

St. Mary Catholic Schools

812 N. STATE AVE.
DELL RAPIDS, SD 57022
605-428-5591

Parent-Student Handbook

2017 - 2018



MISSION STATEMENT

St. Mary Catholic School strives for a united community of academic excellence and stewardship by embracing the Gospel and carrying the light of Christ.

SCHOOL NUMBERS

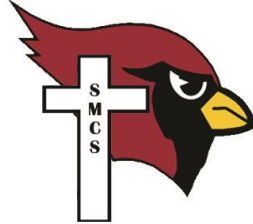
Grade PK-6.....428-3459
Principal—Deb Kallhoff
Administrative Assistant—Denise Schmidt

Grades 7-12.....428-5591
Principal—Casey Michel
Administrative Assistant—Kristine Fiegen

Lunchroom.....428-3450

Church Rectory.....428-3990
Pastor—Fr. John Lantsberger
Business Manager—Debi Ripper
Secretary—Judy Fiegen

SCHOOL MASCOT: CARDINAL



SCHOOL SONG:

On St. Mary, On St. Mary
You're the school so grand
You're the one we love the best
In all this mighty land
RAH! RAH! RAH!

On St. Mary, On St. Mary
We will cheer for you
We're backing you so
FIGHT! FIGHT! FIGHT!
For St. Mary High!



ST. MARY CATHOLIC SCHOOL | 2016-2017 CALENDAR

St. Mary Catholic School strives for a united community of academic excellence and stewardship embracing the Gospel and carrying the Light of Christ.

AUGUST 2016						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 22 Teacher Workday
- 22 Back to School Night 6:30 pm
- 23 Staff In-Service
- 24 First Day of School

JANUARY 2017						
SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2-3 No School-Christmas Break
- 13 End of Q2 (44 days)
- 16 No School-Staff In-Service
- 29-31 Catholic Schools Week

SEPTEMBER 2016						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5 No School--Labor Day
- 19-23 HOMECOMING WEEK
- 28 1:30 pm Dismissal w /Buses
Teacher In-service

FEBRUARY 2017						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 1-3 Catholic Schools Week
- 16 No PM Busing
- 17 No School
- 20 No School-Presidents Day

OCTOBER 2016						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 6 No PM Busing
- 7 No Busing AM or PM
- 10 No School
Columbus/Native Am. Day
- 20 12:00 pm Dismissal-No Busing
Conferences 1:00-7:00 pm
- 21 No School (Pub in Session)
- 26 1:30 pm Dismissal w /Busing
Teacher In-Service
- 27 End of Q1 (44 days)

MARCH 2017						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 9 12:00 pm Dismissal-No Busing
Conferences 1:00-7:00 pm
- 10 No School-Spring Break
- 17 No School-Spring Break
- 21 End of Q3 (42 days)
- 29 1:30 pm Dismissal w /Busing
Teacher In-Service
- 31 11:30 am Dismissal-No PM
Busing, Lunch not served

NOVEMBER 2016						
SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 23-25 No School--Thanksgiving break

APRIL 2017						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 2 Carnival
- 8 Prom
- 13-17 No School Easter Break
(Pub in Session on the 13th)
- 26 1:30 pm Dismissal w / Busing
Teacher In-Service

DECEMBER 2016						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 21 1:30 pm Dismissal-No PM
Busing
- 22-30 No School-Christmas Break

MAY 2017						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 19 Graduation 6:00 pm
- 23 Last Day of School (42 days)
11:30 am Dismissal-No Busing
Lunch Not Served
- 24 Teacher Workday

Student Days: 172

Therefore, St. Mary Catholic Schools will offer a broad curriculum to fit the needs and levels in the intellectual range of all students by providing academic, religious, and activity programs which give each individual the opportunity to develop his/her potential.

We believe this can be attained through the joint efforts of students, parents, staff, and community.

The following information has been written to acquaint you with facts about our school operations, policies, and procedures.

FERPA

St. Mary Catholic Schools is required to notify parents annually of The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are the following:

1. The right to inspect and review the student's education record within 45 days from the day the St. Mary Catholic Schools receives a request for access.
2. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
4. Parents or eligible students may ask St. Mary Catholic Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading.
5. If St. Mary Catholic Schools decides not to amend the record as requested by the parent or eligible student, St. Mary Catholic Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the St. Mary Catholic Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the St. Mary Catholic Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her task.
8. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
9. Upon request, the St. Mary Catholic Schools discloses educational records without consent to officials of another school system in which a student seeks or intends to enroll.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the St. Mary Catholic Schools to simply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

GENERAL INFORMATION FOR ALL GRADES K-12	11
VISITORS.....	11
INCLEMENT WEATHER & EMERGENCY DISMISSAL	11
INCLEMENT WEATHER/ACTIVITIES SCHEDULE.....	11
SAFETY DRILLS.....	11
TUITION	12
TUITION ASSISTANCE POLICY	12
ADMISSION POLICY	12
CELL PHONES, MUSIC PLAYERS, & OTHER PERSONAL ITEMS.....	12
TELEPHONE CALLS	13
ILLNESS / COMMUNICABLE DISEASES	13
ACCEPTABLE AND ETHICAL USE OF TECHNOLOGY RESOURCES	15
INTERNET USE POLICY	15
SCHOLASTICS AND EXTRA-CURRICULAR ACTIVITIES	16
GRIEVANCE POLICY	16
Elementary Handbook.....	19
REGULAR CLASSROOM INSTRUCTION AND MASS ATTENDANCE	20
EXTRA CURRICULAR ACTIVITIES.....	20
PHYSICAL EDUCATION, MUSIC, AND ART	20
ELEMENTARY GUIDANCE AND COUNSELING	20
SPEECH, LANGUAGE AND SPECIAL EDUCATION PROGRAMS	20
RETENTION	21
LUNCH AND MILK PROGRAM.....	21
UNIFORM POLICY	22
PANTS, SHORTS, AND SKIRTS	22
SHIRTS AND BLOUSES	22
SWEATERS / SWEATSHIRTS.....	22
FOOTWEAR	22
HAIRSTYLES	22
ATTENDANCE	22
LABELING.....	23
PLAYGROUND RULES.....	23
DISCIPLINE PLAN.....	24
CONSEQUENCES FOR MAJOR OFFENSES	25
SUSPENSION	26
CARE OF SCHOOL PROPERTY AND RESPECT OF SCHOOL.....	26

BEHAVIOR AT SCHOOL EVENTS	26
BUS CONDUCT	26
MEDICATIONS.....	26
FIELD TRIPS	27
SCHOOL PARTIES	27
GRADING POLICIES AND GRADING SCALES	27
Grades 7-12 Handbook.....	29
Habitual Disobedience	30
CLASS FIVE – Illegal	30
.....	30
NOTE	31
VEHICLES AND PARKING	31
ANNOUNCEMENTS.....	31
LOCKERS	31
STUDENT MEDICATION POLICY.....	31
STUDENT COUNCIL	32
SENIOR PRIVILEGES	32
SCHOOL FEES.....	33
CLASS FEES.....	33
SCHOOL LUNCH PROGRAM.....	33
UNIFORM POLICY	35
PANTS / WALKING SHORTS / SKIRTS.....	35
SHIRTS AND BLOUSES	35
SWEATERS / SWEATSHIRTS.....	35
FOOTWEAR	35
HAIRSTYLES	35
MISCELLANEOUS	36
VIOLATIONS	36
ATTENDANCE	37
SCHOOL HOURS	37
ATTENDANCE AND ABSENCES	37
ABSENCES PER SEMESTER	38
UNEXCUSED ABSENCES	38
TARDINESS	38
ACADEMICS.....	39
GRADUATION REQUIREMENTS	39

DROP/ADD CLASS PROCEDURE	40
WITHDRAWAL PROCEDURE	40
BLOCK / SKINNY CLASSES	40
WORK-EXPERIENCE CLASSES	41
INDEPENDENT STUDIES	41
TA CLASSES.....	41
GRADING SCALE	41
WEIGHTED AVERAGES.....	42
WEIGHTED CLASSES	42
HONOR ROLL.....	42
VALEDICTORIAN–SALUTATORIAN–HONOR GRADUATE	43
NATIONAL HONOR SOCIETY	43
SEMESTER TESTS	43
COLLEGE ADMISSION POLICY	44
SOUTH DAKOTA REGENTS SCHOLARS	44
JUNIOR HIGH REQUIREMENTS	44
CLASSROOM RULES	44
BEVERAGES CONSUMED DURING THE SCHOOL DAY	44
HOMEWORK.....	44
STUDENT PERFORMANCE REPORTING.....	45
INCOMPLETE GRADES	45
RETENTION	45
LOSS OF CREDIT	46
PARENT-TEACHER CONFERENCES	46
EARLY GRADUATION.....	46
DUAL CREDIT ENROLLMENT IN COLLEGE PREP COURSES.....	46
ADVANCED PLACEMENT COURSES.....	47
DUAL ENROLLMENT WITH DELL RAPIDS PUBLIC SCHOOL.....	47
ACTIVITIES.....	47
SCHOOL DANCES.....	47
JUNIOR-SENIOR PROM.....	48
FUNDRAISING FOR POST PROM ACTIVITIES	48
ALL STATE BAND AND CHORUS	48
CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES.....	48
ACTIVITY LEADER/HEAD COACH RESPONSIBILTIES	48
FACILITY USAGE.....	49
FACILITY CLEAN-UP.....	49

BUS/VEHICLE POLICY FOR ACTIVITIES.....	50
DRESS CODE	50
SENIOR EVENTS DRESS CODE	50
EXTRA-CURRICULAR TRAINING RULES.....	50
MAKE-UP WORK.....	50
CURFEW	51
SDHSAA POLICY	51
SUB-HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES	52
LETTERING CRITERIA	52
ALL SPORTS.....	52
GIRLS AND BOYS BASKETBALL	52
FOOTBALL	52
GIRLS AND BOYS GOLF.....	52
GIRLS AND BOYS TRACK.....	53
CROSS COUNTRY	53
VOLLEYBALL.....	53
CHEERLEADING.....	53
COMPETITIVE CHEER	53
STUDENT MANAGERS AND STATISTICIANS	53
ACADEMIC LETTERING.....	53
MUSIC	53
DRAMA.....	54
STUDENT CONDUCT	55
SCHOOL PROPERTY	55
THEFT – VANDALISM.....	55
CODE OF CONDUCT	55
TOBACCO-FREE SCHOOLS.....	56
COUNSELING / FAMILY SERVICES.....	57
WEAPONS.....	57
CHEATING POLICY – GRADES 7-12.....	58
CHEATING POLICY – MIDDLE SCHOOL	59
CONSEQUENCES-INTERVENTIONS.....	59
DETENTION	59
IN-SCHOOL SUSPENSION.....	59
OUT-OF-SCHOOL SUSPENSION.....	59
EXPULSION	59
STUDENT HARASSMENT.....	60

GENERAL INFORMATION FOR ALL GRADES K-12

VISITORS

We maintain an open-door policy for adult visitations. There are no restrictions as to time, but we suggest that you do not visit the first two weeks of school or the last two weeks. The first weeks of school are for getting organized and review; the last few weeks of school, much time is devoted to testing, evaluating, and completing units. The principal should be notified before any visitation and visitors should report to the office the day of the visit.

Visiting children who live elsewhere should **not** be sent to school with enrolled children before you have contacted and cleared it with the principal and the classroom teacher. **All** visitors should check in at the office first.

Parents are encouraged to visit the school. We want you to be an active partner in your child's education.

INCLEMENT WEATHER & EMERGENCY DISMISSAL

In case of bad weather, an announcement will be given over the radio stations and over television close-lines if school will be closed, started late, or dismissed early. Please listen to the radio (KSOO, KELO-AM, KELO-FM, KKLS-FM, KIKN-FM, and KXRB-AM). Each child should know where to go if an emergency arises and school is dismissed early. Also check your local TV stations (KSFY, KELO, and KDLT) as well as <http://www.keloland.com>.

INCLEMENT WEATHER/ACTIVITIES SCHEDULE

In the event of an early dismissal due to inclement weather, all co-curricular activities for that evening will be postponed or cancelled.

In the event that school is cancelled, prior to the start of the school day, all co-curricular activities for that day may or may not be postponed/cancelled at that time. Due to ever changing weather conditions, it will be left up to the discretion of the Activities Director, Principal and opposing school's administration as to whether or not the contest will be played as scheduled.

1. It will be left up to the discretion of the varsity coach as to whether or not practice will be held. All co-curricular practices must be approved through school administration. If a parent chooses not to send their child to this above mentioned practice, there will be no punishment taken on the student. It will not be a mandatory practice. If the varsity coach chooses not to have practice, but would like to open the gym for students who can make it, this also needs to be approved by high school administration. No punishment will be warranted for any student choosing not to attend. An open gym is never mandatory.

SAFETY DRILLS

Tornado drills will be conducted once per semester and fire drills twice per semester. Lock down drills will be conducted once per year. The stated numbers of drills are minimums and may be conducted more often. A drill is to test the ability of students and staff to act in the event of a real crisis situation. The plan for each classroom, along with escape routes, is posted in each room. Safe and orderly procedures are essential and will be practiced.

TUITION

Tuition amounts will be recommended by the Educational Advisory Committee to the parish Finance Committee prior to the formal adaptation of the annual school budget. Notice of tuition amounts will be given to parents/guardians at registration, which will be held the first weekend in March each year or upon enrollment of their child/children in St. Mary Catholic Schools. Out-of-parish students will be assessed an additional tuition to help offset the parish support provided to the school.

Tuition payment plan options will be offered at the time of registration. Tuition is the minimum amount that must be paid toward the total cost of educating each student. If it is within your capability to contribute more toward the total cost, you are encouraged to do so. Any amount contributed above the designated tuition is tax deductible.

Tuition payments are due as indicated on the returned payment plan selected by the parents. Alternatives to this payment plan can be made by requesting approval through the parish pastor. Tuition payments are due in full before the final report cards are distributed. No student shall begin a new school year at St. Mary Catholic Schools if a tuition balance remains from the previous year, unless arrangements for payment have been made with the parish finance office. Credits and diplomas are not issued until all financial obligations to the school are satisfied.

TUITION ASSISTANCE POLICY

Tuition assistance will be provided to eligible families, as funds are available, through special contributions intended for this purpose. Interested persons must complete the tuition assistance application form and submit it to the parish pastor before August 1st to be considered for tuition assistance during the upcoming school year.

ADMISSION POLICY

To maintain quality education at St. Mary Catholic Schools, class size will be determined by the principal, parish pastor and the Educational Advisory Committee. This also includes the number of foreign exchange students enrolled. It is advised that the number of foreign exchange student enrollments be kept to no more than 2 per academic year for grades 9-12.

Registration for all grades for the new school year will begin the previous March.

CELL PHONES, MUSIC PLAYERS, & OTHER PERSONAL ITEMS

Students are urged not to leave money, jewelry, or anything of value in jacket pockets. Students are also advised not to leave valuables in their desk or locker at any time. If they do so, it is at their own risk, and the school will not be responsible if such items disappear. Articles left in school at the end of the school year and not claimed will be donated to Padres.

The school is not responsible for personal toys/items that have been lost or broken at school. It is our advice to leave personal toys/items and any items of personal value at home.

Students are not allowed to use cellular phones, portable entertainment or portable music devices during the school day. If needed to support educational objectives, principal approval is required. Cellular phones are not to be used during the school day. **Cell phones can be kept in lockers or bags but not on the student. Confiscation is as follows: 1st offense-held in office until the end of the day; 2nd offense-held in office until a parent or guardian picks it up; 3rd offense-held in office for 1 week. Punishment beyond third offense is at the**

discretion of the principal. Cellular phone camera usage is strictly prohibited in locker rooms, dressing rooms, or bathrooms and consequences for its misuse can include both school and legal action.

There is a lost and found located in each office. Any items found on school grounds will be placed there until the owner can be found. If your child loses an item at school, it is important to have them check the lost and found. Articles left in the lost and found at the end of the school year and not claimed will be donated to Padres.

TELEPHONE CALLS

School business may be conducted on the office telephone with the permission of the administrative office. Students will not be called from classes except in case of an emergency. Messages may be taken for students at the discretion of the administrative office.

ILLNESS / COMMUNICABLE DISEASES

If your child has been diagnosed with a communicable disease (chart listed below), please contact the high school office (428-5591) or the elementary school office (428-3459) immediately so that the health needs of all children can be protected.

If a child is absent because of illness, please call the school to report absence prior to the start of the school day, if possible.

Ill or injured children are not usually kept at school. Students who become ill during the school day should report to the office for assistance. The parents/guardians are contacted when this occurs so that they may take the child home where proper care can be given. First aid is administered to the students in the office. Students in 7-12 grades who are ill will be released only when parent contact has been made. In the event a parent cannot be contacted, an attempt will be made to contact the person (s) indicated on the Emergency Data form to make arrangements for the students' release. In case of an emergency, the student will be transported to the hospital and parents or emergency party will be contacted.

A student in grades K-6 is considered absent one-half day if he/she arrives at school after 9:30 a.m. or leaves before 1:30 p.m. Students in grades 7-12 are considered absent 1/2 day if they miss 1-2 class blocks. If 3 or more blocks are missed the student will be considered absent for a full day. If a student must be late or leave early by a parent's request, and he/she arrives at school during the first period or leaves during the last period, they will not be counted absent 1/2 day, but will receive an excused tardy.

If a student misses several days for a single illness, it will only count as one absence provided verification of the illness is provided by a physician in writing.

General guidelines for return to school after a communicable disease are as follows:

School Recommendations for *Inclusion* or *Exclusion*

(From the S.D. Dept of Health)

AIDS/HIV Infecton: person should not be excluded, unless he or she poses a threat to others for transmission of the virus

Chicken Pox: exclude until pox are dry and scabbed.

Cryptosporidium: person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic

E. coli 0157:H7 : person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic

Fifth's Disease: person may attend school with physician's permission

Giardia: person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic

Headlice: avoid physical contact with infested person, but do not exclude

Hepatitis A: exclude for one week after onset of jaundice or for those who do not develop jaundice, exclude for 1 week after onset of symptoms

Hepatitis B: do not need to be excluded. Utilize Universal Precautions.

Hepatitis C: do not need to be excluded. Utilize Universal Precautions.

Herpes Simplex: do not need to be excluded. Utilize Universal Precautions.

Impetigo: exclude until affected area is dry and being treated

Influenza: Exclude until no longer running a fever

Measles: may return to school 7 days after being diagnosed with measles.

Mononucleosis: may attend school as directed by physician

Mumps: exclude for 5 days from the onset of swelling

Norovirus: person should not be excluded if he or she can practice independent hygiene and is not longer symptomatic.

Pink-eye: exclude until under treatment or with a physician's written permission

Ring Worm: do not exclude, but area must be covered and under treatment. Restrict known cases of athlete's foot from use of pools and showers until treated.

Rubella: exclude until 4 days after onset. Prevent exposure to pregnant staff and students.

Salmonella and Shigella: person should be excluded if he or she can practice independent hygiene and is no longer symptomatic.

Scabies: exclude until after treatment has been initiated

Streptococcal Infections: exclude until 24 hours after treatment has been initiated.

Tuberculosis Infecton: Must provide proof of a medical evaluation which rules out infectious TB. May attend school pending medical evaluation unless symptomatic for active TB disease.

Tuberculosis Disease: exclude until physician and Dept. of Health determine person is not infectious

ACCEPTABLE AND ETHICAL USE OF TECHNOLOGY RESOURCES

Ethical behavior requires that SMCS staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, SMCS staff and students shall:

- Not include in electronic communication between staff, students and/or parents/guardians, comments or content that would not be acceptable in a face-to-face communication;
- Not disclose, use or disseminate unauthorized personal information of another person;
- Distinguish between personal social networking sites and professional social networking sites. Staff shall not invite or accept current SMCS students, except for the staff person's relatives, into any personal social networking sites;
- Evaluate all information for its accuracy, reliability and authority.

INTERNET USE POLICY

St. Mary Catholic Schools offer Internet access for student and faculty use. This policy has been created to ensure all students/parents understand their rights and responsibilities as it pertains to the computer system and/or Internet. All students and parents will be required to sign an agreement with the school stating that they do, in fact, understand the terms of this policy before being allowed access to the computer system and/or Internet. This agreement is legally binding and your signatures indicate that you have read the terms and conditions carefully and understand their significance.

Terms and Conditions of Computer System and/or Internet Use

1. **Acceptable Use** – The purpose of the computer system and/or Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges** – The use of the computer system and/or Internet is a privilege, not a right, and inappropriate use will result in a loss of that privilege. Each student or teacher who receives an account will take part in a discussion with a school system administrator pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The principal, faculty, and staff of St. Mary Catholic Schools may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the computer system and/or Internet, you must notify the computer teacher or principal. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on the computer system and/or Internet as the computer teacher or system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer system and/or Internet by staff or system administration.

4. Vandalism – Vandalism will result in loss of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, computer system/Internet, or other networks that are connected to any part of the computer system and/or Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.
5. Consequences for violating the Computer Use Policy – The consequences for violating computer use policy will be dependent of the severity of the situation as determined by the faculty and principal.

NOTE: Students are not allowed to utilize personal e-mail during school hours. It is the teacher's discretion if an e-mail account is to be set up to meet educational objectives.

SCHOLASTICS AND EXTRA-CURRICULAR ACTIVITIES

Students will not be allowed to participate in any extra-curricular activities if they interfere with scholastic progress. Administration may exercise discretionary latitude, as deemed necessary, when justifiable circumstances arise surrounding a student's scholastic performance.

Grade checks will be assessed at the completion of the third and sixth week of each quarter. Students receiving a failing grade after the grade check will have three school days to raise their grade to a passing status. If the student does not comply, he/she will then be ineligible in extra-curricular activities until the teacher(s) of the failing course(s) notifies the Administration and/or Activities Director of the student's passing status. During the ineligible period, students will be allowed to practice, but not participate in events. Students who are on the ineligible list shall lose study hall privileges and encouraged to attend before school study sessions available to them. These sessions are made available Monday through Thursday half hour prior to school starting.

Students must be passing each subject at the end of the quarter to be eligible to continue or begin extra-curricular activities the following quarter. If a student is not passing each subject they will become ineligible until the three week grade check. If passing, they will regain eligibility. Students will be allowed to practice, but not participate in events, during an ineligibility period. Any student not passing at the three week check will remain ineligible until the teacher(s) of the failing course(s) notifies the Administration/Activities Director of the student's passing status. Students who are on the ineligible list shall lose study hall privileges and will be encouraged to attend study sessions. If a student receives a failing second semester grade, they shall be ineligible until the first grade check of the following semester. A student may have his/her eligibility status immediately re-instated, if they attend an approved summer academic program and earn a passing grade(s).

Students must be in school one-half day before they are eligible to participate in any extra-curricular activity. Any student missing classes unexcused will not be allowed to participate in any extra-curricular activity that day.

GRIEVANCE POLICY

A grievance is defined as a complaint lodged by any employee, student or parent with a member of the staff or administration alleging an unfair practice. Persons who think that rights have been abridged at school should seek resolution to the situation in the following general manner:

- A. Contact the individual teacher for a personal meeting. During this meeting each person should state his or her views, desires, and what action would resolve the issue.
- B. If the teacher will not or cannot resolve the situation, contact the principal to visit with both parties together to determine what action could resolve this issue.
- C. If the principal will not or cannot resolve the situation, contact the pastor of the school and church to serve as a mediator between the parties involved to help arrive at an agreed upon resolution.
- D. If the pastor will not or cannot resolve the situation, contact the Educational Advisory Committee who will work cooperatively to find a resolution to the situation at hand. This decision is final within the school.

In order to protect the rights of those involved, judgment must be rendered within 30 days of the complaint. In order to protect the community from harmful effects of gossip, slander, and discord, no one should lay such matters before any third party or before the school without the knowledge of both parties.

Elementary Handbook



St Mary Catholic Schools

REGULAR CLASSROOM INSTRUCTION AND MASS ATTENDANCE

The St. Mary Catholic Elementary School consists of Preschool through sixth grade. The classrooms are self-contained to the extent that each grade has an instructor who teaches core subjects in that room. Each teacher at St. Mary Catholic Elementary School is qualified to teach in their assigned grade or subject area under the certification requirements of the state of South Dakota.

Students in grades 1st through 6th will attend Mass every Wednesday as a class. Kindergarten will begin attending Mass on the first Wednesday in November. Confession and other religious activities will also be scheduled throughout the year. We invite parents and guest to attend these events with us.

EXTRA CURRICULAR ACTIVITIES

Grades 5 and 6 school sponsored basketball teams are participation-oriented sporting activities and should ensure that all athletes who are interested in the sport get equal playing time, provided that they are attending practices regularly. Participants at this age level will be limited to three activities per week (games and/or practices). Basketball games for the 5th and 6th graders are scheduled for Saturday mornings on a round robin basis with other area schools.

PHYSICAL EDUCATION, MUSIC, AND ART

The subject areas of physical education, computer education, music (vocal and instrumental), and art are taught by qualified instructors who have specializations in these areas. These are important subject areas, and the instructors are required to evaluate and grade their students in the same manner as regular classroom teachers.

All students are required to participate in physical education classes unless they have a serious illness or injury. A written note from a doctor is required if a child is unable to participate for more than one class period.

Elementary band is started in the fifth grade and continued through high school. In order to obtain full music credits as set forth by the South Dakota Department of Education, band is required at the fifth and sixth grade level. Musical instruments can be purchased or are also available for use through the school for \$20 a year. Any repairs to these instruments will need to be paid by the rentee before receiving their credits and diplomas.

Art is offered once a week to our students. Any supplies needed for art are included on the classroom supply list published each summer.

ELEMENTARY GUIDANCE AND COUNSELING

Guidance and counseling is provided in the elementary school by our guidance counselor to each grade level class once a week. Individualized counseling is available for students if referred by a teacher or by a parent. Individualized testing is also provided through the counseling service. The nature of this is also through a referral process. Parents are invited to call or meet with the counselor concerning any problems they feel their children may have.

SPEECH, LANGUAGE AND SPECIAL EDUCATION PROGRAMS

Speech, Language and Special Education services are provided for students who have a specific speech, language or learning disability. Special educational testing determines what that disability is. Students may be referred for testing by their teacher and/or parents. Students

who qualify for special education services will receive these services at the Dell Rapids Public School. The Special Education teacher from the Public School works with the student and with the classroom teacher to aid the student by modifying or adapting materials and instruction to fit the individual child's special needs.

RETENTION

Assessment of a child's ability to learn concepts and educational material needed to have success at the next grade level is a serious responsibility of the professional staff. Staff members base their decisions about student advancement and ability to learn, in the students' best interest.

Teachers of grades K through sixth grade will meet with parents of students within the first six to nine weeks of the school term to assess student progress and advise and recommend to parents the student's progress, ability and probability for success. Early intervention to assist students with learning is our goal. Parents are encouraged to consult with their child/children's teachers often in regard to the student's progress. Any student that is experiencing a serious lack of ability to learn or master educational concepts will be referred for evaluation to determine needs for special or prolonged assistance. Retention after grade one is not encouraged, but the use of "special services" personnel to help students be successful will be encouraged.

LUNCH AND MILK PROGRAM

The school sponsors a milk program that is open to students in PK through grade 4. The cost is published at the beginning of each school year. Milk tickets can be purchased through the elementary office. This milk break program is **not** covered by government special assistance if you receive free or reduced lunch.

Lunch is served daily. The cost is published at the beginning of each school year. Free and reduced lunches are available through government special assistance. Forms for this program are available at the parish business office. Deficient lunch notices will be sent out around the first of each month.

Lunch account balances can be checked on-line through the JMC Program. Please refer to our school website for more information (www.drstmary.org).

Parents are invited to come and join their child for lunch. We ask that you please notify the kitchen (428-3450) before 9am if you are eating at school.

UNIFORM POLICY

PANTS, SHORTS, AND SKIRTS

Plain navy or black corduroy slacks, navy or black dress slacks or black denims may be worn. Blue or navy denim pants and nylon wind pants will not be allowed. Shorts, culottes and capri pants may be worn during the months of August, September, October, April, May and June. Shorts, culottes, and capri pants MUST be navy or black dress/walking shorts (no denims). The length of the shorts must be no shorter than mid-thigh. Girls may wear navy or black jumpers, skirts, or skorts (no denim). The length of the skirt or jumper must be to the top of the knee. The length of the skort must be no shorter than mid-thigh.

SHIRTS AND BLOUSES

Students must wear a plain white cotton or cotton blend, button front, collared shirt or blouse. This includes plain white polo shirts and plain white turtlenecks. No neck ties or scarves may be worn with the uniform shirt. A white polo shirt with a St. Mary logo on it – ONLY sold through the school - may also be worn. A plain white t-shirt with no lettering or logos may be worn under the shirt or blouse. All shirts and blouses must be tucked in at all times.

SWEATERS / SWEATSHIRTS

Sweaters: Students may wear a plain (no logo) red sweater, either pullover or cardigan.

Sweatshirts: Students may wear any red, black, or white sweatshirt that has been sold by either the school, the St. Mary Booster Club, or an athletic/activities program through an approved fundraiser. The sweatshirt may have a hood on it, but the hood is to be worn down at all times. No other sweatshirts are allowed, and any non-approved sweatshirts worn in the classroom will be taken by teachers and turned in to the principal where students can pick them up at the end of the school day. The Dress Code Violation will be recorded and will accumulate according to the Consequences Chart.

A school uniform shirt or blouse MUST be worn underneath the sweater or sweatshirt.

FOOTWEAR

Casual, dress or tennis shoes may be worn. Shoes may not have a heel larger than 1 ½". Clogs and flipflops are not allowed for students in the elementary school. All shoes worn in the elementary school must have a back and all sandals must have strap. All students must wear socks that are above the shoe height approaching the ankle. Heelie shoes are allowed provided that the wheels are not in.

HAIRSTYLES

Hair must be neat and clean in appearance and not be distracting to others. Students are not allowed to have words, insignias, etc. shaved into any part of their hair. Boys may not have braided hair or ponytails. Rat-tails or similar styles are also not allowed. Boys must keep the length of their hair above the collar.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Our school day begins at 8:30 am and ends at 3:15 pm. Exceptions to these times may occur for such things as inclement weather. Students should NOT arrive at the school before 8:10 am or remain in the building after 3:15 pm unless they are under the supervision of a teacher. Students who arrive between 8:35am and 9:30am will be counted tardy. If they arrive after 9:30am, they will be counted absent for a half-day. Students leaving before 1:30pm are counted absent for a half-day. If they leave after 1:30pm, this is counted as a tardy.

If your child will be absent from school, please contact the office before 8:45am. If your child is absent and we do not receive a call from you, we will attempt to contact you via the contacts listed on your 'emergency contacts' form on file in the school office to inquire about the whereabouts of your child.

If your child will need to leave school early or be gone from school for a trip or other family activity, we ask that you please call the school or send a note with your child for their teacher stating the reason and time the student should be excused. Makeup work should be completed in advance of the absence if at all possible. Sufficient time should be allowed for the teacher to prepare the lessons for the child that is to be absent. If a child is absent due to illness, he/she should not be brought to participate in or watch a school event that same day (e.g. spelling contest, concerts, ball games, etc)

Parents or siblings delivering or picking up students at school should NOT park in front of the primary school during bus times. At dismissal, car riders should be picked up in the church parking lot. Students should NOT be picked up on 8th street (which divides the two buildings) or State Avenue (in front of the high school). By following this procedure, we will ensure the safety of all our students.

LABELING

All outside clothing, shoes, and tote bags should be labeled with your child's name. Please label your child's sweatshirts with their name!

If your child brings money to school for lunch or other purposes, please put it into an envelope and write on the envelope his/her name, teacher's name, and the purpose for which the money is being sent.

PLAYGROUND RULES

Use all playground equipment properly and follow these rules:

Swings

1. Swing only forward and backward on the swings. Do not go sideways.
2. One person to a swing.
3. Sit down in the swing.
4. Do not jump from a swing.
5. Do not crawl up swing bars.
6. No underdogs.
7. Do not walk or run too closely to those swinging so that you do not get hit.

Slides

1. Slide down the slide, feet first, on your bottom.
2. One person down the slide at a time. Do not bunch up together at the end.

Sledding

1. Sledding contracts will be issued to grade 3rd through 6th.
2. Sledding contracts must be signed and returned before a student may sled.
3. There are enough sleds at St. Mary for every student, yet sleds may be brought from home. Please make sure they are labeled. No snowboards or inner-tubes allowed.

General rules for playground and for coming in from the playground

1. Play cooperatively.
2. Stay on the playground.
3. Do not throw ice, snow, stones, dirt, sticks, or sand. All sticks need to stay on the ground.
4. Talk to others only with words of respect. No foul or profane language.
5. No wrestling, tackling, fighting, or pushing.
6. Sticks and hands will not be used to represent guns, knives or other weapons.
7. When the whistle is blown to go inside, each class has two minutes to get lined up. Any additional time taken will be deducted from that class's next free time or recess.
8. Line up according to grade behind the leader, if there is one.
9. No pushing, shoving, or cutting in line.
10. Hold all balls, jump ropes, and equipment in your hands.
11. If you take out equipment, you are responsible for bringing it in.
12. Keep hands, feet, and objects to yourself while walking into the school.

DISCIPLINE PLAN

In all attempt to establish general discipline guidelines for students, the following violations will be considered major school offenses:

1. Fighting and/or physical abuse of a student.
2. Defiance of authority.
3. Disrespectful/destruction of property.
4. Harassment of student or teachers (verbal or physical).
5. Inappropriate/foul language.
6. Continual disruptive behavior.
7. Cheating

When a student commits a major offense, an action plan will focus the student's attention on the following areas:

1. Define the problem.
2. Solve the problem.
3. Assume responsibility for his/her own actions.

The plan encourages the use of logical and natural consequences for inappropriate behavior at school. The action plan approach attempts to help the student maintain his/her dignity while teaching him/her lifelong behavior skills. Minor offenses will be handled on the spot.

The children are encouraged to remember:

1. I cause my own outcomes.
2. I have more than one choice.
3. I have the power to pick the best one.

CONSEQUENCES FOR MAJOR OFFENSES

	1st Offense	2nd Offense (within 30 days of First Offense)	3rd Offense (within 30 days of Action Plan)	4th Offense (within 30 days of 3rd Offense)
Continual disruptive behavior in the Classroom, Lunchroom, Specials, and/or Recess	Visit to the Principal's Office or delegate to discuss appropriate behavior AND Parent notification through note	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference	Parent Conference AND One Day ISS AND Action Plan extended for 30 more days
	1st Offense	2nd Offense (within 30 days of First Offense)	3rd Offense (within 30 days of Action Plan)	4th Offense (within 30 days of 3rd Offense)
Inappropriate or Foul Language	Visit to the Principal's Office to discuss appropriate behavior AND Parent notification through note	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference	Parent Conference AND One Day ISS AND Action Plan extended for 30 more days
	1st Offense	2nd Offense	3rd Offense	4th Offense
Fighting and/or physical abuse of a student or teacher Verbal or physical threats	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification) AND Referral to School Counselor	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference	Parent Conference AND One Day of ISS AND Action Plan extended for 30 more days AND Referral to SRO	Parent Conference AND One to three Days of OSS
	1st Offense	2nd Offense	3rd Offense	4th Offense
Disrespectful of/destruction of property	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference	Parent Conference AND One Day of ISS AND Action Plan extended for 30 more days	Parent Conference AND One to three Days of OSS
	1st Offense	2nd Offense	3rd Offense	4th Offense
Harassment and bullying of students or teachers (verbal or physical)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference AND Referral to School Counselor	Parent Conference AND One Day of ISS AND Action Plan extended for 30 more days AND Referral to SRO	Parent Conference AND One to three Days of OSS
	1st Offense	2nd Offense	3rd Offense	4th Offense
Cheating— Factual evidence must be given of cheating	"0" given on assignment / test AND 20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	"0" given on assignment / test AND 20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference AND Referral to School Counselor	"0" given on assignment / test AND Parent Conference AND One Day of ISS AND Action Plan extended for 30 more days AND Referral to SRO	"0" given on assignment / test AND Parent Conference AND One to three Days of OSS

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the principal will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis.

SUSPENSION

Suspensions from school are given by the principal for infractions of school rules and policy. Suspensions cannot be given by teachers. If your child is suspended, you are required to meet with the principal before reinstatement can take place. Suspensions are given only as a last resort. It signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school environment. Reinstatement will not be granted until the principal and student's teacher are satisfied that the reason for misconduct has been effectively eliminated.

CARE OF SCHOOL PROPERTY AND RESPECT OF SCHOOL

Students who maliciously or carelessly damage school property shall be required to reimburse the school for the cost of replacing or repairing the property and shall be disciplined accordingly. No student shall be permitted to litter in the school building or on the school premises. Students are expected to walk in the halls and, at the same time, refrain from yelling or talking loudly. All school property shall be treated with care.

BEHAVIOR AT SCHOOL EVENTS

Athletic games, school plays, and musical activities often attract many elementary students outside of school hours. If a child does not plan to watch an event, he/she should stay home. **Parents** are responsible for their children at these events. However, if a parent is not taking that responsibility, the principal, faculty, or event supervisor may remove the child from the event, if his/her behavior is unacceptable. Misconduct at such events reflects on parents, students, and the school.

BUS CONDUCT

Students who ride the bus are subject to rules and regulations designed to provide safe transportation to and from school. Rules are posted in the front of all buses. Any misbehavior, which distracts the driver, is a serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

Students who violate the posted rules will be forbidden to ride on the bus. **Bus drivers** will have the full authority to quell any disturbances that may arise while the bus is en route. Violation of school bus rules could mean cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

MEDICATIONS

No medication including aspirin will be administered without a written request from the parents or guardian. State guidelines require that any medication sent to school for students must be in the original container and accompanied by a "Medication Authorization" form. This includes aspirin or over-the-counter that is not a labeled pharmacy container will not be administered. All medications will be administered by office staff. A copy of the form is available at our website.

If your child must bring medication to school, the following requirements must be met:

PRESCRIPTION MEDICATIONS

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
6. Refrigeration is available.
7. Medication will be given by school personnel who have received the appropriate training.

NON-PRESCRIPTION MEDICATIONS (includes aspirin and Tylenol)

1. Must be in the original container (aspirin bottle, cough medicine bottle, etc.).
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A note signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.
4. Refrigeration is available.
5. Medication will be given by school personnel who have received the appropriate training.

FIELD TRIPS

Field trips highlight nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms at the beginning of the school year. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. Students must have the permission slip signed by parents or guardians if they wish to attend the field trip event. If you do not wish to have your child participate, please return the form and arrangements will be made for the child to maintain a work schedule at school.

SCHOOL PARTIES

Birthday treats are allowed if sent for the entire class. A treat that is easy to serve is best. Please talk to your child's teacher about any foods that may need to be avoided due to food allergies. **No invitations to private parties should be given out at school, please, unless the entire class is invited.** This will avoid much unhappiness. Parents will be in charge of regular school parties as determined by the classroom teacher. You will be contacted about furnishing items for these specific parties.

GRADING POLICIES AND GRADING SCALES

Parents are encouraged to monitor their child's grades via Infinite Campus. Teachers will update grades on Infinite Campus weekly. If a parent has questions about their child's grades, questions should first be addressed to the teacher, then the principal. Report cards will be sent home quarterly, as well as midterm progress reports.

The grading scale for Kindergarten is based on a developmental scale.

The grading scale for work habits, Christian/personal development and subject area tasks for 1st through 6th grade will be as follows:

<u>Mark</u>	<u>Meaning</u>
X	Exceeds Expectations
O	On Target
I	Improving
N	Needs Attention
NA	Not Applicable

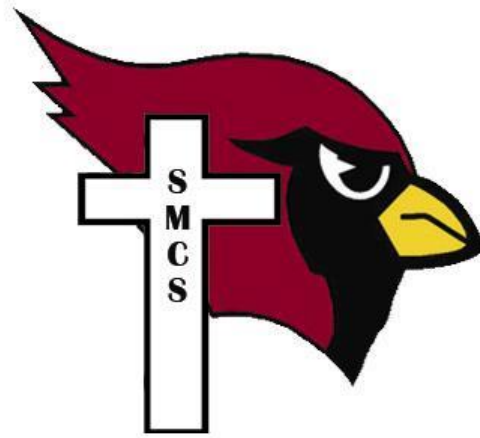
The grading scale for 1st and 2nd grades will be as follows:

<u>Percent</u>	<u>Grade</u>
94-100	E Excellent
86-93	S+ Above Average
77-85	S Average
68-76	S- Below Average
67 – below	U Unsatisfactory

The grading scale for 3rd through 6th grade will be as follows:

<u>Percent</u>	<u>Grade</u>
100	A+
96-99	A
94-95	A-
91-93	B+
88-90	B
86-87	B-
83-85	C+
80-82	C
77-79	C-
74-76	D+
71-73	D
68-70	D-
67 – below	F

Grades 7-12 Handbook



St Mary Catholic Schools

CONSEQUENCE CHART

MISBEHAVIOR	CONSEQUENCES			
CLASS ONE (Per semester)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
Tardy to class	Record	Record	Parent contact	4 th - Detention 5 th - 1/2 day ISS Parental conference with Principal and Counselor
Dress Code Violation	Record	Record	3-5 Dress Code violations-detention for each occurrence ----- Detention, parent contact	6 or more: Parental conference & (1/2 day) ISS for each occurrence up to 8. After 8th Offense, Administration discretion
CLASS TWO (Per Semester)				
Classroom, library, lunchroom, hallway or study hall disruption	Record	Detention, parent contact	Detention, parent contact, Counselor referral when appropriate	ISS (1-3 Days) parent conference, Counselor referral
Unexcused Absence	Two periods of detention for each block of school missed, parent contact	One day ISS, Suspended from any activity that evening	3-day OSS from school and all activities, Recommendation to Diocesan Supt. And EAC on the possible long-term suspension or expulsion from school.	Same as 3 rd Offense
CLASS THREE (Per Semester)				
Insubordination, pornographic materials, disrespectful/obscene language or actions, physical aggression	Two periods of detention, parent contact	ISS (1-3 Days) parent contact	ISS (3-5 Days), parent conference, counselor referral	OSS, parent conference, counselor referral. Administration discretion
CLASS FOUR – Illegal (Per Year)				
Physical injury, fighting, theft, secret societies, intimidation, destruction of property, threat, harassment/physical contact of staff member	OSS (1-3 Days), parent contact, counselor referral, OSS (1 day) if student participates in conflict resolution, restitution and police referral when appropriate	OSS (3-5 Days), parent contact, counselor referral, OSS (3 days) if student participates in conflict resolution, restitution and police referral when appropriate	OSS (5-10 Days), parent contact, counselor referral, OSS (5 days) if student participates in conflict resolution, restitution and police referral when appropriate	Long term suspension or expulsion, police referral when appropriate, Administration discretion. Student and parent must participate in conflict resolution training before returning to school
CLASS FIVE – Illegal (Per Year)				
Alcohol, Tobacco Use and/or being in presence of alcohol, tobacco, or the use, possession, purchase or distribution of any illegal substance.	Ten hrs of duties to SMCS Substance abuse counseling at family's expense. Suspended from activity for a minimum of 7 consecutive calendar days and the first activity following the infraction	30 hrs of duties to SMCS Substance abuse counseling at family's expense. Suspended from the activity for three weeks and any subsequent contest	Suspended w/ re- admission upon completion of an appropriate treatment program at parent expense. Terminated from all activities for a calendar year.	After 3rd occurrence —turned over to EAC & Parish Priest for possible expulsion
CLASS SIX (Per Year)				
Weapons of any type are absolutely prohibited at school, school grounds, in vehicles and/or at any school sponsored activity	Possible suspension and expulsion Administration has the authority to recommend a modified period of expulsion if it is deemed that extenuating circumstances are involved, parent conference. Referral to authorities	Same as 1 st Offense	Same as 1 st Offense	Same as 1 st Offense

NOTE

The use of the term “parent” throughout this handbook shall refer to parents and/or legal guardians of any student enrolled at St. Mary Catholic Schools.

VEHICLES AND PARKING

Students who drive cars to school are to park them in the designated parking areas when they arrive at school. The cars are not to be moved until the students leave school for the day. A student may use his/her car during school hours only with special permission from the principal or if senior privileges are invoked (as identified below). Students are asked not to park in the church parking lot when special events are being held in the church.

ANNOUNCEMENTS

Official notices will be posted on the main hall bulletin board or placed in the morning announcements.

LOCKERS

Lockers are provided for students in grades 7-12. Lockers are school property and must be kept clean and free of stickers or glues on the inside and outside. Inappropriate pictures, banners, or drawings will not be displayed on or in a locker. The school does not assume responsibility for the safekeeping of its contents. As school property, lockers are accessible by school personnel to protect health, welfare, and safety of the students. By using the locker, the student automatically agrees and consents to inspection and search of their locker without prior notice. No locking devices are allowed on any high school or middle school lockers excluding the athletic locker rooms. At the end of the school year, students are responsible for cleaning their lockers to their original state.

STUDENT MEDICATION POLICY

The health, safety, and education of the students are the greatest concerns of St. Mary Catholic Schools. Medical diagnosis and treatment of illness are not the responsibility of the school and shall not be practiced by school personnel.

If the student is going to take non-prescription medication such as Tylenol, Motrin, etc., the student will be responsible for storage and disbursement of the drug. The medication must be kept with the student at all times in the manufacturer’s labeled packaging. It cannot be in lockers, desks, etc. All prescription medications should be brought to the school office at the beginning of the day. State guidelines require that any medication sent to school for students must be in the original container and accompanied by a “Medication Authorization” form. Medication that comes to school in a container that is not a labeled pharmacy container will not be administered by office staff. A copy of the form is available at our website.

When the principal deems it appropriate, medications will be administered at school as follows:

1. Medications are kept in a locked location provided for medication storage.
2. Students who require medication at school will be identified by the parents to authorized school personnel.
 - a. A completed “Request and Authorization for Medication” form will be submitted to the high school office.

- b. Medications will be brought to the school by the parent in a bottle that is labeled by the pharmacy with the student's name, medication name, dosage to be administered, and the physician's name.
 - c. The medication will be supervised and recorded immediately after administering by authorized school personnel as delegated and supervised by the school nurse.
 - d. In some situations, the student may be responsible for their own medications and self-administration. Parents shall send only the medication needed for the specific day with the student.
3. The need for other physician prescribed services shall be reported to the principal and the school nurse.

STUDENT COUNCIL

The Student Council is a body of representatives elected by the various classes and organizations, which will function to coordinate activities and to sponsor and seek the welfare of the entire school community. They serve as a liaison between teachers and students and between students and administration. Council members are expected to be a positive influence at St. Mary Catholic Schools – sensitive to the needs of the students and deeply committed to the philosophy and goals of the school.

The representatives have the duty of attending all meetings, reporting to their classes and advisors, speaking for their classmates at the meetings, and reflecting student thought so that cooperation and coordination can be achieved.

The council is seen as an advisory group. Decisions of the council are subject to the approval of the administration. Students may meet with the parish Educational Advisory Committee concerning special matters if they make the request in writing a week in advance of the EAC meeting.

The agenda for the student council meeting should be drawn up a week in advance. After the meeting, the president shall confer with the administration on matters requiring official permission.

Each spring, an election run by the student council will be held to choose the president and vice president for the following school year. Those interested in running for president must be a member of the then-existing junior class and must file his/her name with the present student body president. Those interested in running for vice president will follow the same rules, but may be a member of the then-existing sophomore or junior class. The other eight members will consist of the president and a representative from each class, elected within their own classes, in the spring. The student council secretary is elected by the student council members, from among those on the council.

SENIOR PRIVILEGES

Senior privileges are granted at the discretion of the administration and will begin no sooner than the 2nd semester. Senior privileges are one way that the seniors can demonstrate their ability to handle responsibility, which we consider an important part of education. Privileges are as follows:

- a. Students need to be present only for their classes.
- b. Students may drive their cars during senior privilege periods, to lunch, and to classes taken at the Public School.

To keep these privileges, the student must maintain a “C” or higher in each subject, must not be late for classes, must be out of the building or in a supervised area during free time (not in the halls, gym, etc.), must comply with all rules in the “Student Conduct” section of this handbook, and must not be behind in credits for graduation. Grade checks will be assessed at the completion of the third and sixth week of each quarter. Any senior with a “D” or lower will lose privileges until the teacher(s) notify the administration that grades have improved to a “C” or above. Administration will revoke privileges if necessary. All students and parents must sign an agreement with the school before privileges will be granted.

SCHOOL FEES

Graduation fees are charged to the senior class members to cover the cost of the speaker, caps and gowns, diplomas, and other expenses of the school ceremony. Graduation announcements, booklets, class rings, etc. are optional and are to be paid by the student/parent.

Field trip costs are charged to each student to cover the cost of the bus and any admission fee. Field trip fees are collected by the classroom teacher.

Each student will be issued the books necessary for his/her class and is responsible to return them in good condition at the end of the course. Any damage to or loss of these books or any equipment, facility damage, etc. will be charged to the student and parent.

CLASS FEES

Each high school student will be assessed a student fee of \$50.00 per year in order to raise funds for 3 class events. Each class will be responsible for the costs of their junior year prom, senior year coronation, and senior graduation. The class fee may be supplemented by fundraising based upon administrative approval.

Class fees can be used accordingly:

- Junior Prom meal costs, entertainment and materials for prom, including dinner and dance (Limit of \$2500.00)
- Coronation-materials (Limit of \$100.00)
- Senior Graduation—cost of materials, entertainment, speakers, cap & gown fee, diplomas class composite and other miscellaneous expenses.

Any remaining funds will be dedicated to a class designated, pastor-approved donation or charity.

SCHOOL LUNCH PROGRAM

The school lunch program is carefully planned to provide nutrition according to the highest standard of the government lunch program. Students who will not eat school lunch must notify the office by 9:00 a.m.

The noon hour is closed at St. Mary Catholic Schools. All students are expected to cooperate fully in keeping the lunchroom pleasant, neat and inviting. Each class will be assigned specific lunch periods and students must remain in the lunchroom until the bell rings at the end of the period. All payments must be made in advance.

Lunch money is due on the 1st of every month and can be paid in either school office. Payments will be added to each family’s lunch account and transactions may be viewed through the St. Mary Catholic School web page. Payments can also be made several months in advance if a parent

so chooses. Account balances will carry over each year. Eligible students may apply for free or reduced-priced lunches. School lunch pricing will be published at the start of each school year.

According to the SMCS Wellness Policy that was adopted in September 2006, pop is not allowed by students in school without permission during the school day.

UNIFORM POLICY STUDENTS 7-12

PANTS / WALKING SHORTS / SKIRTS

Plain khaki/black corduroy slacks, khaki/black dress slacks or black denims may be worn. Blue or navy denims or nylon wind pants will not be allowed.

During the months of August, September, October, April, May, and June, shorts, culottes, and capri pants may be worn. (No denims). The length of the shorts must be no shorter than mid-thigh.

Females may wear a khaki/black skirt (No denims). The length of the skirt must be to the top of the knee.

SHIRTS AND BLOUSES

Students must wear a plain white cotton or cotton blend, button front, collared shirt or blouse. This includes plain white polo shirts and plain white turtlenecks/mock turtlenecks. No neck ties or scarves may be worn with the uniform shirt. A white polo shirt with a St. Mary logo on it – ONLY sold through the school - may also be worn. A plain white t-shirt with no lettering or logos may be worn under the shirt or blouse. All shirts and blouses must be tucked in at all times.

SWEATERS / SWEATSHIRTS

Sweaters: Students may wear a plain (no logo) red sweater, either pullover or cardigan.

Sweatshirts: Students may wear any red, black, or white sweatshirt that has been sold by either the school, the St. Mary Booster Club, or an athletic/activities program through an approved fundraiser. The sweatshirt may have a hood on it, but the hood is to be worn down at all times. No other sweatshirts are allowed, and any non-approved sweatshirts worn in the classroom will be taken by teachers and turned in to the principal where students can pick them up at the end of the school day. The Dress Code Violation will be recorded and will accumulate according to the Consequences Chart.

A school uniform shirt or blouse **MUST** be worn underneath the sweater or sweatshirt.

FOOTWEAR

Casual, dress, or tennis shoes may be worn. Students in grades 7-12 may wear clogs and sandals without backs that have a heel no higher than 1 1/2". Students may not wear flip flops and do not have to wear socks unless they are wearing an open-toed shoe. Shoes must be fully laced and tied at all times. Females may wear nylons. Students in grades 7-8 will need an extra pair of tennis shoes for P.E.

HAIRSTYLES

Hair must be neat and clean in appearance and not be distracting to others. Students are not allowed to have words, insignias, etc. shaved in any part of their hair. Boys may not have braided hair or ponytails. Rat-tails or similar styles are also not allowed. Boys must keep hair length above the shoulder. Hair color must be appropriate. Boys must be clean-shaven.

MISCELLANEOUS

Jackets of any sort are not part of the uniform and may not be worn in school. Organizational jackets such as FFA, cheerleaders, etc. will be recognized on special occasions.

All clothes are to be in good condition and clean. Clothes are not to be worn inside out.

Pierced jewelry must be confined to the ears.

Special no uniform days will be considered by the administration.

Certain clothing fringes on violating the intent of the uniform policy. Since we are unable to list all exceptions to the dress code, we ask for student and parent cooperation by wearing clothing styles congruent with the intended uniform policy.

VIOLATIONS

After the third recorded offense, the principal will contact the parent/guardian.

ATTENDANCE

SCHOOL HOURS

The school day begins at 8:30 a.m. and ends at 3:15 p.m. Exceptions to these times may occur for such things as inclement weather. Students should not arrive at the school before 8:10 a.m. or remain in the building after 3:15 pm unless involved in an activity that requires them to be there or they are under their teachers' supervision.

ATTENDANCE AND ABSENCES

All students are expected to attend class when in session. Parents are to notify the school each day that the student will be absent. Absences will be considered excused for reasons of illness, injury, medical or dental appointments that cannot be scheduled outside of school hours, family situations, authorized school activities, and when students are official representatives of the school at school sponsored activities. Students absent from school for the entire day, except for an emergency in the immediate family, shall not attend any activity that evening.

Anyone leaving the school during class hours must have a note from a parent and will need to check out at the office and check back in upon return to school. No student is to check out without prior approval of the principal or designee. Upon returning after an absence, the student must present a written excuse from his/her parent for his/her absence and secure a Make-up slip from the office. The student should come to the office for this permit before school or at homeroom period, if possible. The student must present this Make-up slip to each teacher on the first day the student is back in school or the day before an excused, known absence and obtain make-up assignments. Teachers are not to admit students who have been absent to class without a Make-up slip from the administrative office. It is the responsibility of the student to complete the assignments within the allotted time mentioned below.

Make-up work for short-term absences will be due by the end of the second day for every day absent. (Absences for extended times will be dealt with on an individual basis.) Students who do not follow this procedure will receive a 2% deduction in the quarter grade. Whenever possible, assignments for absences should be acquired ahead of time so that the student can submit the work before the absence.

When it is necessary for a student to be excused during the school day for appointments, etc., the parent should call or send a note with the student prior to this absence stating the reason and time for early dismissal. Parents are requested to schedule all student appointments outside of the school day when possible. High school and middle school students are required to sign out before they leave and sign in upon returning. Students who fail to sign out may receive detention.

Juniors and Seniors are allowed three school days to do college visits and/or job shadowing. Additional days may be granted with administrative approval. These days will be limited if the student has exhibited patterns of absenteeism, tardiness or academic deficiencies. Students must pick up a College Visitation/Job Shadowing Form from the Guidance Office prior to the visit and secure appropriate signatures from parents and college officials. These visits and/or job shadowing will be noted on a student's transcript as excused absences.

ABSENCES PER SEMESTER

A student's non-school related absences per class will be limited to no more than 6 per semester for block classes and twelve for skinny classes when following the current block schedule in the Jr. High and Sr. High. This policy will be left to the discretion of the administration to make determinations for individual circumstances. Exceeding the number of no-school related absences per class may impact the credit a student receives for that class.

Weekly Mass for 7-12 students is celebrated at St. Mary's Church. All students are required to attend the scheduled Mass. If a student cannot attend Mass because of class, they will make up the Mass during another day of the week. A sign in sheet is available in the office. Consequences will be left up to administration.

UNEXCUSED ABSENCES

A student's absence will be considered unexcused if for any other reason than those listed in the Attendance and Absences section of this policy handbook. At the discretion of the administration, a student who misses a given class more than 6 times per semester may not be issued credit for that class. Parents will be notified of each unexcused absence. Actions to be taken for unexcused absences are as follows:

First unexcused absence: Two periods of detention for each block of school missed. In the event a student fails to attend a period of detention, the detention time missed will be doubled. A second detention period missed will be treated the same as a second unexcused absence.

Second unexcused absence: The student will be assigned one day of in-school suspension. The student will be suspended from their classes and activities from 8:30 a.m. to 3:15 p.m. He or she will do his or her schoolwork for the day in an area assigned by the administration. The student is also suspended from any activity that evening.

Third and any future unexcused absence: The student will receive a three-day suspension from school and all school activities, and a recommendation will be made to the Diocesan Superintendent of Schools and the Educational Advisory Committee to take action on the possible long-term suspension or expulsion from school.

TARDINESS

Students are expected to be on time for school and all classes. Students who come unprepared for class, without books, etc. will be given a tardy. A three-minute break is allowed between classes, after which tardiness begins. Teachers will report tardies to the office each period during the school day through Infinite Campus. Students will be allowed two unexcused tardies each semester. After the third unexcused tardy, the principal will contact the parent. On the fourth unexcused tardy, the student will be given detention. Upon the fifth tardy, the student will be given 1/2 day of in-school suspension and the parent, counselor and principal will meet to identify the problem. Any further consequences will be discussed at that time.

ACADEMICS

GRADUATION REQUIREMENTS

All high school students who complete the prescribed curriculum satisfactorily will participate in graduation exercises and be issued a diploma, provided all financial obligations to the school are satisfied. Required classes need to be taken here at SMCS. No unsigned diplomas will be given. High school **Classes of 2014 and beyond** must satisfactorily complete 26 credits as prescribed by the South Dakota Department of Education and the St. Mary Catholic Schools Educational Advisory Committee per the following guide:

1. Four credits in Religion
 - a. One credit for each year in attendance
2. Four credits in English
 - a. One credit of Freshmen English
 - i. One-half credit of Composition I
 - ii. One-half credit of English/Literature I
 - b. One credit of Sophomore English
 - i. One-half credit of World Literature
 - ii. One-half credit of Speech I
 - c. One credit of Junior English
 - i. One-half credit of American Literature
 - ii. One-half credit of Composition III
 - d. One credit of Senior English
 - i. One-half credit of British Literature
 - ii. One-half credit of Creative Writing
3. Three credits in Social Studies
 - a. One-half credit of Geography
 - b. One-half credit of World History
 - c. One credit of US History
 - d. One credit of US Government
4. Three credits in Mathematics
 - a. One credit of Algebra I
 - b. One credit of Geometry
 - c. One credit of Algebra II or higher class
5. Three credits in Laboratory Science
 - a. One credit of Physical Science
 - b. One credit of Biology
 - c. One credit of Chemistry or Physics
6. One-half credit in Physical Education (Recreational Education)
7. One-half credit in Health (taken during 7th/8th grade years)
8. One-half credit in Personal Finance or Economics

9. One credit in Fine Arts:
 - a. Band is worth one-half credit per semester
 - b. Vocal is worth one-half credit per semester
 - c. Art is worth one-half credit per semester
 - d. Play participation is worth one-fourth credit per performance

10. Two credits of any combination of:
 - a. World Language
 - b. Approved Career & Technical Education courses
 - i. St. Mary students are required to take one-half credit in Computer Science (Computers Applications)

If any parents wishes to waive this course of study and pursue an alternative plan of study (as defined by the DOE), a parental agreement must be signed and submitted by the parent. This alternative plan of study is up to the approval of the high school administration.

This course of study contains all courses considered necessary for acceptance into a State accredited university.

If any parent wishes to waive this course of study and pursue a standard course of study (as defined by the DOE), a parental agreement must be signed and submitted to the High School office.

DROP/ADD CLASS PROCEDURE

Students will have two school days in which to add or drop classes provided by St. Mary, Dell Rapids Public School, and/or any non-dual credit enrollment college courses. Changes must be made and verified by the guidance counselor. Dropping a class outside the allotted time shall result in a grade of "F" on the permanent record unless specific permission is obtained by administration.

For Dual Credit Enrollment College Courses, the student will follow the higher learning institution's drop/add procedure. Changes must be made and verified by the guidance counselor.

WITHDRAWAL PROCEDURE

For Dual Credit Enrollment College Courses, the student will follow the higher learning institution's withdrawal policy. The student shall receive a "W" on their high school transcript for the course. Any student who withdraws from a dual credit course will only be eligible to enroll in a lesser number of dual credit courses for the next semester. Changes must be made and verified by the guidance counselor.

A student has the opportunity to present an appeal in writing to the guidance counselor and high school principal requesting permission to enroll in the same number of dual credit classes the following semester.

BLOCK / SKINNY CLASSES

A skinny class is the traditional 45-50 minutes in length. If it is a core class, it is typically a year long. If it is an elective, it is typically a semester long.

A block class is 90 minutes in length. A block class allows completion of a traditional semester class in a quarter or a traditional year long course in a semester.

WORK-EXPERIENCE CLASSES

A work-experience class (WEC) at SMHS is an elective course offered to juniors and seniors upon approval from the administration. It is intended to introduce the student to the experiences of employment while still enrolled in high school. It is not meant as an early release from the school day. WEC classes can only be taken for a maximum of 2 credits during the student's high school career.

The WEC is intended to expand the school into the vocational arena without causing undue financial burden through staffing and curriculum modifications. The student in the WEC will be observed twice each quarter by school personnel and written documentation provided. The WEC supervisor will also rate the student once each quarter and provide the school with written documentation.

The student may be required to complete a journal of their experiences, which will be received and reviewed by the counselor on a bi-weekly basis, while enrolled in the WEC. Students will receive a Pass/Fail grade and it will not be used when figuring GPA, honor roll, or advanced class rankings. Poor academic performance in any core-subject area, weak quarterly observation, poor job performance in the WEC, or school or work attendance problems will result in removal from the class and re-entry into a traditional classroom subject.

The Contract/Release of Liability form must be on file with the school before this class begins. The student is responsible for finding his/her own job and the guidance counselor and principal are then responsible for employment contacts and supervisory evaluations for grading.

INDEPENDENT STUDIES

An independent studies class (IS) is a rare situation at SMHS. Nothing replaces the classroom interactions and consistent student-teacher contact of a traditional class period. An IS is used only when all other means of offering a course have been exhausted or is seen as the only opportunity for successfully completing a required course. Students taking an IS class must have approval from the administrator and instructor. An IS class will require a certified teacher to coordinate school work with the student during an agreed upon contract signed by the administration, teacher, student, and parent. The grading and the curriculum taught for the IS must be the same as for the class in a regular classroom setting.

TA CLASSES

TA classes at SMHS are an elective course offered to juniors and seniors upon approval from the counselor and administration. It is intended to be an avenue for upper class students to assist in education of other St. Mary Students. TA classes can only be taken for a maximum of 2 credits during the student's high school career. Students will receive a Pass/Fail grade and it will not be used when figuring GPA, honor roll, or advanced class rankings.

GRADING SCALE

Class grades and grade points are issued based on percentage ranges. Grading scale for classes of 2005 and beyond:

<u>Percent</u>	<u>Grade</u>	<u>Grade Points</u>
100+	A+	4.0
96-99	A	4.0

94-95	A-	3.66
91-93	B+	3.33
88-90	B	3.0
86-87	B-	2.66
83-85	C+	2.33
80-82	C	2.0
77-79	C-	1.66
74-76	D+	1.33
71-73	D	1.0
68-70	D-	.66
67 – below	F	0

Grading emphasis and procedures may differ with individual teachers in computing final percentages. Teachers shall explain their grading practices to their students the first week of school.

WEIGHTED AVERAGES

Under the weighted average system, grade categories are assigned a weight as a percentage of the final grade. Different types of work performed by the student will be assigned a value that will help determine the final grade earned for the course. This concept of proportional relevance means that the tests carry more importance in making a good grade for the course, although the successful completion of other components will ensure earning the highest grade. Semester Tests for high school students will carry a weighted average of 14.28%.

Tests and quizzes will carry a combined weighted average of no more than 50%. Remaining grade categories and weights are left to the discretion of the individual teachers.

Special classes for junior high students (Music, Art, PE/Health, Computers and Guidance) will not have weighted averages.

WEIGHTED CLASSES

In an effort to encourage students to challenge themselves academically, the following classes will be weighted by adding one grade point above the normal grade point: Chemistry, Physics, Anatomy, Pre-Calculus, approved dual credit classes (credit for college), and Advanced Placement classes.

HONOR ROLL

Scholastics are an important part of academics and the Honor Roll is one way we can recognize students who are doing outstanding work. Using the grading scale listed previously, students in grades 7-12 will qualify for the “A” Honor Roll if they average at least a 3.66 GPA. Students will qualify for the “B” Honor Roll if they average at least a 3.0 GPA. A “D” on the report card will automatically disqualify a student from the Honor Roll. The Honor Roll will be posted at the end of each semester.

A student who is on an adjusted grading system will automatically be disqualified from the Honor Roll. The Honor Roll will be a combination of all the accomplishments throughout the quarter and throughout the semester – including tests, quizzes, term papers, and daily contribution and attitudes in the class. The administration and staff will review final selection prior to being posted.

VALEDICTORIAN–SALUTATORIAN–HONOR GRADUATE

Each year a valedictorian and salutatorian will be chosen from the senior class. The valedictorian will be that person who had the highest grade point average at the conclusion of the first semester of the senior year. The salutatorian will be that person who has the second highest grade point average at the conclusion of the first semester of the senior year. In the event that two or more students have taken all of the same core courses and there is a tie, the student with the most cumulative credits will receive the next consideration. If there is still a tie, the GPA of all English, Math and Science classes will break the tie.

In case of a statistical tie for valedictorian that cannot be broken, there will be co-valedictorians along with the single named salutatorian. In case of a statistical tie for salutatorian that cannot be broken, there will be co-salutatorians along with the single named valedictorian. The salutatorian will give the welcome address at graduation exercises and the valedictorian will give the farewell address. Seniors will need a 3.5 GPA average over the past seven semesters to be considered an honor graduate.

NATIONAL HONOR SOCIETY

New members of the St. Mary Chapter of the National Honor Society will be selected according to rules established by the local chapter in accordance with the national constitution of NHS. Membership selection is based on four areas – scholarship, leadership, service, and character. All four areas are given equal weight in the selection process.

Any sophomore, junior, or senior with a minimum cumulative GPA of 3.25 will be evaluated on the three other characteristics by current staff with a final selection made by a five-member Faculty Council. Students are rated on a point system of 1-4 and anywhere in between; i.e. 2.6, 3.1, etc. One is the lowest and four is the highest.

Applications and detailed criteria may be obtained through the high school guidance office. Students not chosen will meet with the NHS advisor and principal to learn the reasons and any corrections they need to make for the next year.

Loss of Membership – Any current NHS member caught cheating will be automatically dismissed from membership. They will not be reconsidered for membership. Any member whose cumulative GPA drops below 3.25 will be on probation for one semester. If, in that one semester, the student does not bring their cumulative GPA back up to 3.25 they will be dismissed from membership and not considered again.

SEMESTER TESTS

Semester tests will be scheduled at the end of the first and second semesters. All teachers will give a semester test in each class taught. Test scores will constitute one-seventh of the semester grade. All students must test in the first semester of each course. Students automatically test in classes that are only one semester in length or in block classes that are only a quarter in length. All students who have achieved an “A-” grade or above for each grading period of a respective class will be exempt from the last semester test in that class.

Semester test exemption status will be available from homeroom teachers one week before testing begins so that students will have time to adequately prepare for their tests.

Note: Grade averages and exemptions apply only to subjects taken at St. Mary Catholic Schools.

COLLEGE ADMISSION POLICY

The American College Test (ACT) and the College Board Scholastic Aptitude Tests (SATI and SATII) are most often used for college admissions. Both are tests of general achievement and scholastic aptitude. They measure acquired knowledge in various subject areas and general ability to do academic work. The results are also used to aid in placing the student in various courses or in varying levels of a course. College entrance tests are administered five or six times during the year. It is generally recommended that they be taken at the end of the junior year or early in the senior year. Registration materials and information about the tests can be obtained from the Guidance Office.

SOUTH DAKOTA REGENTS SCHOLARS

Seniors who have completed the following courses with no final grade below a “C” and a grade point average no lower than a 3.0 are eligible:

4 years of:

- English
- Mathematics (Algebra I and above)
- Science

3 years of:

- Social Studies

2 years of:

- The same foreign language and

½ year of:

- Fine arts and computer studies.

JUNIOR HIGH REQUIREMENTS

Our local EAC has adopted a curriculum of requirement for all 7th and 8th grade students in our school. They have looked at state standards and recommendations on the classes that make a well-rounded student. Those classes they have deemed necessary to meet all the standards and requirements are: Math, Social Studies, Science, English, Religion, Health, PE, Guidance/Careers, Art and Music. This has been approved and is a requirement of every 7th and 8th grade student at St. Mary Catholic Schools.

CLASSROOM RULES

Study halls are a supervised study period. Quiet is essential to effective study. All students are expected to bring adequate study material to cover the time frame of the class period. Sleeping is not allowed. Passes to the computer lab, library, and office will be allowed. Eating and drinking is allowed during study hall at the discretion of the class supervisor. All other class periods allow water or school-vended drinks.

BEVERAGES CONSUMED DURING THE SCHOOL DAY

School-vended drinks are allowed in school. No outside drinks, including coffee, sports drinks or soda will be allowed. Water bottles may be filled from school water fountains only. Outside drinks may be allowed for special events with prior principal approval.

HOMEWORK

Education is a lifelong process, which extends beyond school. It is important that students

recognize that learning occurs in the home and community as well as at school. Homework is recognized as an effective practice and is one means of teaching the necessary skills of independent study and learning. Teachers will communicate the homework policy to students at the beginning of the semester.

Unless prior arrangements have been made with the teacher, work that is not turned in on time will be penalized as follows:

- 10% deduction the first day late
- 25% deduction the second day late
- 50% deduction the third day late

After three days no credit will be given for missing work.

STUDENT PERFORMANCE REPORTING

Student performance is reported to parents. As needed, personal contact will be made with the parent to discuss informal progress/issues. For students in grades 7-12, deficiency and progress reports are communicated after the third and sixth week of each quarter. A grade in any subject that is 76% or less requires a deficiency report. This is also known as the "D and F list." This list is compiled on the Monday after the completion of the third and sixth week of the quarter and communicated to the impacted students and their parents. Students who are on the D and F list shall lose study hall privileges and will be encouraged to attend study sessions. These sessions are made available Monday through Thursday, one half-hour prior to school starting.

The deficiency and progress reports also help determine eligibility for extra-curricular activities (see the Scholastic and Extra-curricular Activities section for this policy).

A progress report is used for any other grade or student action to be reported.

INCOMPLETE GRADES

Incomplete grades may be issued at the conclusion of a quarter, due to extenuating circumstances. An incomplete grade in any subject must be completed within two weeks of the end of the quarter or the incomplete grade becomes an F and no credit is given. The teacher, with permission of the principal may extend this time when circumstances warrant, but the allowed time cannot exceed nine weeks.

RETENTION

Assessment of a child's ability to learn concepts and educational material needed to have success at the next grade level is a serious responsibility of the professional staff. Staff members base their decisions about student advancement and ability to learn, in the students' best interest.

Retention in grades 7 -12 is considered if a student has failed a majority of the scheduled subjects in a given school year. The retention of a student at these grade levels can be very damaging to a students' educational experience. Exhaustive efforts will be used to attempt to meet the students' needs before retention is considered. Parents, teachers, counselor, and the administrator will work as a team to determine the most appropriate action for the students' academic success.

Students in grades 7-8 must pass 7 of their 10 semester core areas (Religion, Math, Science, Social Studies, and Language Arts). All students will be promoted to the next grade level if he/she passes 70 % of his/her core subject areas.

Should a student not pass the required number of semester core classes, she/he would become a candidate for academic retention. These candidates would be responsible for passing the basic requirements, as determined by administration of the necessary number of failed subject area(s) needed for promotion. A certified educator holding the proper endorsement(s) issued by the Department of Education shall teach the subject(s). The student's parents shall be responsible for arranging the instruction and the cost of instruction. The teacher must certify in writing to the Principal by August 1st that the student has passed the basic requirements for passing the subject area. Candidates for retention who do not satisfy these requirements by August 1st will be retained in the same grade as the previous year during the ensuing school year.

LOSS OF CREDIT

Any student in grades 9-12 who receives an F for a semester grade will receive no credit for that class in that semester. Loss of credit requires a course to be taken again and directly impacts graduation requirements.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are held in the fall and spring of each year. Teachers and parents can schedule a conference any time they feel a need exists.

EARLY GRADUATION

St. Mary High School students who have completed all graduation requirements of the State of South Dakota and those of St. Mary Catholic Schools before the start of their 8th semester may be considered for early graduation. If the student chooses to graduate early they must petition in writing to the principal and EAC. The student and parent must agree that this is in the best interest of the student.

Students choosing to graduate early would be encouraged to participate in the activities of the graduating class, such as prom, baccalaureate, graduation, etc., but would not be allowed to participate in any school extra-curricular activities in the 8th semester.

Tuition would be pro-rated to cover the time actually spent in St. Mary Catholic Schools.

DUAL CREDIT ENROLLMENT IN COLLEGE PREP COURSES

There are a number of classes offered to students from institutions of higher learning. Those courses can be taken off campus, through the distance learning system, or over the Internet. St. Mary Catholic Schools recognizes that this can be very beneficial for students and has adopted a policy to allow students to be concurrently enrolled. Dual Credit Enrollment allows students to receive high school credit along with college credit when taking the course. Students interested in dual credit should visit with the guidance office for a list of options.

Dual credit course registration must be done through the guidance office. Student eligibility for these includes, but is not limited to the following criteria:

1. Graduation credits would have to be progressing satisfactorily.
2. The method of dual enrollment must meet the SD Department of Education requirements.

Administration and guidance office will approve or deny dual credit enrollment on a case by case basis.

Some dual credit enrollment courses may require a student traveling to an off-campus site. Students may be granted off-campus driving privileges, provided he/she and their parent /guardian agree to meet conditions set forth by St. Mary Catholic Schools.

Saint Mary will not be responsible for travel costs or providing transportation for the student. In addition, the school will not be held liable for any injuries incurred while the student is en-route to or while in attendance at the site.

The South Dakota Board of Regents agrees to award transfer credit when the high school student enrolls in a state university if the college credit is granted by a university with which the Board has a dual credit agreement.

Drop/Add and Withdrawal Procedures are explained in correlating sections of handbook.

ADVANCED PLACEMENT COURSES

Students may be afforded the opportunity to enroll in advance placement courses. Administration and guidance office will approve or deny student enrollment in these courses on a case by case basis.

Drop/Add and Withdrawal Procedures are explained in correlating sections of handbook.

DUAL ENROLLMENT WITH DELL RAPIDS PUBLIC SCHOOL

Dual enrollment with the Dell Rapids Public School can be arranged in specific subjects with the approval of both schools. When available, students are required to use the transportation provided. Should public transportation not be available, conditional driving privileges may be granted to students. Prior to receiving these privileges, a student and their parent/legal guardian must sign a waiver agreeing to the established expectations set forth by St. Mary Catholic Schools. Full time students of Dell Rapids Public School are invited to enroll in classes at St. Mary Catholic Schools

ACTIVITIES

SCHOOL DANCES

School dances must be approved by administration and scheduled so as not to interfere with other activities. St. Mary Catholic School dances are closed. This is interpreted to mean that once a student leaves the dance, they will not be re-admitted.

Appropriate dress is required and must be consistent with the mission of St. Mary Catholic School. Established guidelines will be set by advisors with administration approval.

Students are not required to have dates for any school function. SMCS students may request that students from another school be admitted into the dance. SMCS student must provide the principal with the name and home phone number of the guest student scheduled to attend. This information must be provided to the principal or designee by the end of the school day prior to the day of the dance.

Parents and/or volunteer staff members will chaperone all dances and parties.

JUNIOR-SENIOR PROM

The Junior-Senior Prom is sponsored by the junior class with a prom committee, comprised of parents of the junior-class officers and a staff member, as their advisors. It is financed by class fees from the first three years of high school and expenses shall not exceed the amount of money in the junior class account. A list of guidelines to be followed will be kept in the Administrative Office and will be given to the prom committee and to all juniors when planning begins.

FUNDRAISING FOR POST PROM ACTIVITIES

A supervised post-prom activity for students is in the best interest of students, ensuring their chance to participate in an adult supervised activity following prom. For this reason, fund-raising activities will be allowed during school activities and on school facilities, as long as appropriate facility check-out procedures are followed. A post-prom event will not be a school-sanctioned event, and is dependent upon parent coordination and implementation.

ALL STATE BAND AND CHORUS

The date for All-State tryouts will be determined by the music director and the activities director and all participants will be notified of this date as soon as it has been determined.

The All-State quartet and alternates are chosen by a judge from the school or an outside music instructor. The director has the choice of being in the room or not. There will be spot-checks at least one week before the All-State weekend to check that all music is memorized. If the All-Stater is not prepared with memorized music and the alternate is prepared, the alternate will be chosen to participate and will become one of the All-State Quartet members.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

St. Mary Catholic Schools provide such co-curricular and extra-curricular activities as deemed practical and possible. Students participating in these activities will be expected to follow all guidelines established by the Administration, the Educational Advisory Committee, the South Dakota High School Activities Association and the individual activity leader.

The schedule of sporting events for grades 7-12 must be created with the head coach of the activity and the activities director working together. Input from the coaches is critical for effective programs that are consistent and representative of our teams. The activities director and the coach have valuable knowledge of the methods and requirements of the conference, region, and state athletic organizations that are very important to the effectiveness of our school program.

The activity season, regardless of high school or grade school, cannot exceed the seasonal limits created by the SDHSAA. The only exception to this rule would be because of inclement weather or starting time difficulties and would be on a case-by-case basis, approved by the activities director.

ACTIVITY LEADER/HEAD COACH RESPONSIBILITIES

The activity leader or head coach has responsibility for all students involved in the activity. Activity leaders/Head Coaches will conduct a pre-season meeting with participating students and their parents to address program expectations, special situations, care of uniforms and equipment, etc. A complete list of activity participants will be provided to the activities director and must be notified when a student quits the activity.

In most activities, students will have equipment or uniforms checked out to them. It is their responsibility to take proper care of such items throughout the duration of the activity and return them in satisfactory condition at its conclusion. Replacement costs for any lost or damaged items will be assessed to the student.

FACILITY USAGE

The athletic facilities are to be shared by all; however, the high school activities that are in session take precedence over all others. The activities director shall be in charge of setting the schedule for facility usage for all activities. A calendar of events requiring the use of the gym or the all-purpose room is kept current in the main office. The use of these areas must be cleared with the principal. A St. Mary Catholic Schools Facility Usage Request Form must be submitted to the parish rectory office for the use of any of the parish facilities.

Sunday should be a day for the family to gather and enjoy. Sunday use of school facilities for any reason must be scheduled with the activities director or the school office.

The athletic facilities may be used when school is not in session as long as no scheduled activity is taking place. Responsibility for the activities in the facility rests with the responsible adult in charge. The facility must be cleaned and secured per the handbook guidelines listed hereafter when the activity is finished.

Once opened for use, the facility should be available to any St. Mary parish member who wishes to use it as long as the adult in charge is able to adequately supervise them.

FACILITY CLEAN-UP

When the facility is used for activities for students in fifth through eighth grade, parents are needed to help supervise and maintain the building during the activity. Two sets of parents will be needed for each activity.

During the activity these parents should:

- a. Make sure no one goes on the stage, including cheerleaders
- b. Check the dining room area regularly
- c. Check the locker rooms between the games
- d. Check the high school hallway

Clean up to be done following the activity includes:

- a. Use blower or small dust mop to remove all loose trash from bleachers. If anything has been spilled or tracked in, damp mop these areas.
- b. Move score table to southeast corner of gym. Make sure it has the front or plastic side to the wall and positioned so bleachers will not catch it when they are rolled in. Also check that nothing else will obstruct bleachers such as trash cans or articles that have slipped under them. ADULTS ONLY MOVE BLEACHERS!
- c. Empty all garbage, including the one in the entrance hall. If liners have leaked and cans are dirty, wash them out before installing new liners.

- d. Dust mop floor and pick up dirt with broom and dust pan. Shake mops outside after each use. If they are dirty install new ones and spray with dust mop treatment. Vacuum front hall and check the bathrooms.
- e. If something is missing or wrong, please contact maintenance.
- f. This list is also posted in the gym.

BUS/VEHICLE POLICY FOR ACTIVITIES

All students participating in an activity must use the transportation made available (bus or cars), unless a note, signed by the parent is brought beforehand. (Example: If a student lives closer to Baltic, he or she can bring a note signed by a parent allowing them to drive to Baltic instead of Dell Rapids to catch the bus.) If a student wants to ride home with his or her parents, the parents must tell one of the activity leaders and sign a release form provided by the coach/advisor, so they know he or she will not be on the bus. Most of this is necessary for insurance purposes. All students using school transportation will comply with the instructions of the adult in charge of the vehicle and the policies of the Dell Rapids Public School will apply at all times when using their busses. The activities leader or chaperone will establish gender assigned seating areas on activities buses and or other modes of transportation.

DRESS CODE

Co-curricular and extracurricular uniforms must be consistent with the mission of St. Mary Catholic School. All uniforms must receive administration approval prior to purchase.

Students participating in high school co-curricular and extra-curricular activities must wear appropriate, dress-up type clothes or the school uniform to the activity. No blue jeans or T-shirts will be allowed unless approved by administration. For extra-curricular activities, appropriate team uniforms, sweats, etc. may be worn. If anyone violates this rule, everyone will have to be in school uniform. The leader of the activity may strengthen dress codes.

Students may also be allowed to wear special organizational jackets, shirts, etc. on the day of the activity.

SENIOR EVENTS DRESS CODE

Coronation dress code: No blue jeans, t-shirts or shorts to be worn for the senior class and ushers. Students who are up for royalty must wear formals for the girls and the boys must wear suits or sport jackets with a tie. Also no tennis shoes allowed.

Graduation dress code: Graduating class and ushers cannot wear blue jeans, t-shirts, shorts or flip-flops.

EXTRA-CURRICULAR TRAINING RULES

The extra-curricular training rules stated herein are a combination of rules set up by the school and the SDHSAA. These rules are the minimum that will be expected of each participant. Coaches may strengthen the rules and penalties as they see fit for their individual sport.

MAKE-UP WORK

Students who will be absent from school to participate in any extra-curricular activity will be required to obtain and complete a make-up slip before departure. Upon return from activity, all

assignments should be completed and turned in on time as if no absence had occurred. If assignments are incomplete or unfinished, the absence will be considered unexcused.

CURFEW

Weekdays	11:00 p.m.
Friday and Saturday	12:30 a.m.
Sundays	11:00 p.m.

After Away Games	One hour after busses return to Dell Rapids if during the week or if there is a game the next day on weekends.
After Home Games	Same as weekdays and Fri/Sat except if there is a game the next day -- then 11:00 p.m.

Weekdays and Sundays when school is not in session the following day—12:30 a.m. unless there is practice the following day, then 11:00 p.m.

Exceptions will be made if a student has a job that will cause them not to be home before the curfew time. This must be reported to the coach. Exceptions will also be made if the student is with parents. The handbook policy is the minimum standard for curfew. Coaches/advisors may strengthen this policy. Penalties for violating the curfew will be as follows:

- a. First violation – Warning, put on probation period for rest of season.
- b. Second violation – Miss next extra-curricular event.
- c. Third violation – Miss next two extra-curricular events.
- d. Fourth violation – Meeting with principal, coach, parents, student to determine future eligibility.

A curfew violation may be reported to the school through any law enforcement officer, a staff member who witnesses the violation or by the parent and/or student themselves.

SDHSAA POLICY

As a secondary school, accredited by the South Dakota Department of Education, we also adhere to South Dakota Codified Law and SDHSAA Activities Policy, which does outline additional penalties for illegal drug use. Please reference (contact information for parents/guardians) There are penalties associated with this law.

- Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in Chapter 22-24, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for six (6) months. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is enrolled. As used in this section, the term, extracurricular activity, means any activity sanctioned by the SDHSAA.

SUB-HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES

Activities in grades 7 and 8 are geared toward preparing the athlete for more competitive play. Athletes will receive quality participation time during regularly scheduled season games, provided they attend practices on a consistent basis. The coach has discretion during tournament games to play the team as he/she sees fit. If students in these grades are participating in an activity away from home before a high school event, they may leave school early to participate.

If a student in grades 7 and 8 is participating in a high school activity, all extra-curricular training rules apply.

LETTERING CRITERIA

Students who participate in any of the high school activities offered at St. Mary Catholic Schools have the opportunity to earn a letter. First time letter winners will receive a cloth letter and a pin for the designated activity. Repeat letter winners in a designated activity will receive a bar for each additional letter after the first one. All participants are expected to show good sportsmanship at all times. Certain criteria must be met before a participant will receive a letter.

ALL SPORTS

Participants must successfully complete the season of the sport they are in. Regular varsity players who are unable to complete the season because of injury will still be awarded a letter. Any participant who misses two football games, two track or cross-country meets, four volleyball matches or four basketball games due to deficiencies will not earn a letter.

If a student violates the schools' policies on alcohol and tobacco use the penalty for a first offense will be the loss of eligibility to letter in the activity they were involved in at the time of the offense. On second and any future offenses the student will lose eligibility to letter in any activity or academics for the entire year.

If a student violates the schools' policy on drug use the student will lose eligibility to letter in any activity or academics for the entire year upon the first offense.

GIRLS AND BOYS BASKETBALL

Participants must play a minimum of twelve quarters in any varsity contest. A quarter includes anytime in which the participant is playing in the game for any amount of time. A senior that has participated in two seasons of varsity basketball shall also receive a letter regardless of the number of quarters played.

FOOTBALL

Participants in grades 7-12 who play in 40% of the available varsity quarters in a single season or a senior with at least two previous years of high school football will earn a letter.

GIRLS AND BOYS GOLF

In order to receive a varsity letter any male golfer must shoot a 45 (on nine holes) or a 92 (on eighteen holes) during any regular season meet. Females must shoot a 48 (on nine holes) or a 98 (on eighteen holes) during any regular season meet. Both boys and girls may also letter by placing in the top ten of any meet where there are at least three other teams participating (duals and triangulars are excluded) or if they participate in a State Golf Meet.

GIRLS AND BOYS TRACK

Any junior or senior who has participated for three straight years shall receive their letter. Also anyone who scores 20 points over the course of a season or who places in an individual event in the Conference or Regional meet shall letter.

CROSS COUNTRY

Any junior or senior who has participated in cross-country for three straight years will letter. Participants who earn a starting position (finished in the top 20 at the region meet) at the state cross-country meet, or who entered in and finished in the top 35 of the varsity competition at the region or state cross country meet, or who earned varsity finisher medals in at least half of the scheduled season meets will earn a letter.

VOLLEYBALL

Participants in grades 7-12 who play in at least 10 varsity matches or any senior with at least 2 previous years of high school participation will letter.

CHEERLEADING

Any cheerleader on the varsity squad or who is captain of the junior varsity squad and who has attended all games will earn a letter unless excused for illness or family emergency.

COMPETITIVE CHEER

Any cheerleader on the varsity squad and who has participated in all competitive cheer meets will earn a letter unless excused for illness or family emergency.

STUDENT MANAGERS AND STATISTICIANS

Student managers and statisticians will earn a pin for the first year and a bar for each year thereafter. A cloth sports letter will be awarded upon completion of the second year as a student manager or statistician if the person has not already earned a cloth letter in another activity.

ACADEMIC LETTERING

All high school students are eligible to obtain an Academic Letter. Letters for seniors will be issued at graduation exercises. Grades 9, 10 and 11 will receive their letter at the first Mass of the following school year. First-year recipients will receive a cloth letter and each succeeding year will receive a bar for the cloth letter. The following criteria must be met to earn an Academic Letter:

- a. Student must maintain a cumulative grade point average of 3.8 or better, which will be calculated at the end of the second semester of each year.
- b. No letter will be awarded to anyone who has violated any of the rules involving cheating, alcohol, tobacco or drugs.

MUSIC

Participants in grades 7-12 who have participated at group contests and /or public performances with the high school band or chorus for four semesters, or participated in All-State Chorus either as a participant or an alternate, or participated in All-State Band, or who participated in the music contests as a soloist, a member of an ensemble or both will earn a letter. After receiving a music letter, a student may receive a bar for service after two semesters are completed, they have participated in solo and ensemble contest, or they participated in All-State Choir or All-State Band.

DRAMA

Drama Department Includes:

Oral Interpretation, One-Act Play Competition, and Full-Length Play

There are 3 ways a student can letter in Drama:

1. Qualifying for state competition
2. Being involved in all 3 activities in a single year
3. Being involved in 2 activities for 2 consecutive years

STUDENT CONDUCT

SCHOOL PROPERTY

St. Mary Catholic School students, appreciating the sacrifices and generosity of many people, are encouraged to develop pride in the school buildings and their grounds. They are asked to cooperate to keep the school neat, clean and attractive.

Any damage to school property should be reported to the administration immediately. Deliberate and wanton damage done to school property will be charged to the student/parent and disciplinary action will be taken.

THEFT – VANDALISM

The acts of theft and vandalism are not congruent with the school mission or philosophy. Acts such as these demonstrate an overt disrespect for others and violate privacy and property rights. These actions are unacceptable and will bring serious consequences, which will include school-suspension with the possibility of permanent expulsion.

CODE OF CONDUCT

To foster growth and development consistent with St. Mary Catholic School philosophy and to promote the general welfare of our faith community, the following Code of Conduct shall be considered binding for all 7-12 students who choose attendance at St. Mary Catholic Schools. Students and parents should be familiar with this policy before signing the required Code of Conduct Agreement. A signed copy of this agreement will be placed on file for each academic year, and will serve as a prerequisite for participation/attendance.

It is understood and agreed that the use and/or being in the presence of alcohol, tobacco, or the use, possession, purchase or distribution of any illegal substance is prohibited by age as well as law. This includes any device or product that contains nicotine, or a device used for inhaling or ingestion unless used for medical purposes with a prescription, on school premises. It is the position of St. Mary Catholic Schools that any student found in violation of law is also considered in violation of system policy concerning alcohol, tobacco, illegal drugs, and/or other products not used for their intended purpose. In addition to criminal prosecution, St. Mary Catholic Schools reserve the right to discipline those students violating this agreement for illegal use in the following manner:

First violation: Student will be assigned two days of in-school suspension and comply with school policy which requires appropriate substance abuse counseling at family's expense.

Second violation: Student will be assigned four days of in-school suspension and comply with school policy which requires appropriate substance abuse counseling at family's expense.

Third violation: Students will be suspended with re-admission upon completion of an appropriate treatment program at family's expense.

The student must complete the appropriate substance abuse counseling within the agreed-upon time limit in order not to jeopardize participation in extra-curricular activities.

Any St. Mary Catholic School student participating in athletics, activities, or leadership position will also be suspended from that activity in the following manner:

First violation: Violator will be suspended from the activity for the next two contests. The student will practice during this time.

Second violation: Violator will be suspended from the activity for the next four contests and are required to attend substance abuse counseling at family's expense. The student will practice during this time.

Third violation: Violator will be terminated from all activities for a calendar year. Apply for re-admission upon completion of an appropriate treatment program at family's expense.

Only third violation will carry over to the following school year.

“Evidence” of a violation may be the result of:

1. Information received from law enforcement or court services personnel which provides reasonable cause to believe that an infraction has occurred.
2. A student found guilty, pled guilty, or enters a no contest plea in either juvenile court or adult criminal court.
3. A self-reporting by either the parent and/or student.
4. An observed violation reported by a staff member.

Self-reporting for the purpose of intervention may reduce consequences.

The following steps must be taken prior to terminating a student from activities:

The coach/advisor must meet with the student to discuss the specific problem.

The intended termination must be reviewed with the activity director and the principal.

The coach, activity director, and/or principal will meet with the parents to discuss the specific problem.

It should be noted that further consequences, as outlined in the St. Mary Catholic School policy shall also be in effect. The administration at St. Mary Catholic Schools reserves the right to use their best judgment on an individual basis.

Administration reserves the right to modify consequences and make changes without prior notice. Additionally, the administration will have the authority to enforce other reasonable disciplinary action found warranted by the situation.

TOBACCO-FREE SCHOOLS

Dell Rapids St. Mary School recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the EAC to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property or during school-sponsored activities is prohibited. This policy shall be in effect at all times and shall apply to all students, employees and visitors. For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco
2. "School property" means all district-owned, rented or leased buildings, grounds, and vehicles
3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving students or staff that occurs either before, during or after regular school hours
4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

Students or school employees found in violation of this policy will be subject to appropriate consequences, which may involve a range of enforcement options including disciplinary action and educational alternatives to disciplinary action. Visitors in violation of this policy will result in appropriate sanctions as determined and imposed by the administration, which may include direction to leave school property.

The administration shall provide reasonable public notification of the school's policy, including, but not limited to, inclusion in student and staff handbooks. The administration may develop regulations as necessary to implement this policy.

COUNSELING / FAMILY SERVICES

The goal of the SMCS school counselor is to work together with the school, families, children and the community to assist with academic success. Family and child needs are identified through referrals. Appropriate referrals may include such things as arguing with family members, crisis situations such as divorce, discipline problems and concerns about a child's development or behavior, other concerns about family or financial challenges.

Services include:

- Family support
- Family counseling
- Individual counseling
- Group counseling
- Resource finding
- Referrals to needed services
- Parent education
- Referrals for outside services will be made based on diocesan guidelines and using counselor discretion.

WEAPONS

Weapons of any type are absolutely prohibited at school, on the school grounds, in vehicles and/or **at any school sponsored activity**. Students or faculty caught with any type of weapon on the school grounds will face possible suspension/expulsion. Legal authorities will be involved, depending on the circumstances. A weapon is defined as any firearm, knife, device, material or substance, whether animate or inanimate, which is calculated or designed to threaten, do bodily harm, or inflict death.

Exceptions: Weapons under the control of law-enforcement personnel.

Inappropriate conduct, use or possession of tobacco products, alcohol, illegal drugs, or weapons at school events at sites other than St. Mary Catholic Schools will have penalties applied as described previously.

IT IS IMPERATIVE TO NOTE THAT OFFENSES ACCUMULATE OVER ALL FOUR YEARS OF HIGH SCHOOL

CHEATING POLICY – GRADES 7-12

St. Mary Catholic Schools do not believe that there are different degrees of cheating. All cases will be handled in the same manner. Our definition of cheating is the soliciting, acquiring, or supplying of answers on tests, quizzes, study guides and other assignments. Teacher observation is essential in identifying cases of cheating. The following punishments will be used:

Any current National Honor Society member caught cheating will automatically be dismissed from NHS membership.

Students caught cheating will not receive an academic letter for the school year in which the cheating event occurred

First Offense

- a. Inform parents
- b. Give "0" for assignment, quiz or test
- c. Detention
- d. Must take semester test for one semester
- e. Incident will be considered in selection of new National Honor Society members

Second Offense

- a. Conference with student, parents, teacher, principal and counselor
- b. Given "0" for assignment, quiz, or test
- c. Two detentions
- d. Permanently ineligible for NHS membership
- e. Must take semester tests for next two semesters (high school)

Third Offense

- a. Conference with student, parents, teacher, principal and counselor
- b. Give "0" for assignment, quiz, or test
- c. One day in-school suspension
- d. Ineligible for honor roll for one semester
- e. Must take all semester tests for next two semesters

Any further offenses will result in a meeting with parents, principal, priest and student to develop a plan of consequence up to but not limited to removal of student from the school.

IT IS IMPERATIVE TO NOTE THAT OFFENSES ACCUMULATE OVER THE TWO YEARS OF GRADES 7-8. Upon entering 9th grade, the offenses will accumulate over the four years of high school.

CHEATING POLICY – MIDDLE SCHOOL

First Offense

- a. Inform parents
- b. Give “0” for assignment, quiz, or test
- c. Detention

Second Offense

- a. Conference with student, parents, teacher, principal and counselor
- b. Give “0” for assignment, quiz, or test
- c. Two detentions
- d. Talk to a local priest

Third Offense

- a. Conference with student, parents, teacher, principal and counselor
- b. Give “0” for assignment, quiz, or test
- c. One day in-school suspension
- d. Talk to local priest
- e. Ineligible for honor roll for one semester

IT IS IMPERATIVE TO NOTE THAT OFFENSES ACCUMULATE OVER THE TWO YEARS OF MIDDLE SCHOOL.

CONSEQUENCES-INTERVENTIONS

DETENTION

A detention may be recommended as a disciplinary consequence for inappropriate behavior. Detention periods are ½ hour long and all detentions will be served before school during the week. Failure to attend detention will result in greater discipline measures. All detentions will be dealt with by contacting the parents and continued detentions will be dealt with by suspension as deemed necessary by the principal. Punishment will always be administered with the welfare of the students, faculty and whole school community in mind.

IN-SCHOOL SUSPENSION

Student will be assigned to a designated supervised area. Students will incur a 2% loss of daily grades. Make-up work must be completed and is the responsibility of the student.

OUT-OF-SCHOOL SUSPENSION

A student is not to be in the school building or on school property during the suspension including school-sponsored activities. Make-up work must be completed and is the responsibility of the student. The student will incur a 2% loss of grades.

EXPULSION

Expulsion is an extreme, but sometimes, necessary disciplinary measure for the common good. Any student will be subject to expulsion for any conduct which is of such a nature as to jeopardize the good name of the school community or which is detrimental or harmful to any member of St. Mary Catholic Schools. Defiance of authority, violent or threatening behavior, verbal or non-verbal harassment of any kind, vandalism, theft, or possession or use of weapons may demand permanent expulsion. Any student found in the possession of, dealing with, or

under the influence of drugs or alcohol on school property, or at any school-sponsored activity off campus may demand permanent expulsion. Administration holds discretionary power in regard to expelling a student.

STUDENT HARASSMENT

Definition – Verbal remarks, physical threats, intimidation or tormenting, whether physical, mental or sexual, of one student towards another are considered harassment.

Policy – It is St. Mary Catholic School policy that harassment is unacceptable and shall not be tolerated and that no student of the school may harass another. Any student will be subject to disciplinary action including possible expulsion for violation of this policy.

Responsibility – Administration, employees and students are responsible for maintaining a working and learning environment free from harassment. Careful scrutiny will be undertaken of all allegations of harassment. False allegations that are malicious or ill-founded may constitute libel or slander.

Complaints – Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.