



St. Mary's Catholic School

Parent/Guardian-Student Handbook

2020-2021

Table of Contents
Parent/Guardian-Student Handbook 2020-2021

I. Philosophy*B	Page 4
A. Mission Statement of the Philosophy of Education for Catholic Schools	
B. Local Mission Statement/Philosophy	
II. Catholic Dimension/Uniqueness*B	Page 5
A. Catholic Atmosphere	
B. Prayers, Practices, and Beliefs	
C. Spiritual Program	
1. Sacramental Preparation	
2. Liturgical Celebration	
III. Admission Policies/Notice of Non-Discrimination*B	Page 5
A. Admission*E	
B. Equal Opportunity	
IV. Academic Programs/Policies*B	Page 6
A. Assessment*E	
B. Copyright	
C. Field Trips	
D. Guidance	
E. Homework	
F. Human Sexuality Program*	
G. Internet	
H. Media Center	
I. Multi-Cultural/Non Sexist/Global Education*	
J. Physical Education Waiver*	
K. School Parties *E	
L. School Day*	
M. Special Services	
N. Substance Abuse Education*	
V. Communication*B	Page 8
A. Absence	
B. Complaints	
C. Dual Parent Reporting	
D. Early Dismissals - School Closing-Late Start-Policy*	
E. Parent/School Communication	
F. Parent/Student/Teacher Conferences	
G. Progress Reporting	
H. Student Privacy Act*	
I. Student Records*	
J. Telephone	
K. Visiting Classes	

VI. Discipline Code*B	Page 11
A. Discipline Code*	
B. Fire Extinguishers	
C. Gangs	
D. Harassment/Bullying/*	
E. School Dress Code	
F. Search and Seizure*	
G. Tobacco/Drinking/Use-of-Non-Prescribed Drug	
H. Weapons and Dangerous Instruments*	
I. Physical Restraint	

VII. Extracurricular Activities*B	Page 16
A. Activity options	
B. Athletics	
C. Public Conduct on School Premises	
D. Student Activities	
E. Good Conduct Code	

VIII. Health/Safety Issues*B	Page 17
A. Abuse* *	
B. Alcohol/Drug Policy*	
C. Asbestos*	
D. Blood Borne Diseases	
E. Chemical Right to Know Law*	
F. Fire and Tornado Drills*	
G. Lead in the Drinking Water*	
H. Prescribed Medication*	
I. Smoking / Smoke Free Building*	
J. Visitors	

IX. Services*B	Page 18
A. Automobiles	
B. Bicycles/mopeds/Automobiles	
C. Breakfast and Lunch Program	
D. Bus	
E. Lockers	
F. Lost & found	
G. School Supplies	
H. Textbooks	
I. Tuition Tax Credits	
J. Tuition Grants	

X. Staff*B	Page 20
A. Professional Staff listing	
B. Volunteer Aides	

I. Philosophy

**Archdiocese of Dubuque
Philosophy of Education for Catholic Schools**

The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.

Catholic Faith-based programs	Academic Excellence
<ul style="list-style-type: none">● Instill a love and knowledge of the Catholic faith.● Integrate instruction with Catholic values.● Lead students and families to active participation in their parish communities.● Provide opportunities for worship, service and prayer.● Support a safe and nurturing environment where students encounter Jesus Christ.	<ul style="list-style-type: none">● Promotes life-long learning and advances the development of the whole person to the fullest extent.● Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.● Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.

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Local Mission Statement/Philosophy

St. Mary's School serves Jesus Christ, students, and families of the Blessed Trinity Cluster, including those who desire a quality Catholic education for their children in preschool through sixth grade. Embracing a tradition of academic excellence, the dedicated faculty and staff at St. Mary's incorporates faith and values through daily learning in a safe and nurturing environment. In partnership with parents and the community, St. Mary's School strives to motivate students to be respectful and responsible leaders in an ever-changing world.

II. Catholic Dimension/Uniqueness*B

Catholic Atmosphere

Religious education at St. Mary's Catholic School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student.

Besides classroom instruction in religion, liturgical preparation and Mass participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in his/her faith life. The school can only support what is taught and experienced at home.

Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

Spiritual Program

The spiritual program of the school recognizes that "to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living" cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one's gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

Parents/guardians are always invited to the school liturgies. Please call the office or check the website to make sure of the Mass schedule.

Liturgical Celebration — Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

III. Admission Policies/Notice of Non-Discrimination*B

Admission*E

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (ACSB Policy 5112)

Children are charged tuition. St. Mary's Catholic School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

Equal Opportunity

St. Mary's Catholic School is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, or disability. However, students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

IV. Academic Policies/Programs*B

Assessment*E

Students in grades 3—8 take the Iowa Assessment. When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

Copyright

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (ACSB #2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy, and are doing so at their own risk and assuming all liability.

Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians.

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

Guidance

Our counseling program complements the curricular offerings by offering support to students in a number of areas.

Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accord with the age of students. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

Human Sexuality Program

Human sexuality instruction is integrated into the Religion program and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be in writing to the principal. Parents are permitted to review the course materials at any time. Please refer to ACSB policy #6141.11 for specific details.

Internet

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (ACSB #2511, ACSB #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Computer Lab/Manchester Public Library

St. Mary's students will use the Manchester Public Library throughout the school year under the supervision of their classroom teacher. The computer lab is available throughout the day for student use. Misuse of the computer lab will result in loss of privileges of checking out material.

Multi-Cultural/Gender Fair/Global Education

St. Mary's Catholic School offers a global, multi-cultural, gender fair approach to the educational program.

St. Mary's Catholic School is committed "to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society." (ACSB #6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students' education.

Physical Education Waiver

A pupil shall not be required to enroll in either physical education or health courses if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the pupil's religious beliefs. (ACSB #6144.3)

School Parties (*E)

Parties that consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be passed and shared.

After school parties are the responsibility of parents/guardians.

School Day

School begins at 8:05 A.M. and dismissal is at 2:55 P.M.

Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through Keystone AEA. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal through the Problem Solving Team at school. All parental rights are strictly maintained.

When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be involved in the development of your child's IEP (individual education program).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact your child's principal.

Substance Abuse Education

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education (through parent meetings), and utilization of appropriate community agencies.

V. Communication*B

Absence

Regular attendance is a key factor in the success of schoolwork. The value of the work missed is difficult to make up by out-of-class work.

Parents/guardians are requested to phone the school between 7:45 A.M. - 8:30 A.M. if a child will be absent and inform the school of the reason for the absence. If a student will be absent for an extended time due to illness, parents/guardians should inform the principal/school.

A runny nose is the way many students respond to pollen, dust, chalk or simply a change in season. If it isn't a common cold, it could be an allergy and allergies are not contagious. Please don't keep your student home.

A bad cough or cold symptoms can indicate a severe cold, bronchitis, influenza or even pneumonia. Some students suffer one cold after another all winter long and a run of the mill cold should not be a reason to miss school. But, if your student is not acting "right," has difficulty breathing, dehydrated, not sleeping or eating, this could be more serious. Check with your health care provider.

Diarrhea and vomiting make students very uncomfortable and being near a bathroom becomes top priority. If your student has repeated episodes of diarrhea and vomiting and accompanied by a fever, rash or generalized weakness, consult your health care provider and keep your student out of school until the illness resolves.

Fever is an important symptom, when it occurs along with a sore throat, earache, nausea, listlessness, and rash. Your student may be contagious. At St. Mary's, a student with a fever of 100.3 degrees or above will be sent home. Most health care providers advise parents to keep students home during the first 24 hours of a fever and to be fever free for 24 hours before returning to school.

Strep throat is a highly contagious condition caused by a streptococcal (bacterial) infection. A student with strep throat should be kept home and treated with antibiotics as prescribed by a physician. After 24 hours on an antibiotic, a student is usually not contagious and can return to school.

Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written notification for the teacher. A written request from the parent/guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission. Parents/guardians are requested to phone the school before school begins if a child will be absent and inform the school of the reason for the absence. If a student will be absent for an extended time due to illness, parents/guardians should inform the principal/ school. When a child returns to school, a note explaining the absence must accompany the child. The principal/ secretary/nurse approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to call for the child or to make other arrangements. For safety reasons a parent must sign students in/out at the office when leaving or returning.

Dual Parent Reporting- Divorced/Separated Parents

According to ACSB 5124, in the case of a student's whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file.

Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at St. Mary's Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents.

Complaints*B

The following policies of the Archdiocesan Catholic School Board (ACSB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, board of education chairperson, or the Office of Educational Services:

- Instructional Materials and Activities, ACSB 1312
- Complaints Against Teacher/Employee, ACSB 4119.4g
- Complaints Against Administrator, ACSB 4119.4h
- Complaints Against Board Members, ACSB 8252

Early Dismissals, School Closings, and Late Start Procedures

St. Mary's Catholic School follows the West Delaware School District regarding school closings due to inclement weather. However, based on local conditions, St. Mary's Catholic School may elect to close due to bad weather. Do not call the rectory or school. Listen to KMCH, visit our school Facebook page or utilize the remind messaging service for official announcements.

Parent/School Communications

Adequate and clear communication between school and home is essential for the success of the children. Parents/guardians should feel free to call teachers about student progress or other situations of concern.

Parent-Student-Teacher Conferences

Individual conferences are held after the first and third quarters. Either parents or teachers can schedule other parent-student-teacher conferences as the need is recognized. Students are invited and encouraged to attend these conferences.

Progress Reporting

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls/notes, and quality progress reporting. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student's ability and background.

Because growth occurs best in a positive learning environment that enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are based on the Iowa Core essential skills and concepts, so too, reporting to parents/guardians needs to be in accord with the Iowa Core essential skills and concepts and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

Student Privacy Act

In conformity with the Student Privacy Act, and ACSB 5125, St. Mary's Catholic School does not send out student/graduate information to any outside organizations without written authorization of the student/graduate.

Student Records

A permanent record of each pupil is kept on file at school in accord with ACSB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

Telephones

Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school. Cell phones should not be used during the day by students without teacher permission. Cell phones have to stay in students book bag throughout the day unless of an emergency. If cell phone becomes a discipline problem the cell phone will need to be checked in every morning before school starts in the office. Follow discipline code. A cell phone wavier needs to be signed at the beginning of the year.

Visiting Classes

Times can and will be arranged for parents/guardians to visit school. We welcome your interest and support. Please call or email us and let us know what times would be convenient for you.

VI. Discipline Code*B

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the St. Mary's Catholic School Board and administration after consultation with faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation and support of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each St. Mary's Catholic student. Neither ignorance or lack of understanding of the rules and regulations will release a student nor parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to St. Mary's Catholic School, are to be respected and followed.

Discipline Code

Discipline in a Catholic School is basically a self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premises that parents and teachers must work together and support each other's efforts.

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office.

Unacceptable student behaviors include, but are not limited to:

1. Use of drugs, alcohol, tobacco
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Bullying/Harassment

Consequences include, but are not limited to:

- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the ACSB 5144.1. (See also Gangs ACSB 5133)

Fire Extinguishers

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00 and could face further disciplinary action.

Gangs

In accordance with ACSB 5133, if a student is suspected or identified as being a member of a gang, initiates or participates in any gang related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the school/program/Archdiocesan discipline policies.

9. Parents/students will be held liable and financially responsible for all forms of vandalism.

Bullying/Harassment

It is the policy of the Archdiocesan Catholic School Board and St. Mary's Catholic School to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location.

It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

“Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victim's or perpetrator's teacher, immediate supervisor, principal, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and ACSB policies 2515.1, 2515.11, 5144.3.

School Dress Code

- Students may wear shorts year-round (August-May). Modest length shorts are encouraged.
- Sports shorts are acceptable to wear to school during school hours. This would include mesh, jean or cotton shorts.
- We expect students to dress-up for Mass on Friday. We encourage dress shorts, dress slacks, shirts with collars, dresses, capris, skirts or skorts *No jeans, windpants, sports shorts, sweatpants or sport t-shirts should be worn at Mass.
- All footwear is allowed at school during school hours with the exception of PE and Recess. Tennis shoes **MUST** be worn during PE and Recess or students will not be able to participate.
- No baseball caps will be allowed in the school building at anytime regardless of hours.

Parents will be contacted via email, letter or phone call if a child is not following the School Dress Code.

Search and Seizure

It is the policy of St. Mary's School Board to operate its educational programs in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, St. Mary's School adopts the policy as stated in ACSB 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

Tobacco, Drinking, Use of Non Prescribed or Illegal Drugs

Students are not to use, possess, sell, or be under the influence of non-prescribed or illegal drugs, beer, or other intoxicating beverages on the school grounds at anytime or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student's possession of tobacco, **all forms of non-FDA approved nicotine**, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (See also ACSB 5131.6, ACSB 5131.61, ACSB 5144 and/or ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline).

Weapons and Dangerous Instruments

It shall be the policy of the St. Mary's School Board that weapons and other dangerous objects are taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ACSB 5131.7a.

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent/guardian.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

VII. Extracurricular Activities*B

Activity options

Students have opportunities to participate in religious, academic and athletic opportunities.

Public Conduct on School Premises

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

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

Further reference can be found in Archdiocesan Catholic School Board Policy Manual, ACSB 1251

Student Activities

We are all identified with St. Mary's School. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

Good Conduct Code

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

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. activity, the individual in charge of the event may remove the spectator from the event.

The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

Further reference can be found in Archdiocesan Board of Education Policy Manual, ABE 1251

VIII. Health/Safety Issues*B

Abuse

In compliance with School Laws of Iowa and ACSB 4116.30a any certificated or licensed employee of St. Mary's School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

St. Mary's is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1 — . 15 (280), ACSB 4116.30a & ACSB 4116.30b.

Alcohol/Drug Policy

The St. Mary's Catholic School Board develops guidelines that are in accordance with ACSB 5144 and ACSB 5144.1 on student responsibility and discipline.

Asbestos*B

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the St. Mary's Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated.

Blood Borne Diseases

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen associated virus (HILV-III/LAV) and receiving medical attention may attend classes in a unrestricted educational setting in accordance with ACSB 5141.2.

Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored please contact the principal.

Lead in the Drinking Water

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Medication

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed.

Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

Safety Drills

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. State law requires four tornado drills and four fire drills each year.

Smoking / Smoke Free Campus

St. Mary's Catholic School has been designated a "Smoke Free Campus". At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine be permitted within the building or anywhere on school grounds.

Visitors:

Students who request to have a visitor attend school with them should:

1. Receive permission from the principal and inform their teachers at least one day in advance.
2. On the day of the visit, a pass must be issued and signed by the principal. This pass must be shown to each teacher before class begins and the visitor introduced to the teacher. Teachers have the right to refuse permission to a visitor.
3. Students having guests are responsible for that persons conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

IX. Services*B

Bicycles/Motorized Scooters

Students are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. They are to be walked across the street at the main crossing by the stop sign. Once past the crossing and patrolled area students may begin to ride their bikes. No Bikes/Motorized Scooters are allowed on the school side of the street where buses load and unload.

The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

Breakfast and Lunch

Breakfast and lunch are available through the school nutrition program.

Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. The tickets are the same as all other tickets.

Bus

Transportation is provided by the West Delaware school district and through other arrangements. Rules established by these agencies are to be followed as though they were rules of St. Mary's Catholic School. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. There is a box of found articles if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

School Supplies

A listing of school supplies recommended is included with the spring/end of the year report card and in the final registration packet available during fall registration days.

Textbooks

Textbooks are provided to all students. Materials such as workbooks may be charged to the student at cost. Undue wear, damage, or loss will require payment at the end of the school year.

Tuition Tax Credits

Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually, usually at the end of the calendar year.

Tuition Grants

No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition through the *Our Faith, Our Children, Our Future School Tuition Organization*. Families can apply for financial assistance at any time during the school year by contacting the principal or bookkeeper. Applications for the following school year are available through the school office during Catholic Schools Week. Please ask the principal for further information. Confidentiality is maintained. (ACSB #3240.1)

X. Staff*B

Professional Staff listing:

- Preschool: Mrs. Jessica Cumberland
- Junior Kindergarten: Mrs. Jessica Cumberland
- Kindergarten: Mrs. Becca Bromley and Mrs. Jana Sellers
- First Grade: Mrs. Anna Klaus and Mrs. Dawn Klosterman
- Second Grade: Miss Carlee Ketchum and Mrs. Jessie Ludwig
- Third Grade: Mrs. Angie Dolan and Mrs. Sara Feldmann
- Fourth Grade: Mrs. Deb Hansel and Mrs. Jill Schlichte
- Fifth Grade: Mrs. Karen Worden
- Sixth Grade: Mrs. Deb Hansel and Mrs. Karen Phillips
- Physical Education: Miss Becky Domeyer
- Music: Mrs. Kathy Greve
- Art: Mrs. Kathy Greve
- Technology: Mrs. Karla Lammers
- Guidance: Ms. Roxanne Heinrichs
- Teacher Associates: Mrs. Cindy Gaffney, Miss Deirdre Ryan and Mrs. Jenni Vaske
- Extended Care Supervisor: Mrs. Loretta Welcher

Volunteer Aides

Volunteer Aides are an integral part of our learning program. These aides are necessary to enable the teacher to work with small groups of students, take care of clerical duties, and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. A short training session will be provided for those who are volunteering for the first time. They are required to sign an acknowledgment form indicating that they have received and read all Archdiocesan required notifications and to also authorize a criminal background check.

Policies of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found at the Archdiocesan website. These policies are also available at the St. Mary's School office.