the St. Mary's athletic director.

Board approved: December 9, 2004
Reviewed: October 2008- April 17, 2013
Revised: October 2008

550.2**CHEERLEADING**

The cheerleading squad consists of members of the high school classes. The selection criteria and other procedures and rules for the cheerleading squad is found in the constitution which has been approved by the board. The squad cheers equally for boys and girls events as well as promotes school spirit through various activities such as signs and pep rallies. It is the responsibility of the cheerleaders to lead cheers at athletic contests in a respectable and enthusiastic manner.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

550.3**DRILL TEAM**

The purpose of the drill team is to help promote interest and enthusiasm, help build school spirit and loyalty, and provide enjoyment and activity for students. The selection criteria and other procedures and rules for the cheerleading squad is found in the constitution which has been approved by the board.

Board approved: October 28, 2008

Revised: October 28, 2008

Revised: May 16, 2013

550.4
BAND

At St. Mary's qualified students are encouraged to participate in the band program. Instrumental instruction is provided on a regular basis to all band members at St. Mary's. Students in grades 6-8 are eligible. Middle school students will perform concerts periodically throughout the year. High school students will participate in marching band, concert band, jazz band, and individual and small/large group contests through the public school.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

550.45**GRADES 6-8 INSTRUMENTAL MUSIC ADD/DROP**

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

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

Board approved: October 28, 2008

Reviewed: October 2008- April 17, 2013

Revised:

550.5
CHORUS

A vocal music program is available for grades K-8. Programs are presented at various times throughout the year. High School students may participate in concert choir, a selected swing choir, and in individual and small/large group contests through the public school.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

550.6

FINE ARTS

St. Mary's students shall not participate in any other school district's Fine Arts programs that are presently offered at St. Mary's. These programs currently include High School Drill Team, Small and Large Group Speech, and Drama. Current exceptions include High School Band, Orchestra, and Choir.

Board approved: January 2007

Reviewed: October 28, 2008

Revised: May 16, 2013

550.65
SPEECH

A speech contest program, in cooperation with the Iowa High School Speech Association, is available for students in freshman through senior years. Students may choose from a variety of individual events which includes but is not limited to interpretive reading, dramatic/humorous acting, and public address. Students may audition for large group events such as plays, ensemble acts, and mime. Performance opportunities include district, state, and All-State level competitions as well as service clubs, dinner meetings and various other groups.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

550.7

DRAMA

A high school play will be produced in the fall of each year. Students in grades 9 through 12 are eligible to audition for parts. Grade school students and faculty members may, on occasion, be eligible for the parts of “extras” in a given production.

The 7th-8th students will produce a play or dinner theatre each spring. All 7th and 8th grade students will be eligible for parts in the play.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

PREGNANCY/ABORTION/MARRIAGE

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

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

The unwed parent/s that chooses to keep his/her/their child as a single parent/s, is/are subject to the following:

- Attendance is limited to academic participation to facilitate the unwed parent's/s' fulfillment of parental responsibilities.
- Compliance with all regulations (e.g. regular attendance, satisfactory academic performance) governing the general student body is mandatory.
- A written statement of agreement concerning the aforementioned stipulations is to be signed by the administration, the unwed parent/s, and his/her/their parent(s). Failure to comply with the terms of this agreement may result in expulsion by the administration.

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

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

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

563**COMMUNICABLE DISEASE**

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 ask how do we deal with the sickness once it is present, which means how do 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 these 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.

Board approved: October 2008

Reviewed: October 2008- April 17, 2013

Revised:

563.1

AIDS/ACQUIRED IMMUNE DEFICIENCY SYNDROME

Current knowledge and research regarding HIV/AIDS 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, to their classmates in regular school, or in daycare, preschool or any other type of group educational or care situation.

Discrimination or violence directed against persons with handicapped or HIV/AIDS 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 HIV/AIDS 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 HIV/AIDS infection.

As members of the Church and society, all share the responsibility of standing in solidarity with those who are HIV/AIDS. We need to offer spiritual and pastoral care, along with the medical and social services extended to those who suffer from HIV/AIDS, 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 HIV/AIDS 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, his or her parents or guardians, the student's physician, and school officials working in concert. All school personnel who receive confidential medical information regarding a student's HIV/AIDS 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 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 HIV/AIDS 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 HIV/AIDS is available.

Board approved: October 28, 2008

Reviewed: April 17, 2013

Revised: October 28, 2008

570

STUDENT ATTIRE/DRESS CODE

The St. Mary's student will be dressed either in uniform or in a code determined by the Board of Education with consultation of parents and students comments.

The uniform policy adopted in May 1986 shall remain in effect a minimum of four (4) years. The question of changing uniform policy may be brought up before the Board a minimum of every 4 years thereafter, with the following requirements.

1. A parent or group of parents wishing a change in uniform policy must present a petition requesting such to the Board. This petition must bear the signatures of a minimum of 10% of the families enrolled at St. Mary's School.
2. Following step 1, the Board will send a letter to each family requesting their opinion. If the returned questionnaire indicates a majority of families wish to change, the Board President will appoint a committee consisting of one member of faculty, one of administration, one of School Board, and two families.
3. The uniform committee will present their recommendations to the Board at the regular meeting for action on their proposal.
4. An exception to the preceding requirements will be made in the event the existing uniforms become unavailable. At that time only those uniforms will be considered for change.

Board approved: October 28, 2008

Reviewed: October 28

Revised: May 16, 2013

580.1
TRUANCY

An absence NOT excused by the school or by the parent. Just as an employer expects an employee to be present during working hours, the administrative team and teachers at St. Mary's expect students to be present during school hours. UNEXCUSED and TRUANCY absences will NOT be tolerated. Any student who wishes to be absent without approval has, through that absence, consented to these sanctions.

FIRST TRUANCY: Parents will be notified that the student was not in class. The student will NOT be granted make-up privileges, will receive a grade of "F" in each class missed that day, and will be required to make up the time missed.

SECOND TRUANCY: Parents will be notified that the student will NOT be granted make-up privileges, receive a grade of "F" in each class missed that day, and be required to make up DOUBLE the time missed.

THIRD TRUANCY: Parents and law enforcement will be notified that the student was not in class. The student will be required to appear before the Review Board for a formal hearing. Sanctions may include loss of credit, suspension, or expulsion.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

580.2

RESTRICTION

Restriction from school Activities means a student will attend school and classes but will **NOT** attend or participate in school activities. A restriction from activities will not exceed ninety days and normally will be limited to ten days or less.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

580.3
PROBATION

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

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

580.4
EXPULSION

The removal of a student from the school environment, which includes classes and activities for the remainder of the school semester or year. The expulsion may be extended to the following year if infraction is in the fourth quarter.

Due to the fact that each situation is different, the administration reserves the right to adapt, change, or adjust the consequences to the specific needs of the student.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

580.5
REVIEW BOARD

These individuals meet to hear serious discipline cases and are a representative board composed of the principal and two teachers. One is selected by the administration and the student involved in the case selects the other teacher. The counselor attends the meeting in an advisory capacity. A consensus by this board is necessary to resolve an issue. The review board may hear appeals of decisions from administrative disciplinary hearings, but the decision of the review board is final.

Only the review board may expel a student from school for a violation of rules and regulations or when the presence of that student is considered to be detrimental to other students within the educational process.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

584

CHEATING/COPYING:

All precautions will be taken to reduce the temptation for cheating/copying in the classroom, especially during testing. Teachers will have a policy or rule in place in all classes that addresses student cheating/coping in their classes. The teacher will inform the parents of the offense within 48 hours by phone or in writing.

Repeated offense of this action will result in disciplinary intervention and a required meeting with the Review Board.

Board approved: June 11, 1997

Reviewed: October 28, 2008

Revised: May 16, 2013

584.5
THEFT

The suspected theft of property should be reported to the principal as soon as the loss is detected. If a student is caught the parents and the local police department will be notified.

Board approved: October 28, 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

585

ELECTRONIC DEVICES/CELLPHONES/I-PODS/BLACKBERRIES

All unauthorized use of student-owned electronic devices is banned from school during regular school hours. Violations of this rule will result in confiscation of the device. A \$5.00 fine will result each time a cell phone is confiscated.

Board approved: September 2008

Reviewed: April 17, 2013

Revised: September 2008

585.5

LUNCH PERIOD CONDUCT

All students and employees of the St. Mary's School system are eligible to participate in the Hot Lunch Program. Lunch may also be brought from home. The St. Mary's Board of Education adopts the Annually Revised Free and reduced Price Policy statements as issued by the Child Nutrition Programs Division of the Iowa Department of Public Instruction. During lunch students are allowed to visit with their neighbors. However, they are not to scream or yell. Supervision is provided at all times during the lunch period. An atmosphere of orderliness needs to be maintained so that all students will have the opportunity to enjoy their meal. No student will be allowed to leave the school grounds during lunch, the exception those students that qualify for open campus. All students will eat in the lunch during the noon hour.

Board approved: October 2008

Reviewed: October 28, 2008

Revised: May 16, 2013

586

BUS CONDUCT

VIOLATIONS OF BUS CONDUCT SET BY STORM LAKE PUBLIC SCHOOL SYSTEM

Violations of these rules will result in disciplinary action as follows:

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

NOTE: Concerning extracurricular activities trips, students are expected to ride both ways on the bus/van unless permission is received and verified by the principal or coach/moderator. Students may ride home with their parents/guardians ONLY after parents sign.

Board approved: October 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

586.2

PUPIL CONDUCT ON ACTIVITY BUSES

The convenient and safe mode of transportation is to be employed in most instances where student travel to school activities is required.

This mode of transportation is made available through Storm Lake Public Schools or St. Mary's Booster Bus. Every effort must be made to enforce these regulations to ensure our continued use of these vehicles.

In many instances where a driver is assigned who is not the direct supervisor of the activity in questions (is not the coach/moderator) a chaperone must be arranged. Generally this chaperone will be a teacher involved in the student activity. The chaperone must be an adult. Chaperones have full responsibility and authority for enforcing these regulations where the chaperone is not the driver.

It is the chaperones responsibility to study the following regulations governing student conduct on school buses for approved activity trips. He/She will be expected to make every effort to enforce these regulations. The basic purpose of these regulations is to provide the conditions for a safe trip. The bus driver has a tremendous responsibility in the safe operations of the bus so it is desirable that he be as free as possible from distractions which might endanger the safety of those aboard.

The pupils are to be informed of these regulations prior to boarding the bus or at least before departure for destination. It should be understood that the chaperone and not the driver is responsible for pupil conduct. If the driver has any requests to make, he will be expected to make them directly to the chaperone, not to pupils.

A safe journey can be an enjoyable one if all concerned will make every effort to assume their fair share of personal responsibility for good conduct.

1. Pupils are expected to remain in their seats while the bus is in motion.
2. Conversation should be in normal tones, loud or vulgar language is prohibited. At railroad tracks all conversation should stop until the bus has crossed the tracks.
3. Bus windows are to remain closed unless permission is given to open them. If windows are opened, pupils are not to extend their hands, arms, or heads through windows and no gestures or yelling is to take place.
4. The bus must be kept clear of all litter at all times. Each bus must be swept out before returning it to the bus barn.
5. Roughhousing or disorderly conduct is strictly prohibited.
6. Boys and girls may sit together only if given permission
7. Electronic devises are permitted providing the volume is adjusted so as not to disturb others, particularly the driver.
8. Pupils shall refrain from talking to the driver while the bus is in action.
9. Any materials or property brought on the bus must be stowed out of the aisle.
10. Riders must keep their feet off the seats.
11. Positively no illegal substances may be brought onto the bus.

Board approved: October 2008

Reviewed: October 28, 2008- April 17, 2013

Revised:

588

WEAPONS POLICY

A student who brings a dangerous weapon onto school property or premises or knowingly possesses a dangerous weapon on school property or at a school event shall be expelled for not less than twelve (12) months. However, the administration has the authority to recommend that the period-of-expulsion requirement be modified on a case-by-case basis.

A dangerous weapon is defined per diocesan policy 5146.

Confiscation of a dangerous weapon shall be reported to law enforcement officials. A student found to possess or control a dangerous weapon on school property or at a school event, will be referred to law enforcement officials and the student shall be subject to disciplinary action, which could be suspension or expulsion.

The principal may also allow authorized persons to display weapons, other dangerous objects, or lookalikes for educational purposes and such persons shall also be exempt from this policy.

Board approved: September 2008

Reviewed: April 17, 2013

Revised: June 2015

SEARCH & SEIZURE

It is the policy of the Diocese of Sioux City and St. Mary's School to operate its educational institutions in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the Catholic School Philosophy, the Diocese of Sioux City hereby adopts the following rules, consistent with Iowa Code, 808A, relating to periodic inspection, to the search of students, and/or to protected student areas:"

SEARCH OF STUDENT AND/OR PROTECTED STUDENT AREA BY SCHOOL OFFICIAL

1. A school official may conduct a search of a student or a protected student area only if all of the following apply:
 - a. The school official has a reasonable and articulable suspicion that a criminal offense or a school rule or regulation bearing on school has been violated;
 - b. The school official has a reasonable and articulable belief that the search will produce evidence of such violation;
 - c. If the search is of an individual student, the suspicion and belief required by paragraphs "a" and "b" is particular to the student to be searched;
 - d. If the search is of more than one student or of a protected student area, the search must be based upon and pursuant to a valid and reasonable student search rule.
2. Notwithstanding subsection 1, paragraphs "a" through "c", as they apply to searches of protected student areas school officials may conduct periodic inspections of all, or a randomly selected number of school lockers. However, the school district shall provide written notice to each student, and the adult who enrolls the student at the school, that school officials may conduct periodic inspections of all school lockers without prior notice. An inspection under the subsection shall only occur in the presence of the students whose lockers are being inspected.
3. Under no circumstances may a search be made which is unreasonable in light of the following:
 - a. The age of the student;
 - b. The non-seriousness of the violation;
 - c. The sex of the student;
 - d. The nature of the suspected violation.
4. A school official shall not conduct a search which involves:
 - a. A strip search;
 - b. A body cavity search;
 - c. The use of a drug sniffing animal to search a student's body;
 - d. The search of a student by a school official not of the same sex as the student.
5. If a search pursuant to subsection 1 of a school locker, desk, or other facility or space issued or assigned to, or chosen by a student, reveals a violation of the law or the rules of the school regarding a dangerous weapon or controlled substance, the violation shall constitute reasonable grounds for future searches without advance notice to the student of the student's locker, desk, or other facility or space issued or assigned to or chosen by the student.

595 (continued)

NOTE: The prerequisites for a search of a student or a protected student area are as set forth in numbered paragraphs 1 and 2 above. A search, as opposed to a periodic inspection, does not require any advanced notice. In fact, advance notice of a search would undoubtedly be counterproductive.

STUDENT SEARCH BY PEACE OFFICER

The search of a student or of a protected student area by a peace officer who is not a school official, or by a school official at the invitation or direction of a peace officer who is not a school official, shall be governed by the statutory and common law requirements for police searches.

Definitions:

- “Student” means a person enrolled in a school for any of grades kindergarten through twelve.
- “School” means a public or nonpublic educational institution offering any of grades kindergarten through twelve.
- “School official” means a licensed employee, and includes unlicensed school employees employed for security or supervision purposes.
- “Contraband” includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to health and safety of the students and staff.
- “Protected student area” includes, but is not limited to:
 - a. A student’s body;
 - b. Clothing worn or carried by a student;
 - c. C. A student’s pocketbook, briefcase, duffle bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind, and in the possession or immediate proximity of the student;
 - d. A school locker, desk, or other facility or space issued or assigned to, or chosen by, the student for the storage of personal belongings of any kind, which the student locks or is permitted to lock.
- “Student search rule” means a rule established by the school board of a public school, pursuant to section 279.8 or 279.9, or the authorities in charge of a non-public school controlling the manner of the searching of students or protected student areas. A student search rule, to be valid, must be reasonable and shall be based upon relevant factors which include, but are not limited to, the following:
 - a. The seriousness of the violation for which a search may be instituted.
 - b. The age or ages of the students who may be searched pursuant to the rule;
 - c. The information or suspicion which must exist to warrant the institution of a search.

595 (continued)

School board approved: October 2008

Reviewed: October 28, 2008, April 17, 2013

Revised:



600: INSTRUCTION

600.5

ORGANIZATIONAL STRUCTURE

The organizational structure of the St. Mary's Schools is PK-12 in accord with the Diocese of Sioux City Philosophy of Curriculum. In addition, each curriculum area shall have specified goals as well as suggested instructional activities, materials and content.

State Standard 12.3(11)

Board Approved: September 13, 1989

Reviewed: October 28, 2008

Revised: September 18, 2013

601

CURRICULUM

The academic program for St. Mary's school meets the standards for state and diocesan approval and is evaluated annually.

The total teaching process needs to be one providing students with an education in every dimension, including physical, intellectual, social cultural, emotional, moral and spiritual. The curriculum places high value on the development of knowledge, self esteem, personal worth, sensitivity to others, internalizing of Gospel values, especially those of faith, conscience, freedom and charity.

To implement such a program the school must be a place:

- a. where community can be experienced.
- b. where ideas and experiences are exchanged.
- c. where teachers and students discover together that teaching is a way of life.

Hopefully students formed in this atmosphere will be willing and able to bring to society what they have experienced in their education program.

Board Approved: October 28, 2008

Reviewed: October 28, 2008

Revised: September 18, 2013

602

CURRICULUM DEVELOPMENT, IMPLEMENTATION, AND ASSESSMENT

Saint Mary's School follows Diocesan Policy. Refer to Diocese policy #6120

Board Approved: October 28, 2008

Reviewed: October 28, 2008

Revised: September 18, 2013

604.2**CEREMONIES AND OBSERVANCES – FLAG OF THE UNITED STATES**

The flag of the United States of America should be displayed during school days in and near every school. It is recommended also that a flag of the United States be displayed in every classroom.

Rationale:

“The board of directors of each public school district and the authorities in charge of each nonpublic school shall provide and maintain a suitable flagstaff on each school site under its control, and the United States flag, and the Iowa state banner shall be raised on all school days when weather conditions are suitable.” (“School Laws of Iowa” (1990), 280.5)

Board Approved: October 28, 2008

Reviewed: October 28, 2008, September 18, 2013

Revised:

604.4

CEREMONIES AND OBSERVANCES – CRUCIFIXES

A crucifix shall be displayed in every classroom as well as other significant religious objects.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, September 18, 2013

Revised:

605

DIVERSE LEARNERS

St. Mary's School is committed to the education and growth of the whole person, the whole student. The curriculum is designed with individual student interests and needs in mind. The goal of the curriculum of St. Mary's is to develop in the student who is At-Risk a sense of self-worth, a desire for personal achievement according to his/her potential in the classroom.

Believing in this Christian concept of the individual student, St. Mary's School will be aware of programs offered through the surrounding community, the Area Education Agency, and other community programs in the area which recognize the special needs of those seen as being a student who is At-Risk.

DEFINITION: Students who are At-Risk are generally low achievers. They differ from their more successful peers in development of self-esteem, task performance, cultural aspirations, and life experiences. The student who is At-Risk is one who is identified who is At-Risk of not completing their high school education and meeting the goals of the educational program established by St. Mary's School.

To provide for the students who are At-Risk, St. Mary's School will develop a program which will include:

- In-service for school personnel
- Support services from AEA
- Support services for mental health concerns
- Involvement of parents of students who are At-Risk
- Monitoring of student behavior and growth
- Support and evaluation from the guidance department
- Drug Abuse and Substance Abuse

Board Approved: May 10, 1989

Reviewed:

Revised: October 2008, September 18, 2013

610**ACADEMICS**

The academic program consists of courses prescribed by the statutes of the State of Iowa as proposed by the Iowa Legislature and the State Department of Public Instruction. The same requirements are fulfilled as in any fully certified secondary school in the State of Iowa. Over and above these requirements, a yearly course in the study of the Catholic Faith and Christian Living is required of each student. Additional requirements may also be imposed by the St. Mary's Board of Education.

Board Approved: October 28, 2008

Reviewed: October 28, 2008

Revised: September 18, 2013

610.2

RELIGIOUS EDUCATION – CALENDAR

St. Mary's will develop a flexible calendar of worship service, and religious instruction opportunities for all students and faculty and staff.

Board approved: October 2008

Reviewed: September 18, 2013

Revised: October 2008

610.4

CATECHESIS

Each school is to have a Catechetical plan which provides opportunities to encounter the Gospel message for the total school community.

School boards are responsible for the total educational program and are to be involved in Catechetical planning with the assistance of their administrators and/or other professional consultants as needed.

In parishes where there is a parochial school and a religious education program, articulation, mutual planning, and cooperation is to be evident.

Board approved: October 2008

Reviewed:

Revised: October 2008, September 18, 2013

625**TESTING**

Standardized tests are meant to give the teacher and administration information regarding educational growth of the student as he/she advances through elementary, middle and high school grades.

The Iowa Test of Basic Skills (ITBS) is administered annually to students in grades 3-8. The Iowa Test of Education Development (ITED) is administered annually to students in grades 9-12. The PSAT-NMSQT is also administered annually to juniors.

Results will be distributed to parents in a timely manner.

Other testing instruments which the counselor may recommend and/or the students may elect to take at the high school level include the ACT, SAT or ASVAB.

Board approved: October 2008

Reviewed: October 2008

Revised: September 18, 2013

630

CLASS DAY SCHEDULE

Grade School	PK-5	8:15 a.m.-3:27p.m.
Middle School	6-8	8:15 a.m.-3:27p.m.
High School	9-12	8:15 a.m.-3:27p.m.
		First bell 8 a.m.

Grade School and Middle School students need not be on the school grounds before 8:05 a.m. Students arriving earlier than 8:05 due to parents work schedule will be supervised by staff members in the cafeteria/playground until 8:10 a.m. Unsupervised students should not arrive before 7:50 a.m.

Board approved: October 2008

Reviewed:

Revised: October 2008, October 2013

635**GRADES**

St. Mary's School has the following system for grading and for computing the grade point average (GPA), based upon an A+ = 4.33 scale, with additional 0.5 points for college level courses. The following diagram will show letter and numerical values.

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

Incomplete work will be recorded on report cards and calculated as no value. Work must be completed within two weeks or in accordance with special arrangements made with the teacher. Upon completion of incomplete work, a grade will be recorded according to the above diagram.

Career/vocational/college courses offered through any college will be recorded as one (1) credit per three (3) hours of college credit. Grades will be recorded as one (1) credit per class on St. Mary's high school transcripts, while they will be recorded on the college transcripts as is appropriate to the college of credit.

Grading College Courses

1. College course grading: If the classes are taught at St. Mary's students will be awarded a + or - per our grading scale on their high school transcript. A straight letter grade will be posted on the ICCC transcript.
2. If the classes are taught at SLHS, online or on ICCC's campus the grade will be posted on their high school transcript the same as it is posted from the credit

awarding school's transcript.

College Credit Classes will be given a weighted grade scale of .5 on the 4.33 scale beginning the 2017-18 school year as noted above.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: October 2013, May 15, 2017

636

PROGRESS REPORTS

Progress reports are sent out mid point of each quarter, and/or as deemed necessary by each teacher. The intent of these reports is to notify parents of improvements to be made to earn a passing grade.

Grades are issued at the end of each quarter. The grades are used to determine placement on the honor roll. Report cards carry student conduct grades as well.

Honor Roll:

Platinum	4.01-4.33
Gold	3.70-4.00
Silver	3.25-3.69
Honorable Mention	3.0-3.24

Board approved: October 2008

Reviewed:

Revised: October 2008, October 2013

636.1**INELIGIBILITY/GRADE CHECK**

Grade checks will be completed for grades 5-12 during each grading period. They will occur approximately every other week on a schedule set by the principal. Students in grades 7-12th will be on ineligibility list if they receive two D's or one F. Scheduled dates of ineligibility will be posted at the beginning of each semester. It is the hope of St. Mary's School that parents and students will take a serious look at grade reports and work to make improvements by visiting with teachers, completing assignments, or spending extra time on school work

Board approved: October 2008

Reviewed: March 13, 2012

Revised: April 18, 2012, October 2013

637

SEMESTER TEST POLICY

Semester tests will be administered to all students in grades 7-12. Test format is at the discretion of the teacher.

Board approved: October 2008

Reviewed: March 13, 2012, October 2013

Revised: April 18, 2012

638

REPORT CARDS

Report cards are issued quarterly.

Board approved: October 28, 2008

Reviewed: March 13, 2012, October 2013

Revised: April 18, 2012

638.5

REPORT CARDS-CONDUCT GRADES

Grades will be completed by all teachers including band, chorus, and physical education teachers at the conclusion of each quarter grading period. Comments may be provided, but are not required.

Board approved: October 2008

Reviewed: March 13, 2012

Revised: April 18, 2012, October 2013

640

HOMEWORK POLICY

Homework is a valuable aid in helping students makes the most of their school experience. Homework is given:

1. for reinforcement of concepts learned in class.
2. to prepare student for upcoming lessons.
3. to extend and generalize concepts.
4. to teach responsibility and to help students develop positive study habits.

Board approved: October 2008

Reviewed: October 28, 2008

Revised: October 2013

640.2**HOMEWORK MAKE-UP****Make-up Work**

A student has two (2) days for every day of absence to turn in make-up work assigned. If the absence is more than three (3) consecutive days, more time may be given at the discretion of the teacher. Make-up work will receive full credit if turned in on time. Any make-up work turned in late will receive a lower grade. Work not turned in within a week of the last date of absence will result in a “D” or “F” depending on teacher grading system and grade level of the student.

Late Assignments

Should a student fail to turn in an assignment on time for whatever reason, on any given day of attendance, teachers will determine the consequences of such action (i.e. time frame may lessen credit; see discipline code).

Board approved: October 2008

Reviewed: October 2013

Revised: October 2008

650.10

DIOCESAN RELIGION ATTENDANCE POLICY

All students enrolled in St. Mary's School System will attend and participate in religion classes. During times of sacramental preparation instruction, students who are not of the Catholic faith may receive alternative curriculum instruction. Supervision is to be provided for these students.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: October 2013

650.11**PHYSICAL EDUCATION**

All students are required to take physical education, unless unable to do so because of physical disability, or state exemption. The state exemptions include: scheduling conflicts, senior exemption.

1. A written statement from the family physician stating that the student is not to participate in strenuous exercises is necessary to be excused from class.
2. A letter written from the parents requesting their student to be enrolled in classes that cause a conflict with scheduling P.E.
3. Application for Senior P.E. exemption. (see principal)

Attire different from the normal school uniform will be worn by the students in grades 7 through 12. P.E. instructors will give specific information regarding attire to students each year.

Board approved: October 2008

Reviewed:

Revised: October 2008, October 2013

650.12

GUIDANCE, SEX EDUCATION & DRUG EDUCATION PROGRAMS

Human sexuality, drug education, and guidance programs are presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of these programs. Information will be sent to parents as the time for these programs approach.

Board approved: October 2008

Reviewed:

Revised: October 2008, October 2013

650.13
GUIDANCE

Educational Guidance service consists of advice to each student concerning abilities in the academic field. Through testing and the use of its results, the counselor is able to direct the student in the selection of courses, as well as the utilization of those methods of study which will enable the student to work to full potential.

Graduating students will often be considering further schooling information concerning financial aid is part of the educational vocational guidance offered. Almost all such financial aid depends upon a combination of educational achievement (high school record) and financial need.

Personal Guidance is given to each student as needs arise.

Board approved: October 28, 2008

Reviewed: October 2008, October 2013

Revised:

650.14a

CAREER EDUCATION POLICY

St. Mary's School's career education is infused into existing curriculum. The program includes awareness of self in relation to others and the needs of society, experiences in decision-making and experiences to help students integrate work values and work skills in their lives.

The curriculum will also include exploring employment in different careers.

State Standard 12.5 (7)

Board approved: September 13, 1989

Reviewed: October 28, 2008

Revised: 1992, October 2013

650.14b

PLANNING YOUR FUTURE NOW

St. Mary's will provide guidance, courses, and advanced course work to help each student explore and to be prepared for the next level of his/her future career development (e.g., collage, religious vocation, business, military, vocational/technical).

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: October 2013

654

SPECIAL PROGRAMS

St. Mary's School provides special programs to students. The following are available to St. Mary's School students. Some of these are in cooperation with the Area Education Agency and the Storm Lake Community Schools.

Our aim is to provide assistance to teachers in dealing with students who are a concern in the regular classroom setting-that concern being academic, social emotional, or behavioral. The child study team will utilize sharing of professional knowledge and experience to plan interventions for individual students in need of assistance.

By utilizing a systematic, professional plan, the team will not only offer remedial and preventative suggestions but also rely on parental and support personnel involvement to see that all avenues are explored in ensuring that each child meets success in the school setting.

Board approved: October 2008

Reviewed: March 12, 2012

Revised: April 18, 2012, October 2013

TECHNOLOGY IN CURRICULUM POLICY (St. Mary's School)

Teachers and students shall be instructed in the use of technology in the curriculum with an understanding the implications of the use of technology in furthering the mission of the church, that is, the spreading of the Gospel to all people as a tool of communication, analysis and research. Technology should be used in the light of Catholic values and moral decision making understanding the impact of technology on the dignity of the person as a child of God.

Believing in this Christian concept of the individual student, St. Mary's School will be aware of programs offered through the surrounding community and the Area Education Agency which recognize the special abilities, talents, and potential of gifted and talented students.

State Standard 4.7 (1)

Board approved: September 13, 1989

Reviewed: October 2008, October 2013

Revised: April 18, 2012

660

LIBRARY

The St. Mary's School library contains reference books of general information, non-fiction books encompassing many subject areas, biographies and many fiction titles. The library also subscribes to various magazines and newspapers and maintains a vertical information file of clippings, booklets, pamphlets, pictures, etc. for additional research assistance.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: October 2013

690

LESSON PLANS

Each teacher shall maintain a lesson plan book for one week of class days in advance of the date at hand. Each teacher shall include in said lesson plans, a statement of the objective for each day, a statement of specific teaching methods to be employed in reaching the objective, and a detailed assignment of the students.

Each teacher shall present the original of these lesson plans to the principal when the principal has scheduled a day of classroom visitation and supervision.

Each teacher shall demonstrate a professional ability to implement classroom teaching methods as specified in the teacher's lesson plan

Each teacher shall work to implement teaching methods which are presented to the teacher in written form by the principal as improvements for teaching style. Such written methods may be presented by the principal after a session of classroom supervision.

Each teacher shall create an appealing classroom environment by constructing bulletin board displays, displaying student work, displaying appropriate posters on the walls of the classroom, and arranging materials in the classroom assigned to them. Such displays shall be changed a minimum of three times each school year.

Board approved: October 2008

Reviewed: October 2008, October 2013

Revised:

695**PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be scheduled twice a year: at the end of the first quarter and at the discretion of the administration for the second semester.

Parents are allowed to contact the teacher to make a special appointment if they have concerns about their student's performance. Teachers are to be as available as possible for such special conferences.

Board approved: October 2008

Reviewed: October 2008

Revised: April 18, 2012, October 2013

699

TRIDUUM ACTIVITIES

In accordance with the policy of the Diocese of Sioux City no St. Mary's School sponsored activities or practices are to be scheduled from the evening of Holy Thursday through the entire day of Easter Sunday. Such policy shall provide students and employees the freedom to participate in parish liturgies and family activities on these sacred days.

Board approved: October 2008

Reviewed: October 2008

Revised: October 2013

Approved by the Diocesan Board of Education, September 15, 1992



700: EDUCATIONAL OPERATIONS

701

FACULTY HANDBOOK

A faculty handbook listing educational regulations and procedures will be annually and used as a resource by all-the staff.

Board Approved: August 2008

Reviewed: October 28, 2008; Nov.-Jan. 2016-17

Revised: February 20, 2017

710**HYGIENIC 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 parental, mucous membrane, and on-intact skin exposures of workers to blood-borne pathogens.

All Staff will be trained in Universal Precautions which APPLY to blood and other body fluids containing visible blood. These precautions also apply to semen and vaginal secretions although these have not been implicated in occupational exposures. (See handbook for these precautions.)

Board Approved: March 23, 1998

Reviewed: October 2008; Nov.-Jan. 2016-17

Revised: February 20, 2017

715**ROOM PLACEMENT**

Student placement in class sections will be determined by faculty and administration. Factors in this decision should include class size, academic and physical needs, boy/girl ratio, student personality, and peer relations. Parental requests for particular class placement will not be a determining factor.

Board Approved: October 28, 2008

Reviewed: October 28, 2008; Nov.-Jan. 2016-17

Revised: February 20, 2017

720

TECHNOLOGY AND VISUAL USAGE

Teachers make use of many visual and technology aides in the instructional setting. All media usage should apply directly to the lesson presented. These are supplemental, and do not substitute for teacher-directed learning.

Board Approved: October 2008

Reviewed: October 2008; Nov.-Jan. 2016-17

Revised: February 20, 2017

INTERNET ACCESS

Storm Lake St. Mary's (SLSM) is very pleased to offer a rich technology environment for the students and staff. The purpose of this policy is to ensure equitable and optimal use of all technology-related equipment at the school and to encourage the use of technology as a valuable learning tool. It is the policy of SLSM to maintain an environment that promotes moral use of technology. It shall be a violation of this policy for any employee or student to engage in any activity that does not conform to the established purpose and general rules set for in this policy and in the procedures in the handbook.

The following people are entitled to use the Internet:

1. All St. Mary's School employees
2. Students when under the supervision of a teacher
3. Others who request usage. These requests will be granted on a case-by-case basis as needs and resources permit.

GENERAL POLICY AND GUIDELINES: It is a general policy that Internet network facilities be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of St. Mary's school. Failure to adhere to this policy and its guidelines below may result in suspending or revoking the offender's privilege of network access and also the use of computers at St. Mary's School.

An Acceptable Use Policy will be updated each year and signed by all staff and students. (See Handbook for specifics guidelines for this policy.)

Board Approved: June 14, 1995

Reviewed: October 2008; Nov.-Jan. 2016-17

Revised: February 20, 2017

730

FIELD TRIPS

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

Field trips will be considered and approved on a case by case basis.

Board approved: October 28, 2008

Reviewed: October 28, 2008; Nov.-Jan. 2016-17

Revised: February 20, 2017

735

HOLIDAY PARTIES

Classroom parties are held in the grade school for the following holidays: Halloween, Christmas, and Valentine's Day. Parents who do not wish their child(ren) to participate in any of these holiday festivities may take their child(ren) home during this time

Board approved: October 2008

Reviewed: October 2008; Nov.-Jan. 2016-17

Revised: February 20, 2017

USE OF SCHOOL GROUNDS**Hours/Supervision**

The gym and cafeteria doors are open from 7:30-8:15 a.m. At 8:15 all doors are locked by the custodian. To ensure the safety of students all exterior doors will be locked during regular school hours. All schools should have a written safety plan and practice appropriate safety drills (intruder training) at least once a year (Diocesan policy, 7003).

Use of the building by students at times other than during regular school hours or approved school events must be with the approval of a faculty member. This faculty member must be present with the students for the entire period of time that the students spend in school. Scheduled activities are to be confined to specific rooms or areas of the building.

Gym Supervision

The gym may be used for recreational activities only when DIRECT supervision is provided. This supervision is to be by a faculty member/or by an approved parent (permission granted through the athletic/administrative office). All such supervising persons need to be trained in the Diocesan safe environment program (VIRTUS).

Scheduling of Facility Use

No student practices/rehearsals will continue in the building past 10 p.m. on any night.

No extracurricular or co-curricular practices or activities shall be scheduled on a Sunday without the explicit permission of the Principal and/or President in each instance.

The process to schedule any kind of event is to make a request to the activities Director, located in the main office, who will schedule it with the Master Calendar. The Activity Director/Principal/Administrative Team's decision in regards to scheduling is final.

Sunday Activities and Facility Use during School Year

- Off season activities may practice from 6:00-8:00pm on two Sundays per month. These Sundays will be determined before the school year begins with no activities occurring on a parish event night (retreats, meals, etc.).
- Exceptions may be granted by an administrator, the athletic director or Priest-President; exceptions due to a parish event must be received from the Pastor/Priest-President.

Wednesday Evenings during the school year

Wednesday evenings are set aside by the churches and schools in Storm Lake as church night. The grade and high school wings of the building are used for School of Faith classes. No events will be scheduled at St. Mary's School after 5:30pm on Wednesday evenings without permission of the Pastor/Priest-President for an exception (for example, for tournament play).

(740 cont.)

Triduum Activities

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

Summer Activities and Facility Use

- Each student may practice up to two and a half hours per day, Monday-Friday in the summer/off-season.
- There will be no practice or open gym on Sundays.
- Off-season activities may have two team activities on Saturdays or Sundays during the summer. It is expected that team members participate in their Church's weekend worship (Mass for Catholic; appropriate service for non-Catholic members).
- Exceptions may be granted by a principal, athletic director or Priest-President. Sunday exceptions need to be approved by the Pastor/Priest-President.

Board approved: October 2008

Reviewed: Nov.-Jan. 2016-17

Revised: February 20, 2017

750
SAFETY

Fire/Tornado Procedures

A fire evacuation plan is posted in each room. Teachers will familiarize students with those plans. When the fire alarm sounds, students will immediately stand and leave the room quietly, in single file, and in an orderly manner. No one is to pass another or break the line of march. Running is not permitted. Roll call will be taken once at evacuation site.

A plan for the event of a tornado is posted in each room. Teachers will familiarize students with those plans. Tornado drills will be conducted throughout the year. When a tornado (or a tornado drill) is announced, proceed quietly, in an orderly manner to the assigned location. Roll call will be taken there.

Personal Property at School

Children are discouraged from bringing extra money, toys, or other objects from home unless they are given permission by the teacher. The school cannot assume responsibility for the loss or breakage of items brought from home.

Board approved: October 28, 2008

Reviewed: Nov.-Jan. 2016-17

Revised: February 20, 2017

760

ASBESTOS CONTAINING MATERIALS

Friable and non-friable asbestos-containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. The Diocese and local schools will implement the rules of AHERA.

Board approved: February 20, 2017 (Diocesan Manual, #7113)

Board Approved: February 20, 2017

Reviewed: Nov.-Jan. 2016-17

Revised: February 20, 2017



800: COMMUNITY

802**ST. MARY'S SCHOOL ENVIRONMENT**

A Catholic School is an integration of students, parents, faculty, governing boards, and lay/religious workers. Through the work of these people an environment of understanding and appreciation for the Catholic faith in a changing world should be one of the broad scopes of the school community. In the joining of these people there should be a desire for a unified, harmonious purpose to expand learning and to foster emotional and religious growth. In the setting of the school these should be apparent in curriculum, the processes of learning, relations within and outside the school, administration, programming and activities. The realization of the Catholic faith and the fostering of such is also brought about by the involvement of home and family life, and in the civic and world community.

Board Approved: October 28, 2008

Reviewed: October 2008, May 2011; Nov.-Jan. 2016-17

Revised: February 20, 2017

804

IDENTITY

The St. Mary's Catholic School is student-centered with its goal to develop in the student a Catholic Christian identity. To achieve this identity the student must:

- a. understand Catholic tradition and experiences.
- b. be knowledgeable of his/her own cultural background.
- c. choose Christ-like values
- d. have a desire to serve in both church and civic organizations.
- e. have significant adults and peers to imitate in the formation of Catholic identity.

The student's home, peer group, parish and civic community must be actively involved in this process.

Because of our Catholic Christian identity, we are also welcoming of families, students and staff of other faith traditions; we ask them, of course, to be respectful of our identity and mission. We encourage them, as we do our Catholic members, to be faithful, active and participating members of their faith traditions, as well as in the civic community.

Board Approved: October 28, 2008

Reviewed: October 28, 2008; Nov.-Jan. 2016-17

Revised: February 20, 2017

810

SCHOOL LUNCHES

All students and employees of the St. Mary's School System are eligible to participate in the hot lunch program.

The St. Mary's Board of Education adopts the Annually Revised Free and Reduced Price policy statements as issued by the Child Nutrition Programs Division of the Iowa Department of Public Instruction.

ALL students will eat in the cafeteria during their lunch time.

Board Approved: October 28, 2008

Reviewed: Nov.-Jan. 2016-17

Revised: February 20, 2017

COMMUNICATIONS**Telephone**

Office Telephones at school are used for school business. NO students will be called from class to the phone during school hours except in case of emergency. When necessity requires a student to use the phone, permission must be obtained from the classroom teacher and the office.

The use of all cellular phones will be regulated by procedures in the handbook. Consequences for violation of handbook rules will also be clearly indicated in the handbook.

Unscheduled Dismissal

In the event that school is dismissed due to bad weather, mechanical trouble or other unforeseen circumstances, the announcement will be on local-radio stations. Additionally, text and/or email messages will be sent out to all parents who register to receive such messages.

Newsletter

A periodic newsletter of school happenings and calendar of events will be available electronically.

Visitors

Parents, grandparents, alumni, etc., are welcome to visit the school. It is imperative that all guests report to the office to identify themselves before going to the classroom. Calling ahead for a prearranged visit is best.

Students should treat all visitors with courtesy and hospitality. Each student should welcome a visitor and ask if he/she can be of assistance in directing the guest to the office. All visitors should report to the office upon entering the building to obtain a visitor badge.

All school staff members are to urge adult visitors to go to the office and get a visitor pass. Students are to be regularly reminded that they are to report any adult person without a visitor badge to the first teacher, principal or school aide whom they see.

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled during the school year and will be listed on the calendar and in the newsletter.

Grievance Procedure

The normal channels for complaints concerning the school shall be from parent or student to the teacher or the person directly involved, then to the principals. Every effort will be made to satisfy the complaint at the lowest level. Complaints not resolved with the teacher or principal must be submitted to the administrative team in writing before further processing.

When a complaint is made directly to the administrative team,* a written statement will be prepared and shall include:

1. Name of person(s) involved.

2. A concise statement of the nature of the complaint to allow the person involved to prepare a response.
3. A full account of the means that have been taken to resolve the matter on an informal basis and/or at the lower levels and the results thereof.
4. The report shall be signed by the complainants.
*Administrative team: consists of principals, faculty representatives, and pastor/priest-president appointed in the beginning of the school year.

Press Release Information

At times throughout the school year, the media takes pictures to use in their various publications. Names of students are usually checked with the office personnel for accuracy by the media. It is understood that the student's/students' pictures are allowed to be published as part of St. Mary's media coverage, unless otherwise indicated by parents.

Additional communication tools will be used to enhance the communication between the parents and the school as they become available or to meet the needs of special situations.

Board approved: October 28, 2008

Reviewed: October 28, 2008

Revised: June 15, 2011, February 20, 2017

HEALTH

All health information of individuals will be held in strictest confidence.

The school health policy shall include guidelines for:

- Communicable Disease
 - Procedure for Prescribed Medicine
 - Health Assessment and Screening
 - Health Promotion
 - Emergency Health Procedures
1. Students who have a communicable disease will be expected to remain home until released by the doctor. Information will be given on communicable disease prevention and control.
 2. Dispensing of medicine will be limited to prescription drugs and over the counter medications which will be brought from home and will be administered by the administrative assistants with the written consent of parents to be administered during school hours.
 3. Health Screening Services shall be used to identify students who may have health needs identified by the screenings.
 - a. Eye screening – Buena Vista Public Health
 - b. Hearing screening by the AEA audiologist
 - c. Blood pressure checks by Buena Vista Public Health
 - d. Immunizations cards are kept in a file in the secretary office. Buena Vista Public Health reviews these cards each fall. All other medical information is included in the student's file folder separate from cumulative folder.
Health Promotion events will be held at St. Mary's.

Emergency Health Procedures

All staff are expected to handle emergency medical situations to keep the health and safety of the child as a priority. When possible the student should be brought to the office for the office personnel to make a decision on contacting parents, contacting emergency personnel, and any other appropriate actions. Staff is trained in safety precautions and is encouraged to use their training to meet the needs of the child. All staff should have the emergency procedures guide located in their room where all staff can access this information. It is recommended to be displayed under or near the phone in rooms that have an extension.

Board Approved: April 12, 1989

Reviewed: Nov.-Jan. 2016-17

Revised: October 2008, June 15, 2011, February 20, 2017

851

MEDICATION

Medication shall not be administered unless the following requirements are met:

Proper Labeling: Prescribed medicine shall be maintained in the original prescription container which shall be labeled with:

1. Name of pupil
2. Name of medicine
3. Direction for use
4. Name of physician
5. Name and address of pharmacy
6. Date of prescription

Parent's Written Consent: A parental signature on a statement requesting and authorizing school personnel to administer the medicine in accord with the prescription or parent request shall be filed at the school.

Record of Administering the Medication: Each time medicine is administered a record shall be maintained to include the pupil's name, date, time, and signature of the person administering the medication. Over the counter medications can be sent to school with the above information listed on the consent form, you do not need the physician or pharmacy's names.

In each building in which a less than full time registered nurse is assigned, access to the medication shall be under the authorization of the principal.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, May 23, 2011; Nov.-Jan. 2016-17

Revised: February 20, 2017

PUBLIC CONDUCT

St. Mary's sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. St. Mary's sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend St. Mary's sponsored or approved activities only as guests of the school district, and accordingly as condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the St. Mary's sponsored or approved activity. Spectators, like student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school, and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of St. Mary's sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of any spectators directed at any participants, officials, coach, sponsors or any other spectator of a St. Mary's sponsored or approved activities or at other spectators will not be tolerated. don't like the plural.
- Verbal or physical conduct of any spectators that interferes with the performance of any students, officials, coach, sponsors or any other spectator of a St. Mary's sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene, or demeaning expression directed at any students, officials, coach, sponsor or any other spectator participating in a St. Mary's sponsored or approved activity will not be tolerated.

When ~~is~~ a spectator at a St. Mary's sponsored or approved activity does any of the above noted behaviors the spectator may be removed from the event by the individual in charge of the event (e.g., the coach, faculty advisor, supervising administrator); the administration may recommend to the School Board the exclusion of the spectator at future St. Mary's sponsored or approved activities.

Upon recommendation of the administration, and board approval, the board shall send a notice of exclusion from St. Mary's sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a St. Mary's sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. St. Mary's School may obtain a court order for permanent exclusion from future school sponsored or approved activities.

Board Approved: October 28, 2008

Reviewed: October 28, 2008, May 23, 2011; Nov.-Jan. 2016-17

Revised: February 20, 2017

891

COURTEOUS BEHAVIOR AT SCHOOL FUNCTIONS

All members of the St. Mary's School Family look forward to extracurricular events. St. Mary's School shares the responsibility with parents to teach children appropriate behavior at these activities.

Spectators who choose not to display appropriate behavior will be disciplined according to policy #890.

Board Approved: October 28, 2008

Reviewed: October 28, 2008; Nov.-Jan. 2016-17

Revised: February 20, 2017

APPENDIX: Teachers' Salary Scale/Schedule Sample

Base at \$28,416			5.50%	CHANGE IN BASE		
				plus a STEP		
STEP	BA	BA + 9	BA + 18	BA + 27	MA	
0	28416	29268	30147	31051	31982	0
1	29268	30147	31051	31982	32942	1
2	30147	31051	31982	32942	33930	2
3	31051	31982	32942	33930	34948	3
4	31982	32942	33930	34948	35997	4
5	32942	33930	34948	35997	37076	5
6	33930	34948	35997	37076	38189	6
7	34948	35997	37076	38189	39334	7
8	35647	37076	38189	39334	40514	8
9	36360	38189	39334	40514	41730	9
10	37087	38953	40514	41730	42982	10
11	37829	39732	41730	42982	44271	11
12		40526	42564	44271	45599	12
13		41337	43416	45157	46967	13
14			44284	46060	47907	14
15			45170	46981	48865	15
16				47921	49842	16
17				48879	50839	17