



**ST. MARY'S**

---

**SCHOOL**

**2016-2017 Handbook**

**730 S. Cedar Avenue  
Owatonna, MN 55060  
Phone (507) 446-2300  
Fax (507) 446-2304**

**[www.stmarys-owatonna.org](http://www.stmarys-owatonna.org)**

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## **Welcome**

Welcome to St. Mary's School! St. Mary's School was founded in 1877 by the Sisters of St. Francis of Rochester. It began as a grade 1-12 Academy for girls. Boys were admitted for the first time in 1916. The school experienced occasional setbacks with closings and re-openings from 1908 – 1972. In 1971-72 the high school was closed and the building became a grade 1-8 building. An all day kindergarten program was implemented in 1990, well ahead of many other area schools. In 1993 a preschool program for children ages 3-5 was added, again well ahead of many other schools that have since added preschool to their program. The Sisters of St. Francis continued to serve in the school until 2001. Currently the building serves a pre-k to grade 8 student population and the parishes of St. Joseph's and Sacred Heart.

## **Dear Parents and Guardians,**

You are the primary teachers of your children. The staff at St. Mary's School will partner with you to provide for the academic, social, emotional, physical, and spiritual education of your child.

We are committed to providing your children a quality education in a safe, Christ-centered environment. Your child will receive a Catholic/Christian education of excellence from highly qualified, certified staff dedicated to providing superior instruction within the values of Christian living, learning, and example.

## **Dear St. Mary's Students,**

You are members of a complete educational program dedicated to high quality academic standards offered in a rich and caring Christian environment. You should take full advantage of this opportunity provided to you by your parents. You should always conduct yourselves in a manner that speaks well of your membership in the St. Mary's family in your behavior, actions and academic achievements.

You will be challenged academically to your full potential and encouraged socially to be a responsible member of your school community, the Owatonna community, and God's Holy Family.

## **Root Beliefs**

St. Mary's School community believes that:

### **1. God calls us to share our faith.**

- St. Mary's School seeks:
  - To provide meaningful liturgical opportunities for you
  - To educate and allow you to receive the appropriate sacraments
  - To provide an environment that is accepting of all religious beliefs

### **2. Learning prepares us to be successful.**

- St. Mary's School seeks:
  - To challenge you to think critically
  - To emphasize the basics of reading, composition and computation
  - To provide an education appropriate to your individual abilities and needs
  - To expose you to career opportunities
  - To develop an understanding of the importance of a healthy lifestyle
  - To provide activities that promote physical fitness
  - To encourage habits of personal hygiene and proper nutrition
  - To provide knowledge concerning the effects of substance abuse.

### **3. We are a family.**

- St. Mary's School seeks:
  - To provide an opportunity to grow socially
  - To instill a concept of positive self-worth
  - To stress the need and respect for authority

- To develop good principles of citizenship
- To provide a cooperative relationship between students and teachers
- To provide opportunities for development of participation and team-work in co-curricular activities
- To broaden your knowledge of the community
- To experience and appreciate cultural diversity

**4. Service is leadership.**

- St. Mary's School seeks:
  - To provide opportunities to put your faith in action through community service.
  - To work within cooperative relationships between the school and the community
  - To provide opportunities for development of leadership

**5. All people are blessed with gifts and talents.**

- To provide an environment that is free from any form of intimidation, violence or harassment
- Students will follow a code of ethics that stress the area of respect and reverence

**Core Values**

St. Mary's School encourages its students, families, and staff members to:

- Love
- Lead
- Learn
- Give
- Pray

## **MISSION STATEMENT**

Partnering  
With families  
To develop a student's  
Full Potential  
In Mind, Body, and Spirit  
Through  
Catholic Values

## **PHILOSOPHY**

### **Faith**

In communion with the Roman Catholic Church, and as disciples of Jesus Christ, we believe that the whole person - intellectual, spiritual, physical, and emotional – is integral to learning. We believe that spirituality gives meaning to life and to learning, and we support each of our students in their faith formation journey.

### **Academics**

We believe that all students are capable of succeeding given the opportunities through quality instruction received in a safe and welcoming environment. We strive to reach all students by combining strong virtues, academic excellence, and service inspired by the traditions of our faith.

### **Family**

We believe that parents are the first and most important educators of their children. Our teachers and staff partner with parents to provide quality instruction, model good behavior, and assist students in learning to make good decisions based on Christian values.

**ADMINISTRATION AND FACULTY/STAFF**

Mrs. Marsha Stenzel . . . . . Diocesan Director of Education  
Rev. John Sauer . . . . . Pastor of Sacred Heart  
Rev. Kevin Connolly . . . . . Pastor of St. Joseph’s  
Mrs. Kathleen Segna . . . . .Principal  
Mr. Chris Smith . . . . . Assistant Principal  
Mrs. Stacey Ginskey . . . . . 5-8 Dean of Students  
Mrs. Connie Lembke . . . . . Business Administrator  
Mrs. Laurie Fisher . . . . . Administrative Assistant

**SCHOOL ADVISORY BOARD**

Jed DeWitz (Sacred Heart) . . . . . Board Member  
Brandi Klecker (Sacred Heart Parish) . . . . . Board Member  
\*Sean Pick (Sacred Heart Parish) . . . . . Board Member  
Jason Smith (Sacred Heart Parish) . . . . . Board Member  
\*Matt Sennott (St. Joseph’s Parish) . . . . . Board Member  
\*Amy Simmons (St. Joseph’s Parish) . . . . . Board Chair  
Emily Thamert (St. Joseph’s Parish) . . . . . Board Member  
Megan Ziegler (St. Joseph’s Parish) . . . . . Board Member

\*Finance

**FACULTY**

Jane Fitzsimmons . . . . . Preschool  
Karen Adams . . . . . Kindergarten Readiness  
Lynn Smith . . . . . Kindergarten Readiness  
Kathi Wolfe . . . . . Kindergarten  
Jennifer Hall . . . . . Grade 1  
Lynn Peterson . . . . . Grade 1  
Lori Connor . . . . . Grade 2  
Lori Haarstad . . . . . Grade 2  
Deanna Johnson . . . . . Grade 3  
Kathy Leon . . . . . Grade 3 Reading/Math  
Cheryl Bastyr . . . . . Grade 4  
Stacy Wobschall . . . . . Grade 4  
Cheryl Kasper . . . . . Grade 5  
Lynn Lattery . . . . . Grade 5  
Stacey Ginskey . . . . . Grade 6  
Gaye McCann . . . . . Grade 6  
Sara Slotsve . . . . . Grade 7/8 Social and Math  
Kelci Halverson . . . . . Grade 6-8 Science  
Anne Nylund . . . . . Grade 7/8 Lang. Arts & Math  
Christopher Smith . . . . . Grade 7-8 Religion  
Sharleen Berg . . . . . Media Center  
Becky Berkley . . . . . Band  
Terri Grose . . . . . Physical Education  
Shannon Prostrollo . . . . . Spanish, gr. K-8  
Larry Ostermeier . . . . . Music

**STAFF**

Janice Hoverstad, District Employee . . . . . Nurse  
Deb Westphal, District Employee . . . . . 7/8 Social Worker  
Kathy Jensen, . . . . . Educational Assistant  
Amber Konz . . . . . Educational Assistant



Tracy Lindholm	.....	Educational Assistant
Paula Nash	.....	Educational Assistant
Randy Kircher	.....	Maintenance
Jim Rysavy	.....	Maintenance
Rita Fisher	.....	Food Service
Martha Grams	.....	Food Service
Amy Macius	.....	Food Service
Michelle Nelson	.....	Food Service
Joanne Hartman	.....	Food Service
Maria Hernandez	.....	Playground
Jordyn Wobschall	.....	School Age Care Coordinator
Kayleen McGaheran	.....	Sac staff
Nicole Schutte	.....	Sac staff

## GENERAL INFORMATION

### ACCREDITATION & MEMBERSHIPS

St. Mary’s School is accredited with MNSAA, Minnesota Non-Public Accreditation Association.  
 St. Mary’s is a member of NCEA, National Catholic Education Association.

**DISCRIMINATION POLICY** – St. Mary’s will admit students of any sex, religion, race, color, and national/ethnic origin to all the rights, privileges, programs and activities made available to the students at our school. We do not discriminate on the basis of sex, religion, race, color or national/ethnic origin in the administration of educational policies, admission policies, scholarship programs, athletics, or other school administered programs.

### ST. MARY’S NEW FAMILY ADMISSIONS PROCESS

Please call the principal of St. Mary’s School to set up an interview. All students and families are required to meet with the principal prior to admission and registration. New families may register after they have gone through the admissions process with the principal.  
 State law requires that students show proof of current immunization prior to the first day of school.

### REGISTRATION

- Children entering Kindergarten must be five years of age by September 1 of the upcoming school year.
- A record of immunization history is required at enrollment.
- Students admitted to St. Mary’s must have all necessary records from previous school, if applicable, forwarded from previous school to St. Mary’s.
- Students of all religious or ethnic backgrounds are welcome!

### Current families

Parents may re-register students for the upcoming school year at the Open House held the last Sunday in January (beginning of Catholic School’s Week) through TADS

### TUITION

Tuition payments are handled through the TADS Program and or through the school office.

### SCHOLARSHIP FUNDS

Tuition assistance is available through the TADS Program – see St. Mary’s Website for more information. The Seeds of Faith Scholarship Fund through the Diocese of Winona Foundation is available in the spring of each year. Applications are available in the school office.

## **PUPIL INFORMATION/CHANGE OF ADDRESS**

If your last name, street address, telephone number, or e-mail address changes at any time during the school year, please notify the office immediately. This is very important in keeping our records up to date, including being able to contact a parent/guardian in case of emergency.

## **DAILY TIME SCHEDULE**

The main doors of entry are the Cedar Avenue doors and the Oak Avenue entrance. Building doors open at 7:30 AM - students need to go directly to the cafeteria. Students begin going to their classrooms at 7:45 AM. The school day begins at 8:00 AM. K-8 students are dismissed at 2:40 PM. After 2:40, students should not be in the building unless participating in an organized student activity. At 8:00 AM all entrances except the Oak Avenue doors are locked.

## **MORNING SCHOOL DROP OFF**

Students are either dropped off in the drop off zone in front of the school on Oak or Cedar Avenues. Please do not park in the drop off zone.

## **AFTERSCHOOL PICK UP**

Parents may park in front of Sacred Heart Church and wait for their students or use the car line on the office end. The car line starts at the curb adjacent to the office. After 2:40, if you are in the car line and your child has not yet come please go around again so the car line moves efficiently.

## **AFTERSCHOOL**

We do not have afterschool supervision in school or on the playground. Each student must have an afterschool plan. *Please note:* Students are welcome to play on the playground afterschool provided they have their parent/guardian supervising them ON the playground. Students MUST have supervision due of health, safety and liability reasons. The playground is not a waiting area for a ride.

## **VISITORS**

Visitors are welcome at St. Mary's School! Please check in at the office and St. Mary's staff will provide assistance.

## **LUNCHES**

- St. Mary's provides a hot lunch program for all students in accordance with state and federal guidelines. Hot lunch prices for 2016-17: K-5 \$2.15 day / grades 6-8 \$2.25 day. For the students who cannot tolerate milk sugar (lactose), we offer lactose free milk upon written parent request. A carton of milk for a cold lunch or an extra carton for hot lunch is \$.35.
- St. Mary's School uses PayPAMS system.
- Students who qualify for free or reduced price lunches must have a completed Application for Educational Benefits form (available in the office).
- St. Mary's lunch periods are staggered between 10:50 AM and 12:45 PM.
- IN THE OPERATION OF THE CHILD NUTRITION PROGRAMS, NO CHILD WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, GENDER, COLOR, NATIONAL ORIGIN, AGE OR DISABILITY. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, WRITE IMMEDIATELY TO THE SECRETARY OF AGRICULTURE, WASHINGTON, D.C. 20250

## **TESTING**

In order to evaluate achievement and student ability, the students take the following tests:

- NWEA (Northwest Evaluation Association)

### **6**

- Grade 3 – 8 NWEA Reading and Math assessment (Fall, Winter, and Spring)
- Grade 2 AIMSweb and Fluency NWEA Reading and Math assessment

- Grade K, 1 (Winter and Spring) AIMSweb and Fluency (Fall, Winter, and Spring)

## **REPORT CARDS and PARENT/TEACHER CONFERENCES**

Communication between the home and the school is essential to the student's total development. Report cards are issued every trimester. Conferences are held twice yearly for grades prek-gr. 6 in the fall and in the spring and each trimester for grades 7/8. Meetings and/or conferences with the teacher may be scheduled and are encouraged anytime throughout the year for the elementary and junior high.

## **HOMEWORK**

Homework is a very important part of the St. Mary's curriculum as it provides an opportunity for students to practice what they have learned and to apply their skills to everyday living. Homework also helps develop the necessary skills for independent study, as well as provides an opportunity to develop sound work habits. Parents need to encourage students to complete and hand in their homework on time.

## **SCHOOL AGE CARE (SAC) PROGRAM**

The St. Mary's SAC Program is designed to provide a safe environment for students while also providing students with arts and crafts, homework time, outdoor play, and many other activities. The morning SAC program runs from 6:30-7:30 AM, and after school SAC runs from 2:40-5:30 PM on school days.

## **CUMULATIVE RECORDS**

Parents/Guardians have access to review their child's cumulative records. The records must remain in house. Please call the school office to make an appointment.

## **HONEYWELL INSTANT ALERT**

St. Mary's School uses the Honeywell Instant Alert to notify parents of important information, such as delayed starts and closings due to inclement weather.

## **POSTERS/ANNOUNCEMENTS**

All posters and announcements to be displayed at St. Mary's School must first be approved by the administration. The individual(s) responsible for the poster/announcement are to remove them.

## **MEDICAL INFORMATION**

Parents enter student medical information through the TADS Program on-line. In the event of an accident or emergency, clear and accurate information is essential.

## **SCHOOL NURSE**

The school nurse coordinates the health services. The nurse's office is located in the main office area. The nurse is generally available from 10:00 -1:00. During that time, the nurse can meet with a student about health related problems, first aid, or health emergencies. Outside of these hours, the student should report to the main office.

The nurse also checks health records, classifies and assigns students who need have special health needs, and supervises health tests. The nurse's services are not to take the place of the family doctor.

## **MEDICATIONS**

Any student who must take medication during the day must adhere to the following procedure:

1. Only a licensed school nurse, registered nurse, principal or teacher may administer medication to a student during school hours unless the parent/guardian comes to the school to administer the medication.
2. Prescription medication may be administered only according to the written order of a physician and written authorization of the parent/guardian.
3. The medication to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Only a licensed school nurse or registered nurse may administer medications that are not taken orally or that have potentially dangerous side effects.
5. All medications will be kept in a locked place.
6. Aspirin and similar over-the-counter medications need to have written parental/guardian permission.
7. Students may self-administer certain medications such as epi pens or asthma inhalers with parental/guardian permission.

### **CRIMINAL HISTORY BACKGROUND CHECKS**

All employees, as well as all school volunteers who have regular unsupervised contact with minors, are subject to criminal background checks. The school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors. VIRTUS training is provided by the Diocese of Winona. The following positions are subject to a mandatory background check and VIRTUS training: teachers, specialist teachers, athletic coaches, paraprofessionals, janitorial service personnel, long-term substitute teachers, tutors/academic coaches, extra-curricular advisors, and food service personnel.

### **PARENT CHAPERON/CLASSROOM VOLUNTEER PROCEDURE**

At the beginning of each school year, teachers will take names of interested parents to chaperone scheduled class field trips. If there are more chaperones than needed for any particular trip, a lottery will take place. As field trip chaperone needs arise, parents will be notified.

In order to chaperone or volunteer in the school, the following need to be completed as per Diocese of Winona requirements:

1. VIRTUS training
2. Sign volunteer Code of Conduct
3. Undergo a background check (coordinated by Business Administrator)

### **STUDENT SIGN IN/SIGN OUT PROCEDURES**

- When entering the building after 8:00 AM, students MUST check in at the office.
- During the school day, students MUST check in with the office when they leave and again when they return.
- A student must have written permission from a parent/guardian in order to leave the school during school hours.

### **PHYSICAL EDUCATION HEALTH EXCUSES**

Students are required to bring a note from their physician or parent/guardian to be excused from physical education classes.

### **PREARRANGED ABSENCES:**

All absences other than illness and family emergencies are to be prearranged. Parents/guardians should send a note/email to the school office explaining the reason for the absence.

### **BUS RULES AND REGULATIONS**

The Owatonna Public School District (No. 761) has established a set of eligibility guidelines for

riding the bus. Only those students eligible can ride the bus. There are circumstances, such as going to a friend's house, which can allow you to ride a different bus. If this happens, you must first obtain permission by having your parents contact the bus company.

When riding the bus, keep in mind that all school policies and regulations apply, in addition to the policies set by the Owatonna School District and Bus Company. Always remember the driver is in charge of the bus and is responsible for the safety of everyone riding. Show your driver all the respect and courtesy you would give your teachers or parents.

### **ACTIVITY BUSES**

Activity buses will be provided for most school activities that occur away from the school grounds. For field trips, a permission slip will be sent home that must be signed and returned to school before a student can participate.

St. Mary's athletic teams ride buses to away games. These are for players and coaches only. A student must ride home on the bus unless your parent signs a permission slip ahead of time allowing you to ride home with your parent or someone else.

### **ACCIDENTS**

For your safety, any accident in the school building or on school grounds during school activities, practices or games must be reported immediately to a person in charge. An accident report may be filled out for any injury.

### **INSURANCE**

The Diocese of Winona no longer provides student accident insurance effective July 1, 2001. Should a student injury occur the parent/guardian medical insurance would be the primary insurance carrier. Insurance coverage beyond your primary insurer needs to be directed to the Diocesan Risk Management Coordinator, Ryan Christianson at 1-800-494-6452.

### **PARENT COMMUNICATION**

To facilitate productive lines of communication between teachers and parents/guardians, the following chain of command should be implemented:

1. Contact the teacher first. Teachers can be reached via email or voice mail or by leaving a message in the school office.
2. Parents are welcome to email, call or stop in at the principal's office if concerns are not being addressed by the teacher.
3. If parent concerns are not met after meeting with the teacher and principal, parents are welcome to bring their concern to the parish pastor or Diocesan Director of Catholic Education.

### **EMERGENCY PROCEDURES**

Throughout the year there will be fire and safety evacuation drills to practice procedures.

#### Fire Drill

1. A loud alarm will sound in case of fire or other emergency.
2. You should move quickly, orderly and quietly out of the building using designated routes. **DO NOT GO TO YOUR LOCKER OR RESTROOM.**
3. Once outside you should remain at least 200 feet from the building and away from roads or driveways.
4. Remain outside until the 'all clear' signal is given to return.
5. If the alarm sounds during lunch or an activity, you should leave the building through the nearest outside doorway.

#### Safety Drill

1. Teachers will give instructions to protocol for safety drills.

## Tornado Drill

1. An announcement will be made indicating that a tornado drill is occurring.
2. Quickly and quietly move to the designated shelter and assume a protective position.

## **SEVERE WEATHER**

A TORNADO WATCH means weather conditions are favorable for the formation of a tornado. A TORNADO WARNING means a tornado has already been sighted in the area. St. Mary's students and staff will take shelter immediately in the designated area.

## **SNOW DAYS**

In the event of excessive snow or a weather emergency, please tune into KRFO 1390 AM or KAT KOUNTRY 104.9 FM radio to find out if school is canceled. In addition, a Honeywell Alert will be sent. Please do not call the school.

## **CLOSED CAMPUS REGULATION**

- During the school day, students shall not leave the school building and are required to have adult supervision to be outside.
- Students will not be allowed in the faculty lounge, kitchen, maintenance areas, and gym or storage areas without adult supervision.

## **LOST AND FOUND**

The lost and found area is located in the music hallway. If you have lost anything, please check there and in the school office.

## **CARE OF SCHOOL AND PERSONAL PROPERTY**

- It is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone.
- Each student is responsible for the proper care of all books, supplies, and furniture supplied by the school.
- If you disfigure property, break windows, or do other damage to school or personal property or equipment, you will be required either to pay for the damage which is done, or replace the item.

## **BAND EQUIPMENT**

*Student Owned:* Parents will be responsible for any damage to equipment off and on school premises. *School Owned:* Parents will be responsible for any damage to equipment on and off school premises.

## **MASSES, PRAYER SERVICES, AND SPECIAL PROGRAMS**

During the school year, the St. Mary's community will participate in school-sponsored Masses, prayer services, and special programs. These events are considered scheduled school time, and students are expected to be in attendance.

## **LIBRARY/MEDIA CENTER**

- The library is located on the second floor of the junior high wing.
- The library is open for group and individual activities.
- Schedules and availability are to be coordinated with the media center coordinator.

## **MONEY AND VALUABLE ITEMS**

- Please do not bring large amounts of money to school.
- All valuable articles should be in the possession of the owner at all times.
- The school cannot accept responsibility for stolen money or other articles.

## **ELECTRONICS**

- For security reasons and to insure a productive educational environment, cell phones, ipods, etc. are not to be used during school hours without permission.
- Electronics used without permission may be confiscated.
- Parents may reclaim confiscated electronics in the principal's office.

## **TELEPHONE**

- Students are permitted to use the telephone in the office and by gymnasium door during school hours with permission.

## **SCHOOL SOCIAL WORKER**

The school social worker contacts families of grade 7/8 when students need a “team effort” for school and personal success. The school social worker will provide leadership on the school crisis team to handle crisis issues, provide classroom presentations upon request of teacher/administration, and refer and collaborate with community agencies to address needs of students and families.

## **REGULATIONS FOR SCHOOL SPONSORED ACTIVITIES**

A variety of school activities will be scheduled during the school year. School rules and regulations apply to all students attending these activities. Students will be held responsible for their behavior.

## **PETS IN SCHOOL**

In order to best care for the health of our students and staff, the SMS School Board is instituting the following policy regarding pets in school:

As an allergic reaction to ANY pet may prove life threatening to certain students, it is required that permission be granted from the school prior to bringing a pet to school. Once a classroom pet visit has been granted a check will be made to see if there are any health concerns that would prohibit such a visit. (During the first day program prior to the start of the school year, parents will be asked to complete an allergy notification form. This information will be shared with the classroom teacher and the school nurse.) If an allergy to pets is determined during the school year, parents must notify SMS.

Pets may be brought to SMS under the following conditions:

- Dogs must be muzzled and on a leash. Small puppies do not need to be muzzled, but controlled by the parent.
- All pets brought to school must have up-to-date vaccinations with documentation, if necessary.
- Cats or other small animals such as hamsters, lizards, etc. must be in pet carriers or cages. Pets that are excitable, especially in large groups of people, should not be brought to SMS.

## **PHILOSOPHY OF ATHLETICS**

St. Mary's School views athletics as an integral part of the educational process. St. Mary's will provide positive models of coaching excellence and sports programs that promote the ideals of sportsmanship, participation, competitiveness, high performance, and Christian character, with Christ as our witness.

Through the administration, coaching staff, parents and fans, the St. Mary's sports program strives to influence the student athlete in a positive manner. All programs enable each participant to compete primarily for the enjoyment, education, appreciation and lifetime benefits of sports in a Christian atmosphere and not solely for winning or personal gains.

The intended outcomes of the St. Mary's Sport experience are:

- To learn and apply Christian character
- To promote school unity and spirit
- To improve individual skills in a sport through teamwork
- To continue demonstration of sportsmanship
- To enhance the image of St. Mary's School

## **SEARCH AND SEIZURE**

St. Mary's provides you with lockers and desks for your convenience, but they remain school property. School officials and staff have the right to search school property assigned students and seize materials under the following guidelines:

1. There is reasonable cause to believe that item(s) in your possession are illegal, in violation of school policies, or constitute a hazard to the health and safety of others in the school.
2. The search for a specific item(s) may be conducted in your presence.
3. In case of emergency, or when you are unavailable, a school official or staff member has the authority to enter and search school property and seize item(s) covered by the regulation. You will be notified as soon as possible if this happens.
  - Examples of items subject to this regulation include but are not limited to: drugs, weapons, hazardous materials, pornography, stolen goods, fireworks, explosives, and alcohol or tobacco materials.

## **EXPULSION**

The St. Mary's School Administration reserves the right to dismiss, at any time during the school year, any student whose conduct, influence or academic work is regarded as unsatisfactory.

## **MANDATED REPORTING**

By law, school personnel are mandatory reporters and are required to report any maltreatment or suspicion of maltreatment of minors. Child abuse and neglect means the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child under the circumstances which indicate that the child's health or welfare is harmed or threatened. For more information on Minnesota Mandated Reporting Laws refer to MN State Statute of 626.556.

School districts are required to report educational neglect under MN Statute 626.556 with local child protection services or law enforcement when parents/guardians show a "failure to ensure that the child is educated as defined in sections [120A.22](#) and 260C.163, sub. 11".

Minnesota Statute 120A.22 Compulsory Education, Subd. 5 states: "Every child between seven and 16 years of age must receive instruction" and in Subd. 6 states "Once a pupil under the age of seven is enrolled in a kindergarten or higher grade in public school, the pupil is subject to the compulsory attendance provisions of this chapter and section 120A.23."

Minnesota Statute 260.007, sub. 6 states:

"Child in need of protection or services" means a child who is in need of protection or services because the child: (3) is without necessary food, clothing, shelter, education, or other required care for the child's physical or mental health or morals because the child's parent, guardian, or custodian is unable or unwilling to provide that care.

MN Statute 260C.163 Subd. 11: Presumptions regarding truancy or educational neglect states:

(a) A child's absence from school is presumed to be due to the parent's, guardian's, or custodian's failure to comply with compulsory instruction laws if the child is under 12 years old and the school has made appropriate efforts to resolve the child's attendance problems; this presumption may be rebutted based on a showing by clear and convincing evidence that the child is habitually truant.

A child's absence from school without lawful excuse, when the child is 12 years old or older, is



presumed to be due to the child's intent to be absent from school; this presumption may be rebutted based on a showing by clear and convincing evidence that the child's absence is due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws, sections [120A.22](#) and [120A.24](#).

#### A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods or three days if the child is in middle school, junior high school, or high school.

#### B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. that this notification serves as the notification required by Minn. Stat. § 120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

#### C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)

## **STUDENT ATTENDANCE**

### **I. PURPOSE**

A. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. The school advisory board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

## **II. GENERAL STATEMENT OF POLICY**

### **A. Responsibilities**

#### **1. Student's Responsibility**

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

#### **2. Parent or Guardian's Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

#### **3. Teacher's Responsibility**

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

#### **4. Administrator's Responsibility**

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session.

### **B. Attendance Procedures**

Attendance procedures will be formulated by the administration. You and your parent/guardian will receive a notification letter when your absences have exceeded five days. Extenuating circumstances and extended illness will be considered. Suspensions are considered excused absences for the purposes of the attendance policy.

All absences must be reported either by note, email or phone call within 24 hours. Before school hours, a message may be left on the answering machine by calling 446-2300.

### **K-8 Attendance Policy**

#### **1. Excused Absences**

- a. To be considered an excused absence, the student's parent or legal guardian must contact the school and indicate the reason for the student's absence from school within 24 hours of the absence.
- b. The following reasons shall be sufficient to constitute excused absences:
  1. Illness (Medical documentation may be required specifying the need to miss school.)

2. Serious illness in the student's immediate family (Medical documentation may be required.)
  3. A death in the student's immediate family or of a close friend or relative (up to five days or contact building principal)
  4. Medical, dental, or orthodontic treatment, or counseling appointment
  5. Court appearances occasioned by family or personal action
  6. Religious holiday
  7. Family vacation not exceeding five days per school year. School must be notified with vacation plans exceeding five days.
  8. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences, and students will be permitted to complete make-up work.
- c. Consequences of Excused Absences
1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
  2. The typical student misses up to five days per school year. When absences exceed five days, families and classroom teacher will receive a letter of notification.
  3. If a student misses more than seven days, a parent meeting will be requested. If parents fail to attend, a doctor's note will be required for any additional absences.
  4. After ten absences, all subsequent absences will be marked unexcused.
- d. Consequences of Students with Habitual Absences from Previous Year(s)
1. After the third absence, a conference with the parent is required. If the parent fails to show, a doctor's note to school nurse will be required for absences. The note should state nature of illness and date of return.
  2. After five absences, all absences will require a doctor's note to be excused; otherwise, the student will be marked unexcused and will fall under the reporting guidelines for unexcused absences.

## 2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
1. An absence which was not approved by the parent and/or the school principal.
  2. Any absence in which the parent failed to comply with any reporting requirements of St. Mary's School attendance procedures.
  3. Needed at home
  4. Stayed home to babysit
  5. Overslept
  6. Missed bus
  7. Too cold
  8. Family vacations exceeding five days per school year
  9. Absences resulting from cumulated unexcused tardies (three tardies equal one unexcused absence)
  10. Any other absence not included under the attendance procedures set out in this policy.
- b. Consequences of Unexcused Absences
1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, MN Stat. 121A.40-121A.56.
  2. If a student accumulates three unexcused absences, the principal will send a letter home to parents and classroom teacher indicating our concern regarding

school attendance. The classroom teacher will be informed of attendance concerns. A conference time will also be scheduled with SMS staff and family to create a plan for reducing the number of absences or tardies from school. The school social worker and school nurse may be asked to attend the scheduled conference as deemed appropriate by the building principal.

3. If a student accumulates five unexcused absences, the principal will send a letter home to the parents requesting a conference with the Attendance Review Board at the Steele County Courthouse. The student and parents will be asked to attend the conference to devise a plan for reducing the number of absences or tardies from school. The school social worker and school nurse may be asked to attend the scheduled conference as deemed appropriate by the building principal.
4. If a student accumulates seven unexcused absences, a letter will be sent to the parents and a copy sent to Child Protective Services, who may forward the information to the County Attorney. The letter will indicate a number of contacts and interventions have been attempted with little or no improvement in attendance, and educational neglect is assumed.

### 3. Tardiness

- a. Definition: Students are expected to be in their classroom area at designated times. Failure to do so constitutes tardiness.
- b. Tardiness beyond 8:30 will constitute periods of unexcused absence.
- c. Excused Tardiness: Valid excuses for tardiness include the following:
  1. Medical or dental appointments
  2. Late bus
- d. Unexcused Tardiness:
  1. An unexcused tardy is failing to be in classroom area at the designated time.
  2. Three unexcused tardies will equal one unexcused absence.
  3. Additional consequences for habitual tardies will be handled by St. Mary's School.

## **KEY POLICIES**

The St. Mary's Advisory Board has adopted a number of policies designed to make St. Mary's School safe. If you would like to read the complete policies, visit the office and ask to see the policy manual.

### **DRESS CODE**

St. Mary's has a school dress code that is intended to maximize the educational opportunities, general safety, and health of St. Mary's students and uphold the Catholic values of modesty and chastity.

#### Enforcement of the Dress Code

The classroom teacher will monitor students' clothing in the elementary grades. Junior High staff members will address junior high girls/boys if their attire violates the dress code policy.

#### All Clothing

Dress and appearance must not present health or safety problems. The school may restrict the wearing of clothing or other adornment that is disruptive to school operation or that is generally distracting.

### **GENERAL POLICY**

- Clothing that advertises alcoholic beverages or tobacco products or makes reference to anything that is of questionable moral value is not permitted. Logos and wording on clothing must reflect the values of the Catholic religion.

- The tightness and looseness of all clothing needs to be considered.
- All clothing must cover undergarments.
- Students should always dress respectfully for Mass and liturgical functions. Students are encouraged to “dress up” if they are part of the ministry team at the Mass.

**Shirts**

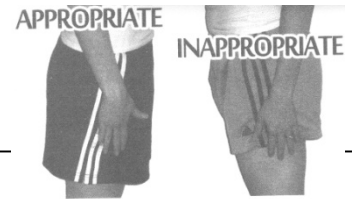
- Shirts must overlap the pant waistline whether standing or sitting.
- Sleeveless shirts must have straps at least 3 fingers wide and a hem around the armhole. The looseness and size of the armhole on sleeveless shirts should be considered.
- Shirts must cover all undergarments.
- Low cut necklines are not allowed.

**Pants**

- Pants must cover all undergarments when standing or sitting.
- Flannel pants and pajama pants are not allowed.
- Wording and/or lettering on the backside of pants/shorts is not allowed.

**Shorts and Skirts**

- Students may wear shorts when appropriate for the weather.
- When standing straight with arms at your side, shorts and skirts must extend beyond your fingertip.
- It is strongly recommended that parents monitor short length.
- Swimsuit bottoms, spandex, or tight fitting shorts are not allowed. —
- Leggings and tights may be worn if outer clothing meets the length guidelines.



**Hats**

- Hats may not be worn within the school building unless a student has administrative approval. Hats can be brought to school to wear for recess.

If a student is in violation of the dress code, they must correct the situation before returning to class or activity. If needed, the student will need to contact their parents to bring appropriate attire.

**DISCIPLINE POLICY**

Information concerning individual teacher discipline procedures will be communicated and posted by classroom teacher. All students are able to behave appropriately and will be held accountable for their behavior. Inappropriate behavior will result in disciplinary action. The student, staff and/or parents will work collectively to correct the behavior. SMS administration reserves the right to differentiate between behavior that is “below-the-line” and “bottom-line.”

**SMS "Bottom-Line" Behaviors and Potential Consequences**

SMS administration reserves the right to differentiate between “bottom-line” and “below-the-line” behaviors.

“Bottom-line” behaviors to be sent to administrator immediately are as follows:

HARASSMENT - defined as any physical, verbal or sexual assault with malicious intent. (less-offensive behavior to be treated within the classroom as below the line behaviors)

**CONSEQUENCES:**

- will fall into the following spectrum, depending on the severity of the action, age of the student, and frequency of behavior:
- time in the administrator’s office—referral to on-site 7/8 social worker, gr. 5-8 dean of students, or assistant principal —suspension—expulsion

DISRESPECTFUL LANGUAGE OR ATTITUDE TOWARD A STAFF MEMBER OR PEER - including but not limited to insubordination, inappropriate language.

**CONSEQUENCES:**

- will fall into the following spectrum, depending on the severity of the action, age of the

- student and frequency of the behavior.
- time in the administrator's office—referral to on-site 7/8 social worker, gr. 5-8 dean of students, assistant principal —suspension—expulsion

**CHEATING/PLAGIARISM** - use of another's work

**CONSEQUENCES:**

- will fall into the following spectrum, depending on the severity of the action, age of the student and frequency of the behavior.
- time in the administrator's office—referral to on-site 7/8 social worker, gr. 5-8 dean of students, assistant principal —suspension—expulsion

**POSSESSION OF A WEAPON/ILLEGAL SUBSTANCE**

**CONSEQUENCES:**

- immediate suspension/expulsion

**THEFT** - defined as knowingly receiving or possessing stolen property of a student, staff, school property or property at a school-sponsored event.

**CONSEQUENCES:**

- will fall into the following spectrum, depending on the severity of the action, age of the student and frequency of the behavior.
- time in the administrator's office—referral to on-site 7/8 social worker, gr. 5-8 dean of students, assistant principal —suspension—expulsion. Appropriate authorities will be contacted, if necessary.

**VANDALISM** - damaging property belonging to others

**CONSEQUENCES:**

- will fall into the following spectrum, depending on the severity of the action, age of the student and frequency of the behavior.
- time in the administrator's office—referral to on-site 7/8 social worker, gr. 5-8 dean of students, assistant principal —suspension—expulsion. Appropriate authorities will be contacted, if necessary.

In all cases of “bottom-line” behavior, parents will be notified and extra consequences, including restitution, may be necessary.

“Below-the-line” behaviors may turn into “bottom line” behaviors. Examples Include: excessive horseplay, classroom disruption, refusal of fix-it plans or consequences.

In addition to the consequences detailed in the guidelines, administration may respond in a variety of other methods. These may include: restitution; referral to social services, court or law enforcement personnel; and/or fines.

Any parent concerns or questions on “bottom-line” behaviors and consequences should be directed to the administrator.

**GRIEVANCE POLICY (SP – 20)**

This policy outlines a formal procedure to address concerns parents may have about a teacher or staff member and the education their child is receiving.

The following process is to be used in the course of a disagreement between a parent (and or child) and a St. Mary’s staff member, including the principal. This should unfold in a manner that is respectful of confidentiality.

**Parent to staff member** (other than the principal)

- When a complaint arises, the two parties should strive at all times to reach an equitable solution on an informal, verbal level or during a meeting scheduled at a time and place appropriate and mutually agreeable.

- B. If there is no resolution, a written complaint must be brought to the attention of the principal, within 5 business days after the informal discussion occurred. A copy of the complaint must also be given to all other involved parties. If the student is a 5<sup>th</sup> to 8<sup>th</sup> grade student, the complaint should be brought to the dean of students when appropriate. The principal or dean of students must respond in writing within 5 normal business days. The response should include a recap of any and all discussions between the principal/dean of students and staff member and all other concerned or involved parties. It should also include the administrator's proposed course of action and reasoning behind that action. (If the parties are not satisfied after the dean of students' response, the matter would go next to the principal.)
- C. If there is no resolution, the parent can request that the principal schedule a more inclusive meeting to discuss the issue. The meeting should include the parent(s) of the child, a board member of the parent's choosing, the principal, and a pastor designated by the principal. This meeting will be scheduled within 10 business days of the request.
- D. If there is no resolution after discussion, thought and prayer, then the parent may request in writing that the pastor begin the formal conciliation procedure. A copy of the original written complaint should be sent along with the request within 15 business days.

#### **Parent to principal**

- A. When a complaint arises, the two parties should strive at all times to reach an equitable solution on an informal, verbal level either by telephone or email, or during a meeting scheduled at a time and place appropriate and mutually agreeable.
- B. If there is no resolution, the parent can request by written complaint within 5 business days that the principal schedule a more inclusive meeting to discuss the issue. The meeting should include the parent(s) of the child, a board member of the parent's choosing, the principal, and a pastor designated by the principal. This meeting must be scheduled within 10 business days of receipt of the written complaint request.
- C. If there is no resolution, the parent can request a further meeting to discuss the issue in the absence of the principal. The meeting should include the parent(s) of the child, a board member of the parent's choosing and both pastors. This request must be made in writing to a pastor within 15 business days of the prior meeting.
- D. If there is no resolution after discussion, thought and prayer, then the parent may request in writing that the pastor begin the formal conciliation procedure. A copy of the original written complaint should be sent along with the request within 10 business days.

#### **FORMAL CONCILIATION PROCEDURE**

- A. The request to begin the formal conciliation procedure must be made to the pastor in writing by the person seeking redress only after all previous steps have been followed. This written request must be made within ten business days after completing all steps above.
- B. The pastor will then form a conciliation committee, consisting of three persons: a pastor selected by the petitioner; one board member designated by the person seeking redress; and one board member designated by the respondent.
- C. The conciliation committee will meet within fifteen business days of being formed in order to review the problem. The committee will have access to all correspondence and facts relating to the problem and may interview any person it believes may provide information

- D. pertinent to the situation. The committee will have sole discretion to determine whether evidence shall be submitted in written, oral, or both fashions. The committee's investigation and deliberations shall be confidential.
- E. After due deliberation, the committee will prepare a written summary of its meeting. In this summary, the committee will present its recommendations to the principal for review to insure that no parish and/or school policies have been altered, amended, or violated by them. The committee will also advise the St. Mary's School Board of their recommendations. The Board may accept, modify or alter the recommendations. After the St. Mary's Board accepts or modifies the recommendations, the pastor will consult the other pastor, and will forward final written recommendations to all concerned parties.
- F. The person seeking redress and the respondent shall follow the conciliation committee's recommendations as approved by the pastors.
- G. If the complaint, dispute, or disagreement is not resolved to the satisfaction of either party, an appeal may be made, in writing, to the Director of Catholic Schools, Diocese or Winona. The appeal must be made within ten business days of receiving the written recommendations from the pastor.

**ILLEGAL MATERIALS POLICY (SP-19)**

Weapon's Policy:

At no time will firearms, live ammunition, explosive, or other hazardous items or weapons be allowed in St. Mary's School or on school property unless it is for demonstration purposes or for classroom discussion with prior approval from the administrator, unless the weapon is carried by a licensed Minnesota or Federal Peace Officer. A weapon is defined as any firearm, whether loaded or unloaded, any look-alike, or any device **designed** as a weapon and capable of producing death or great bodily harm. Also a weapon could be any combustible or flammable liquid or other device or instrument that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. The administrator may recommend exceptions, depending on extenuating circumstances.

The administrator must recommend for expulsion for 365 days any student who brings a firearm to school. An exception shall be made if the administrator feels the student in possession of any of those materials is not the same person who brought the materials into school. In such cases the administrator and legal authorities shall make all reasonable efforts to determine who brought the materials to school. A student who finds a weapon on the way to or on schools grounds, and takes the weapon immediately to the administrator's office, shall not be considered to be in possession of a weapon.

If the offense is deemed a chargeable offense by the police (e.g., the weapon was used in a threatening manner), expulsion should be recommended. (The administrator may modify such expulsions on a case-by-case basis).

**OTHER ILLEGAL OR INAPPROPRIATE MATERIALS POLICY:**

At no time will alcohol, tobacco products, drugs, drug paraphernalia, pornographic materials, or other hazardous or illegal items be allowed in St. Mary's School or on school property (unless it is for demonstration purposes or for classroom discussion with prior approval from the administrator). The penalty for the first offense shall be an immediate five-day suspension. A second offense will result in immediate expulsion for one year (365 days) from the date of offense. The administrator shall notify the police. The administrator may recommend exceptions, depending on extenuating circumstances.



The administrator may make an exception if he feels the student in possession of any of those materials is not the same student who brought the materials into school. In those cases the materials will be confiscated and turned over to the police. The police and administrator shall make all reasonable efforts to determine who brought them into school.

\*\*The procedures for expulsion and suspension follows (under Diocese of Winona Guideline #5114):

1. Any SP-19 violation shall result in an immediate suspension and parents will be notified to pick up the student immediately.
2. Police will be notified.
3. An investigation will take place by the police and school authorities. Based upon results of the investigation, the administrator will make a recommendation to the board regarding expulsion.
4. The student shall remain suspended until the investigation is complete. The student will be re-instated if the administrator does not feel expulsion is warranted, but if expulsion is recommended the student shall remain suspended until the board acts on the expulsion recommendation.
5. Parents may appeal the expulsion decision to the board.

**HARASSMENT POLICY (SP-21)** - Every human person, as created in the image and likeness of God, is deserving of reverence and respect. Every human person is obliged to treat other human persons with reverence and respect. St. Mary's School is committed to the Gospel Way of Life. The Gospel Way at St. Mary's means Reverence and Respect. Any form of intimidation, violence, harassment or bullying, whether it be in the form of verbal, non-verbal or physical conduct, will not be allowed. This includes, but is not limited to, intimidation, violence, harassment, or bullying that is based on a person's race, color, religion, gender, national origin, age, disability or sexual orientation. No student, employee, or volunteer of St. Mary's School may harass or be violent toward a student, employee, or volunteer through conduct or communication.

Behaviors that violate reverence and respect may include, but are not limited to:

#### Verbal Harassment

- Repeated negative, unwanted verbal or written remarks
- Name calling, insulting, taunting, jokes, malicious rumors or lies
- Hurtful words about weight, complexion, height, ability, status, ethnicity
- Repeated social exclusion of another peer
- Any words or actions that make someone feel uncomfortable, embarrassed, or hurt

#### Physical Harassment

- Assault
- Unwelcome touching of a person or clothing
- Action which causes physical harm or threats

#### Sexual Harassment

- Making unwanted jokes, comments, or taunts about sexual body parts
- Teasing about sexual orientation or starting rumors about sexual activities
- Passing unwanted notes or pictures about sex through both physical and technical means
- Engaging in physically intrusive behaviors, such as brushing up against someone or grabbing someone in a sexual way or forcing someone to engage in unwanted sexual behaviors

St. Mary's School takes seriously all reports of intimidation, violence, harassment and bullying. If

you feel that you have been subjected to any form of intimidation, violence, harassment or bullying,

you need to tell a teacher, the principal, or another St. Mary's staff member. All complaints will be investigated in a timely manner and as confidentially as possible. If an investigation reveals that a complaint is credible, corrective action will be taken by the principal. You will not be subject to any form of retaliation for making a good faith complaint or otherwise assisting an investigation. However, if an individual intentionally falsely accuses someone, the administrators may take corrective action.

### **Reporting Procedures**

- Any person who believes he or she has been the victim of harassment or violence by a pupil, teacher, administrator, or other school personnel of St. Mary's School (SMS), or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence toward, a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to the SMS Principal or designee.
- SMS encourages the reporting party or complainant to use the report form available from the principal, but oral complaints shall be considered as well.
- The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence. Any adult SMS personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. All complaints will be investigated and referred to law enforcement as required.
- Upon receipt of any report other than student to student harassment report, the principal must notify the parish priests immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. (A written statement of the facts alleged will be forwarded as soon as practicable by the principal editing it to written form within 24 hours.) Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the parish priests by the reporting party.
- Submission of a good faith complaint or report of religious, racial, or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- St. Mary's School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with St. Mary's Schools' legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

### **Investigation Procedure**

- The building principal, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violent acts, shall immediately undertake or authorize an investigation. The investigation may be conducted by SMS officials or by a third party designated by St. Mary's School.
  - The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent to the investigator.
  - In determining whether alleged conduct constitutes a violation of this policy, the St. Mary's School principal should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships
- 22**
- between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- In addition, St. Mary's School may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violent acts.
- The investigation will be completed as soon as practical. With the exception of student to student complaints, the building principal shall make a written report to the parish priests upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. Student to student complaints will be investigated by the building principal and all records involving student to student complaints will be filed at the building. Any reports referred to the parish priests shall be filed at the Parish office.
- The process of investigation is entrusted to the pastors if the subject of investigation is the principal. The process of investigation is entrusted to the Bishop of Winona if the subject of investigation is a cleric in Holy Orders, or a religious in temporary or solemn vows. Any of these authorities may delegate all or portions of the investigation to others according to the norm of law, canon and civil, but the authority is responsible solely for the decisions.

### **Action**

- Upon receipt of a report, St. Mary's School will take appropriate action. Disciplinary action may include, but is not limited to warning, parent notification, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

### **Reprisal**

- St. Mary's School will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial, or sexual harassment or violence or any person who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Right to Alternative Complaint Procedures**

- These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, Initiating civil action or seeking redress under state criminal statutes and/or federal law.

### **Dissemination of Policy and Training**

- The policy shall be conspicuously posted in the school building in areas accessible to pupils and staff members.
- A statement of reference will appear in all student handbooks.
- St. Mary's will develop a method of training policy with students and employees regarding this policy.

### **St. Mary's PROCEDURES AGAINST HARASSMENT**

1. Everyone at St. Mary's School has a right to feel respected and safe. The following procedures support the harassment policy with regard to sexual orientation, gender, and disability, religious, racial or sexual harassment and violence of any kind on the school property and at school functions.
2. Harasser may be a student or a staff member.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a trusted adult (teacher, counselor, principals, and paraprofessional). You are encouraged to make a written report of the incident or seek assistance in writing the incident.

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4. The person you tell will also make a written report and give it to the principal.
5. Your right to privacy will be respected as much as possible.

6. Staff members are obligated and students are encouraged to report any incident of harassment or abuse to the principal. All staff members are mandated reporters.
7. The principal is to communicate and assure the student who is reporting the incident that the concern will be addressed. If the behavior continues, be sure to come back to principal and report the issue. The school will also take action against anyone who tries to intimidate or harm you because you have reported an incident. That person will also be in violation of this policy.
8. The principal will notify the parents of all students involved.

**Definitions:**

**Racial Harassment:** Harassment based on race or color can include unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at the characteristics of a person's race, color, such as nicknames emphasizing stereotypes, racial slurs and negative references to racial customs.

**Religious Harassment:** Harassment based on religion can include unwelcome, hostile, and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's religion or creed, such as comments regarding surnames, religious traditions or religious clothing as well as religious slurs and/or graffiti.

**National Origin Harassment:** Harassment based on national origin or ancestry can include unwelcome, hostile, and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking customs, language or ethnic slurs.

**Sexual Orientation Harassment:** Harassment based on sexual orientation can include unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at the characteristics of a person's sexual orientation, such as name-calling and imitating mannerisms.

**Disability Harassment:** Harassment based on disability can include unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at the characteristics of a person's disability condition, such as imitating manner of speech or movement; hostile or offensive acts, and/or interference with movement or access to necessary equipment.

**Sexual Harassment:** Sexual Harassment of students by System employees includes sexual advances, request for sexual favors, and other verbal or physical conduct sexual nature. Sexual harassment of students by other students and third party includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur whether harassment is between people of the same or different gender. Sexual harassment can include unwelcome oral, written, or physical conduct, directed at or related to a person's gender, such as gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature of someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

**Cyber Harassment:** Cyber harassment/cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites (example: Face book) that support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

St. Mary's maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

**Complainant:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Date of Alleged Incident(s):** \_\_\_\_\_  
**Type of harassment:** \_\_\_\_\_

**Name of person you believe harassed or was violent toward you or another:** \_\_\_\_\_

**List any witnesses that were present:** \_\_\_\_\_  
**Where did the incident(s) occur?** \_\_\_\_\_

**Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any verbal statements (i.e. threats, requests, demands, etc.); what if any, physical contact was involved; what did you do to avoid the situation, etc. Attach additional pages if necessary.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.**

\_\_\_\_\_  
**Complainant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Action Taken:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent Notified** \_\_\_\_\_ **Letter** \_\_\_\_\_

**Notified By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Adult Reporting Form

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St. Mary's School maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

**Complainant:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work/Cell Phone:** \_\_\_\_\_

**Date of Alleged Incident(s):** \_\_\_\_\_

**Type of harassment:** \_\_\_\_\_

**Name of person you believe harassed or was violent toward you or another:**  
\_\_\_\_\_

**If the alleged harassment or violence was toward another person, identify that person:**  
\_\_\_\_\_

**Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any verbal statements (i.e. threats, requests, demands, etc.); what if any, physical contact was involved; etc. Attach additional pages if necessary.)**  
\_\_\_\_\_  
\_\_\_\_\_

**Where and when did the incident(s) occur?**  
\_\_\_\_\_

**List any witnesses that were present:** \_\_\_\_\_

**This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent o me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.**

**Complainant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date** \_\_\_\_\_

Parental involvement is essential to a successful school and educational program. These organizations are available to the parents/guardians:

- School Advisory (meet on the 4<sup>th</sup> Tuesday of the month)
- Home and School
- Music Boosters
- Sports Boosters
- Auction Committee
- Alumni Association
- Enrollment Management Committee
- Facilities/Long Range Planning Committee
- Volunteer Programs
- Parents & students gr. 5-8 assist with Steele County Free Fair Bingo Stand (August)

## **HOME AND SCHOOL**

Each family is a member of Home and School – a group that brings the ‘fun spirit’ to St. Mary’s School! All parents are welcome and encouraged to attend the three annual Home and School meetings. Home and School dues are \$10/family and are used to help sponsor: Back to School Night, the Steele County Free Fair bingo booth tent, classroom parties, Christmas and birthday gifts for the SMS staff, \$100 for each staff member to use for their students, Super Bowl Sunday Bingo, welcome bags, teacher appreciation lunch, and much more!

## **SCHOOL ADVISORY**

St. Mary’s Advisory Board is a consultative body, advisory to the pastors and principal. Policies, after formulation by the board, are officially enacted by the pastors and then implemented by the principal. The Advisory Board does not work with personnel issues; this is the responsibility of the administration and pastors.

St. Mary’s School Advisory Board welcomes parents to attend meetings and give feedback to the board on areas of concern or questions. The board will listen to you at the beginning of the meeting. The board will take these concerns to further study and review of current school policy as needed.

## **FUNDRAISERS**

Fundraisers have the value of building community while giving parent/guardians and students the opportunities to contribute. The following are St. Mary’s fundraisers:

- ✓ Magazine Drive – Available on-line.
- ✓ Night of Knights Auction - Includes a silent and live auction with items made or donated by the public. (Spring)
- ✓ Scrip - A family with children enrolled in grades K-8 at St. Mary’s needs to use enough Scrip during the year to earn \$300.00 profit for the school. This is a **per family** goal, not a *per student* goal.
- ✓ Marathon – The Minnesota Marathon for Nonpublic Educations, Inc. is an organization of parents, educators and friends of Nonpublic Education who sponsor the MARATHON for Nonpublic Education. Participants in the MARATHON raise money and make a public demonstration of their support and belief in Nonpublic Education. All monies collected by participants are given directly to St. Mary’s School.

## **NOTICE OF PEST CONTROL MATERIALS**

St. Mary's School utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school building. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## **ASBESTOS NOTIFICATION**

As a result of recent Federal legislation, each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a major plan for all asbestos-containing building materials. St. Mary's School is in full compliance with this law. St. Mary's School continues to maintain a safe and healthful environment for our students, staff, and parents.

Asbestos was used extensively during World War II in the construction industry and was also widely used in many factories, building and hospitals across the nation. In all cases, asbestos products work very well to provide fire safety. Since then, concern has been raised that, with time, asbestos-containing materials can break down and allow particles into the air. Heavy exposure to asbestos particles has been linked to certain forms of cancer. Earlier Federal laws were passed requiring school districts to identify areas at which materials containing friable asbestos were used. More recent legislation (ASHERA) required identification of all asbestos-containing materials and a plan to manage those materials.

In keeping with this legislation, accredited inspectors inspected all building owned or leased by the school districts and independent laboratories analyzed samples. Based upon these inspections, the school prepared and the state approved comprehensive management plans for handling asbestos located within buildings.

St. Mary's School has asbestos containing materials within it, which are either under repair, removal, or being maintained on a regular basis.

Federal law requires periodic walk-through called surveillance every six months of each building containing asbestos. The last inspection at St. Mary's was in January, 2016. Also the law requires that all buildings be re-inspected every three years. Short-term workers (outside contractor's example, telephone repair workers, electricians and exterminators) are provided with information regarding the location of asbestos that they may come into contact with. All short-term workers shall contact the head custodial maintenance person before working within the building.

St. Mary's School has a list of locations; types of asbestos containing materials found in the school building and a description and timetable for the proper management. A copy of the Asbestos



Management Plan is available for you to view in the school office. Copies are available at \$.10 per page. Questions related to the plan should be directed to Thad Dahling, a designated asbestos management programmer through the Institute of Environmental Assessment.

## **GRADES 5-8 STUDENT INFORMATION**

### **GRADING**

Using ThinkWave.com, students in grades 5-8 and their parents can monitor grades at anytime. Grades represent an evaluative system that is used by the school to communicate academic performance. In order to promote effective communication and consistent record keeping, the following is the grading system for 5-8th grades:

- A - Superior/Outstanding.....Represents the best category of scholastic achievement
- B - Good/Above Average.....Represents good work
- C - Average.....Represents average academic work
- D - Below Average.....Represents the lowest quality of work for which credit is given
- F - Failure.....Represents insufficient academic achievement/unsatisfactory work

- There are three (3) grading periods or trimesters in the school year.

### **LOCKERS**

- Students in grades 6-8 are issued a locker and a combination lock. Lockers are not to be shared. You are responsible for the care of your locker. You are encouraged to lock your locker. The school is not liable for stolen articles.

### **JR HIGH AFTER SCHOOL POLICY**

For health, safety and liability reasons, students need to be supervised at all times and will not be allowed to be in the school after dismissal without previous arrangements. Students participating in after-school activities starting no later than 3:30 will report to an assigned classroom and will be supervised. For any activities that begin later than 3:30, students are expected to leave the building and return later for their activity. If you qualify for bus transportation, please use that option.

### **CO-CURRICULAR CLUBS AND ORGANIZATIONS**

In addition to a fine educational program, there are many outstanding extra-curricular activities for your involvement at St. Mary's. Please get involved. Your growth as a well-rounded individual is vital to the student body. Below is a list of activities:

- Student Council – Grades 6-8
- Drama/Theater – Grades 6-8
- Safety Patrol - 5th Grade
- Intramural Sports - Grades 6-8
- Science Fair in 6<sup>th</sup> – 8<sup>th</sup> grades (optional)
- Mission Trip in 8th grade (optional)

### **ATHLETIC ELIGIBILITY**

- I. Enrollment
  - A. The student must be enrolled at St. Mary's.
  - B. A student expectation form must be completed.
  - C. The student must have had a physical exam within the last three (3) years.
- II. Athletes whose progress in school becomes a cause for concern may be ineligible to participate.

Students are expected to maintain a “C” (74%) in each class. Missing homework and/or a grade below a “C” in a class may result in missing a game or practice. Effort and progress towards improving the grade may be taken into consideration.

### III. Athletic Policy

- A. Athletics is used to promote school spirit and pride.
- B. The ideals of fair play and sportsmanship are of prime importance to coaches, athletes and parents.
- C. Coaches are encouraged to give every team member the opportunity to participate.

### IV. Lettering Procedure

- A. Participation in three (3) or more sports offered at St. Mary's in one year entitles the athlete to the St. Mary's "M".
- B. Athletes receive only one (1) "M" while attending St. Mary's.
- C. Athletes who have previously lettered are awarded sports pins to indicate the sport in which they participated.
- D. Only one (1) pin per sport is awarded. Successive years of participation are awarded with certificates.
- E. Those athletes who do not letter receive participation certificates.
- F. Students participating in sports at OJHS will be acknowledged at the Sports Banquet.
- G. Insurance - St. Mary's insurance does not cover athletic injury.

### **EIGHTH GRADE GRADUATION REQUIREMENTS**

In order to graduate the eighth grade student must have satisfactorily completed the following:

- science/health
- Religion
- social studies
- physical education
- language arts
- band and/or choir
- math

Student may not have an F or incomplete in any classes for final grade.

### **GRADES 6-8**

For more information on policies and procedures in grades 6-8, please refer to the St. Mary's Junior High Student Resource Handbook.

