

ADVISORY BOARD APPROVED – 6/03/2021

Policies established and maintained by the Saint Mary’s School Advisory Board.

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Sycamore Login: <https://app.sycamoreeducation.com/>

Accredited by the Nebraska Department of Education and AdvancED

Handbook guidelines are based on the policies of the Catholic Schools Office of the Archdiocese of Omaha and the Nebraska Department of Education

St. Mary’s School does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of educational policies, admissions procedures, co-curricular activities, and/or other school related programs.

ADMINISTRATION

Pastor/President: Fr. Bernard Starman

Principals: Mrs. Paula Atkeson, Mrs. Jennie Schneider

This Handbook/Planner Belongs to:

Name: _____

Grade: _____

Phone#: _____

In case of emergency, please notify:

Name: _____ **Phone:** _____

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ST. MARY'S SCHOOL PRAYER

Memorare

*Remember, O most gracious Virgin Mary,
that never was it known that anyone who fled to thy protection,
implored thy help, or sought thy intercession was left unaided.*

*Inspired by this confidence, we fly unto thee, O Virgin of virgins, our Mother!
To thee we come, before thee we stand, sinful and sorrowful,*

*O Mother of the Word Incarnate, despise not our petitions,
but in thy mercy hear and answer us.*

Amen.

ST. MARY'S SCHOOL SONG

**Cheer, cheer for old S.M.H.,
loud sing her praises with sound elate.
Sound her praises loud on high,
up with the glory to the sky!**

**Cheer Cards and team so great,
old S.M.H. has not any mate
While her loyal Cards go marching
onward to victory!
Hey, hey, hey!**

**PATRON OF ST. MARY'S SCHOOL: Our Lady, Mother of Perpetual
Help**

**SCHOOL MOTTO: *Magnificet anima mea Dominum*
“May my soul magnify the Lord.”**

SCHOOL COLORS: Red and White

SCHOOL MASCOT: Cardinal with Gold “C” Halo

SAINT MARY’S SCHOOL CREST

Design and rationale for a crest: The crest follows an ancient tradition of heraldry. Family crests were often used to quickly identify the position and members of a particular family. Our school established in 1900 is steeped in over a century of academic presence and education to the community. The crest will quickly identify a student of Saint Mary’s School O’Neill, NE, as a member of our school family. The crest consists of a shield divided into three sections, a crown, and a banner.

Three Symbols of the Shield: The symbols in the shield of the school crest have been selected to represent the local and religious symbols of our school. Starting in the upper left, we have the universal symbol for the Franciscan order: the **Tau cross with the wounded hands**. The Franciscan Sisters of Charity and Penance first taught in the Academy upon its founding in 1900. The local symbol is the **shamrock** in the upper right. A shamrock marks the site of the Irish capital of Nebraska. The bottom portion of the shield is filled with student Bryce Heiser’s design of the new **cardinal mascot**, to which was added the distinguishing Marion character, a gold holy aura and halo wrapped around it to also read as the capital letter “C” for Cardinals.

Banner: Surrounding the shield is a banner with the motto for the school. The Latin motto echoes the words of Mary at the visitation: *Magnificat anima mea Dominum* = “My soul magnifies the Lord.” In this case, the words have been adjusted to become a collective saying and goal for all of the students and teachers: *Magnificet anima mea Dominum* = “**May my soul magnify the Lord.**”

With one letter changed from “a” to “e” in the Latin verb *magnificare* we express a theological precision that is worth explaining. Because of Mary’s Immaculate Conception and fullness of grace, she can rightly and fully declare in the indicative, present tense form (*magnificat*), that her soul magnifies the Lord. By changing the verb to the subjunctive, present tense form (*magnificet*), we understand our need for purification and assistance in magnifying the Lord. All of our efforts are conditioned by our reception of God’s grace; therefore we use the conditional phrase: “**May** my soul magnify the Lord.”

Crown: The banner is topped with a crown for Mary. The crown is meant to match the style of crown that is found on our icon of Our Lady of Perpetual Help, the patroness of our school and parish.

MISSION STATEMENT

St. Mary’s forms students in the image of Jesus Christ by fostering the formation of the whole person; body, mind, and soul. The mission will be realized by creating a school environment that is academically challenging, athletically competitive, appreciative of the arts, and passionately Catholic.

SCHOOL ADVISORY BOARD

St. Mary’s School Advisory Board consists of seven members elected by St. Patrick’s Parish. The board meets monthly during the school year. The St. Mary’s School Advisory Board is a consultative body, which assists in the formation of school policy. You may communicate with board members through the “Advisory Board” page on Sycamore or through the school administration. Advisory Board minutes will be posted to Sycamore. The School Board has reviewed and approved this handbook.

TO STUDENTS AND PARENTS

This handbook is intended to be used by students, parents and staff as a guide to the policies and procedures of St. Mary's School. Enrollment as a student at St. Mary's School implies the willingness of both parents and students to comply with the mission, decisions, policies, rules and regulations of the school. In order to realize the school's aims, parents and students agree to support the mission and rules of the school. Each student is responsible for knowing the information contained in the handbook. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year.

This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook.

Should a situation or circumstance arise that is not specifically covered in this handbook, the administration reserves the right to institute any course of action that is consistent with current school policies, state and federal statutes and regulations, and St. Mary's Catholic educational mission.

PROFILE OF ST. MARY'S K-12 SCHOOL

St. Mary's School is a Catholic parochial school in the Omaha Archdiocesan school system which serves as a center for Christian education within St. Patrick's Parish, the O'Neill community and surrounding area. St. Mary's has demonstrated over a century of Catholic Tradition, Academic and Athletic Excellence, and has produced hundreds of graduates. St. Patrick Church supports St. Mary's Schools through endowments, scholarships, and various activities.

The philosophy of education of Saint Mary's School is to provide an opportunity for our youth to grow spiritually, intellectually, culturally, physically and emotionally in order that they may be better prepared to live a life of service as Catholic citizens of their community and country. St. Mary's believes in providing quality education in a Christian setting.

The educational program is geared to develop a life of ever deepening personal relationship with God. This involves teaching the Catholic Doctrine, developing the skills necessary for daily living and instilling in students' attitudes of concern for their fellow human beings. The academic curriculum of St. Mary's Schools provides diverse educational opportunities aspiring to post-secondary success for all St. Mary's students.

PARENTAL CONCERNS

Parents are asked to contact their child's teacher/coach/moderator about any concerns they have regarding their child or their child's education through appropriate school channels and facilitated at school. Parents should refrain from calling teachers at home and under no circumstance, should a parent go to a teacher's home regarding a student issue. If their concerns are not resolved parents should contact the school administrator to assist in resolving the issue. If parents still have concerns after meeting with the administration, they may contact the pastor/president. The pastor/president has the ultimate authority in all matters concerning Saint Mary's School.

In such instances all parties are asked to remain courteous and open to and respectful of others' viewpoints. We ask that the discussion stay focused on establishing the factual basis of the concern. School personnel are expected to be sensitive to and responsive to the concern parents have for their children. It is our belief that

parents have chosen St. Mary's because they have confidence in our school and are supportive of the school's role as an authority in education of children.

I. RELIGIOUS FORMATION

The spiritual formation of our students is the primary mission of our Catholic school system. The Catholic identity of Saint Mary's School will be emphasized in all school functions and activities. Catholic liturgy, sacraments, traditions and prayer will be taught as an integral part of the school's curriculum. Saint Mary's is blessed to have two priests and a youth minister available to meet with students and direct spiritual formation opportunities. St. Mary's is also privileged to have the Blessed Sacrament reserved in the high school Chapel available for students to spend time with our Lord.

LITURGIES and OTHER SPIRITUAL EXPERIENCES

St. Mary's students celebrate Mass weekly including all Holy Days of Obligation and other religious ceremonies in accord with the Catholic liturgical season. Parents and other members of the community are welcomed and encouraged to join us. Please check the school calendar on Sycamore for exact dates of school liturgies and other events.

We begin and end each day with prayer. Teachers set the example of prayer by praying with the children and encouraging the children to value prayer. All Religion classes are instructed in accord with Archdiocesan Catholic School Office guidelines. Students are provided the opportunity for Reconciliation during Advent, Lent, and upon request.

RELIGIOUS RETREATS FOR 7-12

Religious retreats are a mandatory part of the religious curriculum. Students will be excused only in extreme circumstances. However, any student who is not in attendance, including those who were excused will be required to complete an extensive research paper on the themes of the retreat and a specified number of service hours. Parents are to check school calendars before scheduling vacations or other events on days that retreats are scheduled.

NON-CATHOLIC STUDENTS

Saint Mary's School welcomes students of other faiths for admission with the understanding that all students will attend religion classes, school liturgies and other religious practices according to Catholic Church teachings. Our non-Catholic students are expected to respect our Catholic beliefs and values and exhibit proper reverence during mass and other religious ceremonies. In providing a faith-based education for students of other religions, Saint Mary's School incorporates a respect for other religious traditions in its overall program.

EXTRA-ORDINARY MINISTERS OF HOLY COMMUNION and LECTORS

All juniors and seniors who are practicing the Catholic faith will be mandated as either lectors or EMHCs for the purpose of school Masses. This requires the student to attend the Archdiocesan formation class and mandation. It is up to the individual student to decide whether he or she would like to be part of the parish ministry.

II. ST. MARY'S STUDENT INFORMATION SYSTEM (SYCAMORE)

St. Mary's uses a web-based computer program to maintain school records and daily announcements. Every parent and student in grades K-12 will receive login information giving them 24-hour access to grades, attendance, calendars, lunch menus, lunch accounts, and daily announcements. Grades may be checked regularly and parents can become more involved in their student's education. Beginning the fourth week of

each quarter, teachers in grades 3-12 are expected to update students' grades weekly. Some teachers also post assignments on the site; however, students are ultimately responsible for the assignments that are given in their classes. The student information system is the main source of school information for students, parents, teachers, and staff. It should be checked daily. Contact the school should you not have Internet availability in your home.

III. ST. MARY'S ACADEMIC PROGRAM

The academic curriculum at St. Mary's School surpasses all state and NCA/AdvancED requirements. St. Mary's curriculum is college preparatory; however, it provides diverse educational opportunities that will enhance the continued growth and development of all our students.

All High School students (grades 7-12) are required to schedule eight (8) courses per semester. Every spring/summer the administration and guidance department will inform parents/students of specific scheduling requirements and review standardized test scores. This information is designed to assist parents/students in planning a schedule that will meet each student's specific needs and future goals.

GRADUATION REQUIREMENTS			
Subject Area	Courses Must Include	# of Semesters	Credit Hours
Religion	Theology I, II, III, IV	8	40
English	English I, II, III, IV, Speech	9	45
Mathematics	Alg I or Alg I Pt B, Geometry, & Alg II	8	40
Science	Biology I & Chemistry I	6	30
Social Studies	Geography, Am. History, & Am. Gov't	6	30
Foreign Language	Spanish I, II	4	20
Fine Arts		2	10
Health/PE	H&PE I	2	10
Electives		11	55
TOTALS		56	280

INSTRUCTIONAL TIME REQUIREMENTS

The Nebraska Department of Education stipulates in Rule 10 (Regulations and Procedures for the Legal Operation of Schools) that high schools shall provide a minimum of 1080 hours of instruction each school year and elementary schools shall provide a minimum of 1032 hours of instruction each school year. The entire time school is in session is counted toward accumulated instructional time, except for the lunch period. Time is not counted when school is dismissed for any reason, including inclement weather or school-sponsored events. *School cancellations may require additional days be added to the school calendar in order to meet the state's instructional time requirements.*

GRADING SYSTEM

Grading Scales:

Kindergarten

A	Almost Always
D	Developing/Improving
N	Needs Attention
-	Items Not Evaluated

First and Second Grade

E	Excellent
G	Good Progress
S	Satisfactory
N	Difficulty/Needs Improvement

Grades 3-6: Achievement Code

94-100	A	Superior
86-93	B	Excellent
76-85	C	Average
70-75	D	Below Average
69 or less	F	Failing

Grades 3-6: Application Code

1	Excellent
2	Very Good
3	Average
4	Poor
5	Unacceptable

High School Grades 7-12: Standard

94-100	A	Superior
86-93	B	Excellent
76-85	C	Average
70-75	D	Below Average
69 or less	F	Failing

High School Grades 7-12: Category I

90-100	A	Superior
80-89	B	Excellent
70-79	C	Average
60-69	D	Below Average
59 or less	F	Failing

Daily Grades: Each teacher outlines his/her method of determining daily grades at the beginning of each school year for each course taught.

Homework: Homework assignments are considered an extension and reinforcement of class work and are to be completed with as much individual conscientious effort as is expected of the student during class time.

Quarter Grade: A student's quarter grades are the average of daily work grades earned in the subject, including all class work, homework, projects, quizzes, tests, etc.

Incomplete Grades: Should a student not complete the course requirements during a given quarter for a legitimate cause, an incomplete grade will be issued on the report card. If the work is not completed in one week after the completion of the quarter, a "0" will replace the missing work and then averaged in to determine the final grade. It is the student's responsibility to submit all work and prevent a "0" from being recorded for a particular assignment. Additional time may be granted for extenuating circumstances at the discretion of the school administration.

Semester Exams: In grades 7-12, many courses have a comprehensive semester final exam as part of the course requirement. The semester final will count for 20% of the semester grade in courses in which they are required. Teachers of courses that do not require a semester final have the option of administering a semester test if they choose. Teachers in these courses will determine the weight (20% maximum) of the semester test used in determining the semester grade.

Semester Grades: In courses with a required semester final, the final grade is calculated as follows: Qtr 1/Qtr 3 (40%) + Qtr 2/Qtr 4 (40%) + semester final (20%) = semester grade. In courses without a semester final, the semester grade is the numerical average of the two-quarter grades.

Year-End Final Grade: The final grade for year-long courses will be determined by the numerical average of the two semester grades.

CATEGORY I PROGRAM

Category I Courses require the greatest degree of preparation and student work for successful completion of the course. The *Category I grading scale* (see above) is utilized for these courses to compensate for the increased academic intensity of these courses. The expanded grading scale places Category I courses on par with standard courses. The *Category I Program* is offered to encourage students to schedule more demanding academic courses, to work to their fullest potential, to use their talents effectively, and to give them a broader education.

CATEGORY I COURSES

Algebra I	Calculus	STEM	Spanish II/III/IV
Algebra II	Chemistry I	Physics	Statistics
Anatomy and Physiology	Chemistry II/III	Pre-Calculus	
	Geometry	Psychology	

CREDIT EARNED OUTSIDE OF ST. MARY'S

St. Mary's students may, with the permission of the guidance department and administration, enroll in courses offered by O'Neill Public Schools; however, credit will not be granted for any course that is also offered at St. Mary's. Students may enroll in approved summer school and correspondence courses to make up for lost credits from failed courses.

Students with a cumulative GPA of 2.5 and above may be eligible to take college credit courses offered through Northeast Community College. Students will be allowed one (1) period in their schedule per semester to sign up for dual credit or college courses. This course will be identified as an Independent Study Course on their schedule. Students that would like their dual credit course grades to be imported to their transcripts for credit reasons need to report their grades for the course to the Guidance Counselor at the end of the semester. Courses taken for College Credit only will not be reported on a student's transcript.

ACADEMIC PROGRESS REPORTS / REPORT CARDS

Academic Progress reports are reviewed at the mid-point of each quarter. Report cards will be sent home at the end of each quarter for grades K-6. Grade reports for students in grades 7-12 will be available via the Student Information System only – unless a family requests a mailed copy from the school. Grade reports for grades 3-6 can also be viewed on the Student Information System. In grades 3-12, grades for each course will be reported both as a numerical average and the letter grade equivalent (see Grading Scales section above). In grades K-2 grades for each subject area will be reported as a letter grade that corresponds to the student's progress (see Grading Scales section above). The school may withhold report cards and access to the Student Information System if a student has missing or damaged textbooks, unpaid lunch bills, or owes other fees.

STUDENT CUMULATIVE FILES

The items listed below are examples of the types of records which would be included in the student's permanent record. The list is not meant to be all encompassing. Permanent student records may include:

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

GRADE POINT AVERAGE (GPA)

A student's grade point average (GPA) is calculated by adding the total number of quality points a student receives for each course and dividing that sum by the number of qualifying classes in which the student is enrolled. In determining GPA, quality points are awarded for letter grades as follows:

A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0.

The cumulative GPA is determined by each set of semester letter grades that a student earns in grades 9-12. This includes any summer school grades or grades from correspondence courses. A student's cumulative GPA is reported on a student's high school transcript. Any transfer student's grades recorded in percentages are converted to letter grades for determining his/her GPA. Questions about calculating GPA should be addressed to the school administration or guidance department.

In an effort to allow for more students to qualify for college scholarships, St. Mary's will no longer rank their students' GPA beginning with the 2017-2018 school year. In turn the Valedictorian/Salutatorian recognition will also be replaced with "Cum Laude" honors. See the "End of the Year Awards" section for more information.

Please note: Colleges, universities, and other scholarship institutions reserve the right to recalculate a student's cumulative GPA according to their requirements and regulations.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences to discuss student progress may be offered once each semester. Please refer to the school calendar for the schedule. However, parents or teachers may request a conference at any time they are concerned about the progress of a student.

PROMOTION AND RETENTION

Students will typically progress annually from grade to grade. A student may be retained at a grade level when the student fails to satisfactorily complete all required work, accumulates an excessive number of absences, or displays social immaturity. Parents will be involved in any retention decision; however, school officials will ultimately make the decision based on what is best for the student.

STUDENT ASSISTANCE PROCESS

As students' progress through the year, they sometimes need help socially, academically, or emotionally. The student assistance team (SAT) will meet to discuss concerns for any student in an attempt to develop interventions to help solve the problem. Communication with parents takes place so that parents and teachers can work together and share their insight on what works best for the student. The classroom teacher continues to monitor the situation and periodically updates the parents and SAT members of the student's progress.

For students who continue to fall significantly below their peers in academic achievement, the classroom teacher, the parents, or the SAT Team may decide to begin the process of possible Special Education identification. At the consent of the parents, O'Neill Public Schools Special Education Department will evaluate the student. When evaluation results are available the parents, St. Mary's School officials, and OPS Special Education personnel will meet to discuss the results of the evaluation. If the student qualifies for special education services, an Individual Education Plan (IEP) will be developed and implemented. If the student does not qualify for special education services the meeting participants will still discuss possible strategies and recommendations for the student, parents, and teacher(s). Parents with concerns about their child's academic progress should contact their child's teacher, the guidance counselor, or the school administrator.

SCHEDULE CHANGES

Each student will receive a copy of his/her class schedule prior to the opening of the school year. Requests for schedule changes for the academic year initiated by the parent or student will only be considered during the first 5 days of school. The student must be academically eligible to enroll in the course(s) proposed and any course changes must meet graduation requirement guidelines. After the first 5 days of school, the teacher, guidance counselor, or administrator may recommend a scheduling change to place the student in an academically appropriate course.

GUIDANCE DEPARTMENT

St. Mary's School employs a guidance counselor for the purpose of assisting with the school's Student Assistance Process, scheduling, financial aid, scholarships, career/college planning, and for students to discuss problems and resolve conflicts. In addition, the guidance counselor coordinates the school's standardized testing program (see below) and conducts, in conjunction with the school administrator, grade level meetings with senior students and parents in the fall to discuss post-secondary plans, and scheduling meetings in the spring with 7th-11th grade students and parents. If you wish to talk with the guidance counselor, call the office or use Sycamore and make arrangements for an appointment. Additional guidance information is available on the school's website.

ASSESSMENT (STANDARDIZED TESTING) PROGRAM

St. Mary's School assessment program is designed to give students, parents, school staff, and college admission officials' helpful information about student academic growth and aptitude, as well as provide the student opportunities to practice good test-taking skills. The results of these tests are discussed with both students and parents in classes, meetings, or conferences. Standardized tests will be administered in the fall of each year during the first grading period. Scores on standardized tests are not included in a student's course grades. St. Mary's will administer the following assessments:

Grade:	Required Test:	Grade:	Required Test:
K	DIBELS Reading, STAR Early Lit	6	STAR Math, STAR Reading
1	STAR Math, STAR Reading, DIBELS Reading	7	STAR Reading, STAR Math

2	STAR Math, STAR Reading	8	STAR Reading, STAR Math
3	STAR Math, STAR Reading	9	PreACT, NCEA IFG: ACRE
4	STAR Math, STAR Reading	10	PreACT
5	STAR Math, STAR Reading	11	PSAT, ASVAB
		12	IFG: ACRE

ACADEMIC HONESTY (CHEATING/PLAGIARISM)

St. Mary's seeks to educate its students in an environment where honesty and integrity are valued and practiced. Cheating, plagiarism, and other forms of overt academic dishonesty are in direct opposition to the character we hope to build and morals we hope to instill in St. Mary's students and will not be tolerated. Therefore, the faculty of St. Mary's looks upon cheating as depriving the student of the opportunity to learn, as a detriment to the intellectual and spiritual development of the student, and as contradictory to the moral values represented by Jesus Christ and the Roman Catholic Church.

Cheating shall be defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Cheating includes, but is not limited to, copying homework, sharing information on test questions (in and out of class), talking during a test/quiz, the use of cheat sheets, dishonest use of calculators or other electronic devices of any type, stealing testing materials or knowledge of another committing this act, or other actions used to complete a test or assignment expressly forbidden by the teacher. Students should refrain from any actions or gestures that may create the perception of cheating to the teacher and his/her classmates.

Plagiarism shall be defined as stealing and presenting the work of someone else as one's own. Plagiarism includes, but is not limited to using another person's words, ideas, opinions, graphics, or pictures. Plagiarism of internet materials, textbooks, periodicals, pictures, artwork, any media form, etc. whether intentional or unintentional is a form of cheating and is actually against the law. You are committing literary theft when you present an existing assignment as a new and original assignment created by you. Plagiarism is easily avoided by fully acknowledging the source of the information used through proper citations.

Consequences involving academic dishonesty are severe and will be meted out to all students involved. It is the position of St. Mary's that the individual providing answers or information is equally culpable to the individual copying the answers or information. If a student is found to have been academically dishonest, his/her parents will be notified and the following actions will be taken by the school.

Grade School Consequences for Violations of the Academic Honesty Policy:

- 1st Offense* The students will receive a grade of zero (0) on the assignment, quiz, test, project exam, etc. and must re-do the assignment.
- 2nd Offense* *The same as above plus:*
The students will serve two days of morning and lunch recess detention. The student will be ineligible for all end-of-the-year awards.
- 3rd Offense* *The same as above plus:*
The students will serve a one day in-school suspension.
- 4th Offense* *The same as above plus:*
The student faces possible expulsion and will remain suspended from school until he/she and his/her parents meet with the Teachers' Advisory Council to discuss the student's future at St. Mary's.

*****This disciplinary procedure is cumulative for an entire year.*****

High School Consequences for Violations of the Academic Honesty Policy:

- 1st Offense* The students will receive a grade of zero (0) on the assignment, quiz, test, project, exam, etc. and must re-do the assignment. The students will be ineligible for the honor roll during the grading period in which the infraction occurred.
- 2nd Offense* *The same as above plus:* The student will be ineligible for membership in the National Honor Society. If the student is currently a member of the National Honor Society, the membership will be revoked. The student will be ineligible to participate in athletics and activities for one calendar week. The student may be ineligible for most end-of-the-year awards.
- 3rd Offense* *The same as above plus:* The students will serve one day of in-school suspension. The students will be ineligible to participate in athletics and activities for one calendar month. The student will be ineligible for all end-of-the-year awards.
- 4th Offense* *The same as above plus:* The students will serve a three-day out-of-school suspension. The student will be ineligible to participate in athletics and activities for 90 school days. The student faces possible expulsion and will remain suspended from school until he/she and his/her parents meet with the Teachers' Advisory Council to discuss the student's future at St. Mary's.

*****This disciplinary procedure is cumulative for the entire school year. *****

IV. STUDENT ATTENDANCE and ACCOUNTABILITY

Regular and punctual attendance is expected of all students. There is a direct correlation between student attendance and success in school. Each student is required to attend school daily when school is in session including assemblies, liturgical functions, retreats, pep rallies, and other spiritual celebrations. The School Board and school administration have developed attendance policies for St. Mary's School as mandated by the state of Nebraska (Neb.Rev.Stat. § 79-209).

ABSENCES

1. Students are considered absent for a full day if they attend less than 2 hours of school during the day.
2. Parents must call the school prior to 8:30AM each day the student is absent.
3. Upon returning to school from an absence a student must report to the office with a written excuse signed by a parent stating the reason for the absence. Any doctor's notes or other official papers justifying the absence(s) should be included with the parental excuse.

EXCUSED ABSENCES

Absences from school are excused if the student is absent for a justifiable reason such as personal illness, serious illness in the immediate family, a death in the family, a professional medical or dental appointment, a court order, extreme weather conditions, or other reasons justifiable from an educational standpoint and approved in advance by the school administration. High school students will also have ½ day to be excused for the absence during driving tests.

Please note, neither parental approval of an absence nor a written note by a parent makes an absence excused. The school administration reserves the sole right to determine if an absence from school is excused.

UNEXCUSED ABSENCES

Absences are unexcused if the student is absent or checks out for an unjustifiable reason or simply as a matter of convenience to self or family. Oversleeping, tired, work, shopping, haircut appointments, senior pictures, etc. are considered unexcused absences. Detentions may be issued for unexcused absences at the discretion of the administration.

TRUANCY

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. All suspected cases of truancy will be investigated by the school and reported to appropriate Holt County authorities. In addition, truancy is a violation of school policy and will result in further disciplinary action by the school administration. Students who leave school without permission and without signing out in the proper manner will be considered truant.

St. Mary's School will work with the Holt County Truancy Officer for students that have missed excessive amounts of school. Parents will be notified when students have missed 5, 10, 15, and 20 days of school through a form letter written by the Holt County Truancy Officer.

EDUCATIONAL ABSENCES

These absences are for school-related activities or functions including athletics, speech, choir, one acts, field trips, religious retreats, etc. These absences are not counted as days absent from school. Educational absences (except for retreats and other religious reasons) are not allowed for any class in which the student is currently failing.

COLLEGE VISITATIONS

Juniors and seniors are allowed two excused days each school year to visit college campuses. Students are required to make advanced plans for the visits through the St. Mary's Guidance Department. We encourage college visits to be planned around the school calendar to extend the college experience and to minimize instructional time missed. Parents are encouraged to accompany their child on any campus visits. Students must provide written verification of the visit from an official of the college/university visited to the office upon his/her return to school. If these policies are not followed the visit may not be excused and the student will not be excused by the administration for future college visits.

CHECKING OUT/CHECKING IN

Students checking out during the school day should be kept to a minimum. Whenever possible parents and students are asked to schedule necessary appointments outside of school hours. A student may only check out of school with the permission of his/her parents and the school office. If students are checking out for an appointment parents are asked to send a note to school stating the reason and the time the student is checking out and the time the student will be returning to school, if applicable. Students will be allowed to drive to appointments if permission is given in writing by his/her parents on the same note notifying the office of the appointment.

If a student becomes ill during the day or must leave school for some other reason office personnel will contact the student's parents to obtain permission for the student to check out. If the student returns to school, the same day he/she must sign-in at the office and provide a written excuse in order to be admitted to class.

The school administration will decide if the time missed from school is regarded as excused or unexcused.

ABSENCES AND SCHOOL ACTIVITIES

Students with an unexcused absence or illness for any part of the school day are not allowed to participate in practices, games, contests, dances, or other after school activities. Students that miss school or check out of school because of illness are not allowed to participate in practices, games, contests, dances, or other after school activities. If students are too sick to attend class, then they are too sick to participate in any after school activities as well. Students are also expected to be in school the entire day following an activity. Students with *unexcused absences or tardies* the day after a school activity will not be allowed to participate in the next such activity.

PARISH AUCTION

All students in the 7th-12th grades will be required to provide service hours at the Parish Auction. Students that are not able to help out on the Auction day will be required to make up the service hours at the discretion of the administration.

GRADUATION

The Graduation Mass and Commencement Ceremony is a mandatory event for all members of the Junior Class. Students missing these events for anything other than emergencies are subject to disciplinary action.

EXCESSIVE ABSENCES

Students in grades 7–12 will not receive academic credit for *any class* in which the student has been absent in excess of ten days (with more than 5 being unexcused) in a semester. Students in grades K-6 who are absent in excess of twenty days (with more than 10 being unexcused) during the school year will not be given credit and will have to repeat the academic year. Students and parents may appeal to the school administrator for reinstatement of credit if they believe there are justifiable extenuating circumstances for some or all of the absences.

TARDINESS

Students shall arrive at school in sufficient time to be in their first period classroom prior to the 8:00AM bell (10:00AM for late starts). Students who are tardy to school must report to the office to sign-in, present an excuse, and receive an admit slip before reporting to class. Junior High and High School students will serve a tardy detention after school the same day that they are tardy. In addition, the following will be noted in the attendance record.

- Grade School – 5 Tardies will equal 1 unexcused absence to school.
- High School – 3 Tardies will equal 1 unexcused absence to school.

For periods 2–8, students will be considered tardy to class and issued a detention if they are not in their classroom when the instructor is ready to begin class after the tardy bell (second bell) rings. If a student is more than 10 minutes tardy to class, he/she will be sent to the office for further disciplinary action.

MAKE-UP WORK

Regardless of the type of absence, students are held responsible for all work completed and all material covered during his/her absence. Students have as many days to make up any assigned work, as they are consecutively absent. Students who are absent on the day a major project or paper is due must make arrangements to have the project or paper delivered to the teacher by the due date. Teachers may assign students to detention to complete make-up work. Students assigned to detention for makeup work will be dismissed upon completion of the work.

Parents may contact the school to request student assignments be sent home with a sibling or friend or picked up from the office at the parent's convenience. Please understand that having class notes and completing make-up work will not guarantee a student's success. Make-up work cannot substitute for teacher instruction and class interaction.

V. BUILDING POLICIES

SCHOOL OFFICE HOURS

School office hours are from 7:30AM until 4:00PM daily. The school office will open approximately 30 minutes prior to a late start and remain open approximately 30 minutes after an early dismissal.

THE SCHOOL DAY

Arrival: Student supervision by school personnel begins 7:45AM. Students should not arrive prior to 7:45AM unless they are participating in a supervised school activity or have made prior arrangements with the administration or a teacher.

Grade school: Students are to report to the playground (or the gymnasium during inclement weather) until the take-in bell rings at 7:55AM.

High school: Students arriving to school early must remain in the High School Commons until the 7:45AM bell rings allowing students access to their lockers and the classroom area.

Dismissal: Grade School: 3:20PM **High School:** 3:30PM

When the dismissal bell rings students are expected to go directly home and not linger on campus, unless students are participating in supervised after school activities, meeting with a teacher for extra assistance, or remaining for disciplinary reasons. Grade school students are NOT to go to the high school prior to 3:30PM.

Cancellations/Early Closures/Late Starts: When adverse conditions make it necessary to cancel school, close school early, or start late, radio station KBRX will be called. In these situations, the administration will give as much advanced notice to families as possible. Students and parents should be aware that excessive school closures may result in days being made up in late May or early June to fulfill the instructional requirements of the Nebraska Department of Education.

Parental Decisions: Personal circumstances may require some families to keep children at home during adverse weather conditions despite the schools' decision to remain open. These absences will be treated like any other excused absence provided parents properly notify the school of their decision.

SECURITY

All doors entering the school are locked during the school day. The main entry doors to each building have a buzzer control box that rings into the office. All students and parents, arriving after the day begins, should proceed to the main entry doors, push the buzzer, and wait for the office staff to open the doors. In the interest of safety and security for the students and staff, do NOT prop the doors open under any circumstance.

VISITORS

All visitors must report to the main doors and buzz the office to be granted entrance into the building. Upon entering visitors must report to the office to sign in and receive a visitor's pass. When leaving please sign out and return the visitor's pass. Parents are welcome at all times.

LOCKERS

Each high school student is assigned a locker at the beginning of the school year. All personal possessions must be stored inside the locker and not outside the locker. Book bags, gym bags, and other personal property must be kept in lockers or the locker rooms and NOT in the classrooms, hallways, stairwells, the Commons, the entryway to the high school guidance office, or the gym. Locker doors must remain closed at all times. Appropriate locker decorations celebrating school activities, holidays and birthdays are permitted. Students will be responsible for the lockers assigned to them.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large sums of money or valuables to school; but, if it is necessary these items should be left with a staff member safekeeping. The school still cannot guarantee that the student's property will not be subject to loss, theft, or damage.

LOST AND FOUND

Students who find lost articles should take the items to the office or faculty member for it to be placed in the lost and found. Students missing items should periodically check the lost and found. All lost and found items not claimed in a timely manner will be donated to charity.

SEARCHES AND SEIZURES

It is the responsibility of the school administration to ensure St. Mary's provides a safe orderly environment for all students. The school reserves the right during the school day, at all school sponsored activities (such as, but not limited to, extracurricular activities, athletic events, dances, field trips and overnight trips) and/or while the student or his/her possessions are on campus, to conduct a search of a student's person, vehicle, desk, locker, computer, book bag, gym bag, cell phones, electronic device, or other student possessions on campus and other school property and to seize any item that is in violation of school policy. Students do not have an expectation of privacy while on campus, at all school-sponsored activities, or when otherwise acting as a representative of the school.

The administration will adhere to following guidelines when conducting searches of students and of a student's personal or school property:

1. The search will be conducted in a reasonable manner using as much discretion as circumstances allow. Law enforcement officials may be contacted after the search or to conduct the search if there is evidence to suspect criminal activity.
2. School officials will confiscate illegal items or other items reasonably determined to be a threat to the safety of others. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as possible.
3. Items determined to or reasonably expected to disrupt or interfere with the educational process may be removed from student possession. This includes, but is not limited to, "nuisance items" such as cell phones, electronic devices, toys, trading cards, water guns, lasers, noise makers, etc.

PRIDE/CARE OF SCHOOL

Students should take pride in the school and assume responsibility for helping to keep the school neat, clean, and attractive. Any breakage, defacement, or damage of school property should be reported promptly to school personnel. Students will be held financially responsible for any damage caused deliberately or through carelessness or neglect.

FOOD AND DRINK IN CLASSROOM

Students are not allowed to eat or have any drink, except for water, in any part of the school building except the cafeteria or the high school commons. Faculty members may allow students to have food or drink on special occasions with the *permission of the administrator*. In the grade school, two classroom parties are held each year. Room mothers are notified and are asked to provide the treats. Parents of grade school students may ask for permission to bring a small treat for their child's classmates on his/her birthday.

RESTROOMS

Students may use the restroom any time before school, at lunch, and after school. Students may use the restroom during class time with the permission of the teacher; however, this should be kept to a minimum. Students who ask to use the bathroom excessively, spend inordinate amounts of time out of class, or exhibit other inappropriate behaviors may have their bathroom privileges denied at the discretion of his/her teacher(s) or the administration. Students that have a legitimate medical reason that may require frequent bathroom use should have a parental or doctor's note on file with the school.

TELEPHONE USE

Students are allowed to use the office phone during the school day provided they receive permission from the office staff. If parents need to get messages to students, they are to call the school office and office personnel will deliver messages when it is appropriate. Only in times of emergency should any phones other the office phones be used by students without permission.

FIRE/SAFETY DRILLS

Fire, tornado, bomb, and other emergency drills are an important part of school safety. Drills will be conducted regularly throughout the year according to state requirements. During a drill, students should follow the instructions posted in each classroom and the instructions of the teacher or administration. Students are to proceed to the designated area quietly and orderly, remain in the designated area until the signal is given to return to class, and return to class quickly, quietly, and orderly.

EMERGENCIES

Parents should not attempt to come to school during a tornado warning or other emergency situation. School officials are not permitted to release students from the school building during a tornado warning or emergency situation. Tornado safety and emergency situation procedures are practiced regularly by students and staff members. Also, parents are urged not to call the radio station or school building during severe weather or emergency situations. Every effort will be made to provide accurate and timely information through the media.

ACCIDENTS

Every accident in the school building or on the school grounds must be reported immediately to a faculty or staff member. The school will promptly complete an accident report and inform appropriate parents of injuries to involved students. Reporting does not constitute an acceptance of liability.

GUIDELINES FOR ADMINISTERING MEDICATION

No teacher or employee of St. Mary's School system may dispense non-prescription or prescription medication to any student without written permission of the parents. Whenever possible, children should be given medications outside of school hours. In the event it is necessary for children to take or have medication available at school, the following guidelines will be used for both prescription and non-prescription medication.

- A note dated and signed by the parent must accompany the medication giving the child's name, dosage amounts, specific dosage times, and other necessary instructions.

- Medications must be in the original container.
- Medication name and type must be clearly labeled. Prescription drugs must be current and have the original label with the child's name, drug identity, dosage instructions, doctor's name and prescription date
- Medication will be given by school personnel and kept in the main office. Refrigeration is available.

Policy on Self-administration of Prescription Asthma or Anaphylaxis Medication at School or During School-related Activities: Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian and the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year.

This plan must:

- a. identify the health care services the student may receive at school relating to such condition;
 - b. evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
 - c. permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
 - d. include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
 - e. include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
 - f. be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
 4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
 5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
 6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
 7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

Asthma Policy and Protocol: Catholic schools, both accredited and approved, will implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction. Protocol (Implemented by a trained school nurse or medication aid):

- Call 911 first
- EpiPen injection is given
- Albuterol is provided through a nebulizer

The above medication can be obtained from a vendor of the school's choice.

Parents must provide the following information to the school staff for students having a known allergic condition or asthma: (1) Written medical documentation, (2) Instructions, (3) Medications as directed by a physician. Information must be updated prior to the start of each school year.

STUDENT IMMUNIZATIONS

All students are required to have the immunizations mandated by state law.

According to state law, each school is required to keep the immunization history of the students enrolled on file. Parents or guardians must present one of the following documents to the school to verify immunization status:

- An immunization record showing that the child is protected by age-appropriate immunizations.
- A statement signed by a physician that the required immunization would be injurious to the student or members of the student's family or household.
- An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.

BALLOONS/FLOWER DELIVERY

Balloons, flowers, and gifts delivered to the student during the school day could be disruptive. If such items are delivered to school, they will be kept in the office for the child to pick up at the end of the school day. We encourage parents and others to respect the wishes and celebrate the student's special day outside of school.

GYMNASIUMS

A member of the faculty or coaching staff must supervise students in the gymnasiums or weight room. Unsupervised students will receive disciplinary consequences. Students are to wear acceptable shoes while on gym floors. Students are to maintain locker rooms in a clean organized manner. All items not properly placed in lockers will be placed in the lost and found.

SCHOOL SPONSORED TRIPS

All school-sponsored trips must be approved by the administration. In addition, there must be adequate and appropriate supervision including at least one sponsor that is part of the school faculty or staff. On school sponsored trips students will ride on buses or cars that are supplied or provided by the school. Occasionally, parents will serve as sponsors and drivers of personal vehicles. Students are not allowed to leave the group to return home or to any other destination without written permission of the parents, who must be present to take their child. The written permission will be kept on file in the school office.

PERMISSION TO PHOTOGRAPH

Parents must give permission for their student(s) to be photographed. These photographs may be placed on St. Mary's Website, and possibly in local, regional, or national media outlets. A permission form is included in the "Back-to-School" packet.

COMPUTER LABS/ INTERNET ACCEPTABLE USE POLICY

The computer labs are available for use by classes. Individual students may only access computers in the lab when the lab is supervised. Students will be asked to leave the lab if they are not working or if their behavior warrants their return to class. Food, drinks, or gum are not allowed in the computer lab or near the computers at any time.

The school owns computers and all associated data storage and transfer devices. The school exercises exclusive control over this school property, and students should not expect privacy regarding their use of any school computer or network service. Students accessing the school's network services must assist in maintaining a secure system. Security on any computer system is a high priority, especially when the system involves many users. Confidentiality of data files and email messages cannot be guaranteed. While every

effort will be made to keep information secure, users must remember that others may access electronic information. Students identifying a security problem are expected to notify a system administrator and not show the problem to others.

The Internet and the St. Mary's network are available throughout the campus. The purpose is to promote educational excellence and equity by facilitating resource sharing, innovation, and communication. The intention of St. Mary's is to maintain an environment that promotes ethical conduct in all on-line activities by students. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school. Access to school computers, the Internet, and St. Mary's network is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. Students using the Internet are expected to exhibit behavior that will reflect favorably on themselves, their school, and the entire St. Mary's community. The system administrator and/or the administration have the authority to access any computer account at any time.

Some examples of activities prohibited on the school's network are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted;
3. Invading the privacy of individuals; using another user's password or account including intentional, unauthorized access to personal data of another;
4. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the school.
5. Sending, receiving, or displaying offensive messages or pictures
6. Using obscene language
7. Harassing, insulting, threatening, or attacking others
8. Damaging computers, computer systems or computer networks, purposeful downloading of viruses
9. Intentionally wasting limited resources
10. Employing the network for commercial purposes

Each year every student and their parent need to sign St. Mary's School Internet and Electronics Permission Form. This form is included in the "Back-to-School" packet given to each family.

LUNCH PROGRAM / LUNCH ROOM

St. Mary's participates in the National School Lunch Program.

Nondiscrimination Statement

In accordance with Federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may

contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Lunch Accounts: St. Mary's provides a lunch program for those students wishing to eat lunch at school. Lunch prices are determined in conjunction with the National School Lunch Program. Prompt payment of lunch accounts is expected. Students of families with unpaid lunch bills in amounts greater than \$50 will be required to bring their lunch from home until the family's lunch account is following this policy. Account balances are available anytime on Sycamore. All checks should be made out to St. Mary's Lunch Program. Application forms for free and reduced lunch are included in the "Back-to-School" packet. Sack lunches may be brought to school and eaten in the lunchroom.

Prohibited Items in the Lunch Room: Carbonated beverages (pop) and candy are not allowed in the lunchroom. Delivery of fast food, by a parent or vendor, to the school for a student's lunch is not permitted.

Lunch Time Visitors: Parents and younger siblings are welcomed to join students for lunch. If you wish to have lunch with your child, please call the school by 8:30 a.m. This will allow the cafeteria staff to prepare enough food for the day. Also, if you wish to volunteer to serve in the cafeteria please contact the school.

Pizza Parties or Other Parties at Lunch

Parents must have all such parties approved by the administration in advance and must include all classmates of the student(s) the party is celebrating.

Grade School Lunch Room Guidelines: Students are to:

1. Follow the instructions of the duty teacher at all times.
2. Enter and leave the cafeteria quietly in a single file line.
3. Speak to only those at your table using your quiet voice.
4. Use proper table manners.
5. Eat only your food; do not play with or throw food
6. Remain in your seat except to empty trash, return your tray or purchase extras
7. Ask the teacher's permission to leave the lunchroom if necessary
8. Report any problems to the teacher.

High School Lunch Room Guidelines:

1. Seniors will be served first followed by the other classes that will rotate each week.
2. Students must ask permission to leave the lunchroom if necessary.
3. Students are not to take food or drink from the cafeteria.
4. Students are not allowed to leave the premises for lunch without verified permission of his/her parents and the administration. Students who do receive permission to leave for lunch may drive themselves (if permission is granted by parents) or be picked up by a parent. Students may not ride with other students or other students' parents during the lunch hour.

GUEST/STUDENT PARKING

All of the parking spots on the west side of 4th street in front of the High School will be considered "guest" parking. Students are not to park in these spots. Students may park on the east side of 4th street and in the lot across the street.

OPEN CAMPUS

Open campus allows Seniors to leave campus for lunch. Open campus is a privilege earned by the Senior Class by being positive leaders of the student body and by consistently making responsible decisions. Open campus privileges can be earned by Seniors in the following ways.

End of the 1st Quarter – Earn a 4.0 GPA for the quarter and be enrolled in at least 2 Category I courses.

End of the 2nd Quarter – Earn at least a 3.5 GPA for the semester and be enrolled in at least 2 Category I courses.

End of the 3rd Quarter – Earn at least a 3.0 GPA for the quarter.

Seniors are expected to individually sign-out with the office if they leave campus and sign-in with the office upon their return and must not be tardy for their next class. Individuals, groups, or the class may have their open campus privileges revoked for failing to abide by the open campus policy or for other just causes.

VI. STUDENT DRESS CODE

The school dress code will be a point of emphasis for faculty, staff, students, and parents.

Students are to ARRIVE at school dressed and groomed according to school policy. First period PE students may come dressed for PE class but should still be groomed properly upon arrival.

Please contact the school if you have any questions concerning student dress.

SHIRTS

- Plain white or red, long-sleeved or short-sleeved shirts with polo collar. All red or white polos issued by St. Mary's with the school logo are also acceptable. Only red polos will be allowed in the Grade School.
- Shirts must be properly buttoned (Minimum bottom two buttons) and must be tucked into the pants (Shirts that are too short to tuck are not acceptable).
- It is recommended that short-sleeve t-shirts worn under the uniform shirt be plain white. Long-sleeved shirts cannot be worn under the short-sleeved uniform shirts.
- Students must wear the uniform polo every day except on Cardinal Pride Days or other special dress days.

JUMPERS (Grade School Only)

Girls in grade school may continue to wear school jumpers. Shorts must be worn below the jumper and must not be longer than the jumper. During the winter months, navy pants or black or white tights may be worn under the jumper. No jeans or sweatpants are allowed.

SLACKS/SHORTS

- Grade School - solid navy blue; High School only khaki slacks or walking shorts. Shorts must be mid-thigh or longer in length. Slacks may be corduroy, but not denim.
- Shorts are not allowed from November 1 through the first day of spring.
- Extreme low-rise slacks/shorts are not allowed.
- Slacks/shorts must not be faded, must not have holes or rips, must be of appropriate size, and be worn properly.
- No cargo pants/shorts, painter pants, jeans, denim, spandex, slicks, stretch pants, leggings, or pants with stirrups will be allowed.

SKORTS

Girls in the grade school or high school may wear solid navy blue skorts of appropriate length. During the winter months, black or white tights must be worn under the skorts.

SWEATSHIRTS

- The official red sweatshirt with St. Mary's logo, available through Stadium Sports, and other sweatshirts with an approved St. Mary's logo or issued by a St. Mary's team/organization is acceptable provided it is not hooded. Please place your child's name on the label. You may also have the back of the sweatshirt embroidered with your child's last name.
- Only non-hooded sweatshirts are allowed on regular dress days.

OTHER OUTERWEAR

During cold weather students may wear a heavy coat of their choice when outside of the school building. Within the school, gym, cafeteria, commons, and church **ONLY** the following outerwear is permissible.

- Saint Mary's Sweatshirt
- School Cardigan
- Letter Jacket
- Other school issued outerwear approved by the administration

Students wearing outerwear that is not within our policy will be asked to remove it and be issued a detention. The garment will also be confiscated and taken to the office. The administration will determine when the garment will be returned to the student. To avoid issues *students should not come to school with sweatshirts/outerwear that does not conform to our policy.*

SCHOOL CARDIGANS

All junior and senior students are issued the school cardigan. School cardigans may be required dress for select school events. In addition, it is requested by the administration that students representing St. Mary's away from O'Neill consider using their cardigans. Whenever students dress in formal attire and ties, coaches/moderators are encouraged to consider requiring the school cardigans as well.

BELTS

Belts are required in grades 6–12. Belts must be solid black or brown leather only and of appropriate length. No cloth, rope, metal, or fabric belts are allowed.

SHOES/SOCKS

- Acceptable shoes include athletic shoes, dress shoes, casual shoes or sandals that have a heel strap. All shoes must be worn in the proper manner. Shoes that tie must be tied.
- Tennis shoes or other athletic shoes with a non-marking sole are preferred for grade school
- Socks may be solid white, black, navy, grey, red, or khaki and are a required part of the uniform for both regular and Cardinal Pride Dress Days.
- Ladies wearing casual boots must wear pant legs over the top of the boots. Boots may not be worn with shorts.
- (Grade School Only): In the winter, it will be necessary for your child to bring snow boots to school every day. Our playground is dirt and it turns to mud with any moisture. Please help keep our carpets clean! If you are unsure about the type of boot you are bringing, please check with your student's teacher for clarification.

GROOMING

- All students are to have their hair well groomed.
- Young men are to be clean-shaven (no beard or mustache). Sideburns shall not extend below the earlobe. Young men will be sent to the office to shave when necessary and a detention will be issued. Subsequent violations of this policy will result in further disciplinary action.
- Young men's hair must be short enough to be off of the collar, off of the ear, and above the eyebrows. Extreme hairstyles and hair color will not be tolerated. Students will receive one warning and then given two days to comply. If the student does not comply, the student will be sent home, unexcused, until his hair is cut to meet the school's guidelines.
- Young women may wear their hair cut short, but extreme hairstyles and hair color will not be allowed. Extremes in make-up will not be tolerated. Bandanas and other scarf like hair accessories are not allowed.

BODY PIERCING/TATTOOS

- Unacceptable items include but are not limited to the following; piercing of eyebrows, lips, tongue and nose. Body piercing is not encouraged and must not be visible during regular school hours or during any St Mary's activity or event; whether as spectator or participant.
- Earrings are not allowed for male students during school or at any school function including dances.
- Tattoos are not encouraged and must not be visible during regular school hours or during any St. Mary's activity or event (as spectator or participant).

CARDINAL/HOUSE PRIDE DAYS

- *Cardinal/House Pride Days* may be held at least one day each full week of school; usually coinciding with an athletic event or other school activity. All *Cardinal/House Pride Days* will be posted to the official school calendar.
- Students may wear appropriate blue jeans, or denim shorts (when in season)
- A school T-shirt, uniform shirt, or other St. Mary's issued shirt may be worn. Your shirt must celebrate the school or one of its organizations. Shirts must be red, white, black, or gray and the writing/graphics must be predominantly in school colors – except for House issued shirts.
- St. Mary's hooded sweatshirts (hoodies) are allowed along with regular St. Mary's sweatshirts.
- No athletic wear or athletic apparel such as gym shorts, warm-ups, **sweatpants, joggers**, etc., is allowed.
- Shoes/socks must still conform to the school policy

DRESS CODE FOR GAME DAYS

Teams and organizations are to follow the school dress code during the school day. **Athletes** may wear their game jerseys/**team shirts** with the dress code pant on game days. The dress code may be altered at the discretion of the administration for special events/circumstances.

SCHOOL DANCE ATTIRE

All students and *their guests/escorts* who participate in the yearly school dances (Homecoming, Prom, and Snowball dance) shall be properly attired for the event or they will be turned away. Young men are to wear slacks with a belt and a collared shirt, preferably with a tie and shoes (No jeans and no earrings). Girls' dresses should be modest with coverage of the midriff and cleavage and not excessively tight or short.

SENIOR PICTURES

All seniors are required to provide the school office with at least three head and shoulder senior poses and one baby picture. The senior pose will be used for the yearbook, composite and video. The pose must be one in which it is a head and shoulder shot. *Boys should have a collared shirt and tie, and the girls should have one in which the shoulders and cleavage is covered.* The baby picture will be used for the Senior Breakfast video presentation. Seniors will be informed of the deadlines for these requirements by the yearbook advisor and the senior class advisor. Students will not be excused from school to have senior pictures taken.

SCHOOL LITURGY DRESS

- The school uniform will be worn for Mass unless specified otherwise.
- Only approved red Saint Mary's outerwear is to be worn at mass by all students
- Those called to minister, as a Lector or EMHC, will wear school Cardigans.

SUNDAY LITURGY DRESS

In case you may be called upon to volunteer, any mandated EMHC or Lector should come to the church properly dressed. This would include slacks, skirt or dress that is below the knees for girls and slacks, belt and collared shirt for the boys. Ties are always preferable for boys. Proper dress shoes should be worn. Old jeans, shorts or sandals would be unsatisfactory in the Oval Office or in an audience with the Holy Father at any time of the year; therefore, always include proper clothing to be part of your reverence for the Mass at which you encounter the living God and serve him and his people. Your proper attire is part of your adoration and service.

PROM/GRADUATION MASS ATTIRE

Formal attire is expected. All young ladies, both our students and students' escorts must have their shoulders covered with a shawl or other accessory during the Mass.

OTHER ACTIVITIES

The expected dress code will be specified/enforced by the teacher, coach or activity sponsor with the approval of the administration.

VII. STUDENT CONDUCT CODE

The goal of St. Mary's conduct code is the development of Christian Character in every student as modeled by Jesus Christ and the teachings of the Catholic Church. Students should have respect for themselves, others, and the school. Students are expected to contribute in a positive way to the school environment and realize the importance of self-discipline and self-control. Students are expected to comply with the rules and procedures established by the school, administration, and individual teachers/coaches/moderators. Faculty and administration provide daily guidance and make decisions in light of the best interests of the students and the school. School policy and student expectations are contained throughout this handbook. Each year

teachers/coaches/moderators establish routines and guidelines for their students, which are communicated in writing to both students and parents.

In accordance with the behavior guidelines established by individual teachers/coaches/moderators and the behavior guidelines established by the other sections of this handbook, St. Mary's considers the following behaviors to be against the school's student conduct code.

1. Gum chewing on campus.
2. Being in "off-limit" areas any time during the day.
3. Being disobedient to school personnel.
4. Failing to serve assigned detention or not following instructions during assigned detention.
5. Constant or repetitious classroom talking or persistent minor acts of disobedience or disorderly behavior. This includes conduct in the hallways, cafeteria, commons, gyms, playground, etc.
6. Throwing any item that may cause bodily harm.
7. Possessing or using any items in a manner that may be considered disruptive to the educational process. (electronic devices, laser pointers, playing cards, squirt guns, toys etc.)
8. Excessive, relatively minor repeated offenses.
9. Having food or drink outside of the cafeteria
10. Careless, reckless, or illegal operation of a motor vehicle on or around campus.
11. Parking violations.
12. Sleeping in class.
13. Defacing school property or keeping assigned areas messy and unorganized
14. Leaving a class, school activity, or the campus without permission.
15. Disrespectful to school personnel, other students, or school visitors.
16. Fighting with other students
17. Stealing, Cheating, Lying
18. Any inappropriate behavior/comments of a sexual nature
19. Falsifying written excuses.
20. Gambling in any form.
21. Possession of pornography in any form.
22. Bringing to school and/or using matches, tobacco, or related materials
23. Initiating false fire alarms or making bomb threats.
24. Any other behavior, not specifically enumerated here, that the administration deems as inappropriate or unbecoming a Saint Mary's student.

INAPPROPRIATE LANGUAGE OR SYMBOLS

Students using or displaying profane, vulgar, offensive, obscene, or sacrilegious languages or gestures will not be tolerated in a Catholic School. Displaying symbols, stickers, or other graphic representations of inappropriate language or symbols on clothing, books, book bags, lockers, etc. is also unacceptable. Any student in violation will be dealt with appropriately according to the student conduct code.

BULLYING/HARASSMENT POLICY

It is the policy of St. Mary's Catholic Schools that harassment or "bullying" type behavior is not to be permitted. Bullying is defined as "any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events." (Neb. Rev. Stat. §79-2,137(2), 2008). This includes cyberbullying behavior (on or off school grounds) as well as indirect conduct that causes a student to be socially isolated or intentionally excluded. At St. Mary's we expect all students to be accountable for their words and actions. The following guidelines have been established to respond specifically to harassment or bullying behavior.

Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student and their parents or guardians will be informed by the principal that such a complaint has been filed. If it is determined that the student has harassed or bullied another student, a detention will be issued regarding the inappropriate behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If in the principal's opinion the first occurrence of harassment or bullying is severe the principal may move immediately to any of the four steps in this policy. Accordingly, they may or may not be used sequentially. Moreover, at any stage the student may also be disciplined under the Student Conduct Code including up to expulsion. *If the principal determines that a student is intentionally making a false accusation against another student, an appropriate response will be made including discipline of the student making a false accusation.*

Step Two: The second time school personnel become aware of a harassment or bullying incident, the student and his/her parents or guardians will also be notified by the principal. A conference will be requested at that time. If it is determined that the student has harassed or bullied another student, a one day in-school suspension will be assigned. As previously set forth, the principal may move immediately to any of the four steps of this policy or at any stage the student may also be disciplined under the Student Conduct Code.

Step Three: If the school authorities determine that the student continues to harass or bully another student or the student fails to agree to not harass or bully in the future, the principal will assign the student three days of in-school-suspension.

Step Four: If a student fails to respond positively to the corrective measures of Step Three, the student will be suspended out-of-school for a minimum of five days up to a maximum of expulsion from St. Mary's Catholic Schools. The principal will always determine the action necessary to insure a safe learning environment for all students.

FORMS OF ADDRESS

The proper title of address for school faculty and staff is Miss, Mrs., Mr. or Coach prefixed to the name of the instructor. The proper title for a woman religious consists of the title "Sister" prefixed to the religious name of the individual. The proper title for a priest is "Father" prefixed to the religious or last name of the priest. Students are expected to show respect and use the proper title when addressing these individuals, **failure may result in discipline including demerits.**

CELL PHONE/ ELECTRONIC DEVICES POLICY

Cell phones, Chromebooks, Personal Computers, iPODS, MP3 Players, PDA's, beepers, portable music players, laser pointers, electronic games, **SMART watches**, etc. may not be used during school hours unless otherwise specified by faculty or administration.

Grade School: Cell Phones/Devices **must not be kept on person**, and must be turned "off" and kept out of sight at all times on the school campus, from the moment the student enters the school building until dismissal.

High School: Students in the JH/HS are allowed to use their phones in the building before the 8:00 AM bell and the after-school bell at 3:30 PM. **Students will not have access to their cell phones/devices during the school day.**

****Rest Rooms/Locker Rooms:** At **no** time before, after, or during the school day should cell phones be out in the rest rooms or locker rooms.

In class and at the teacher's' discretion students may use devices for educational purposes only. Teachers may not give students permission to use devices to play games, text, chat, or make calls.

Students violating the Cell Phone/Electronic Devices Policy will incur the following consequences.

- 1st Offense Device held, detention issued – parent may pick up at the end of the **next** school day.
- 2nd Offense Device held, two detentions issued – parent may pick up **after three (3) school days**.
- 3rd Offense Device held, two detentions issued – parent may pick up after **five (5) school days**.

The student may also be subject to further disciplinary action depending on the specific circumstances of the incident.

St. Mary's reserves the right to search confiscated device at the discretion of the administration. If the examination of a confiscated device leads to the discovery of other students using their device inappropriately, these students will incur the same consequences as the initial violator. St. Mary's School is not responsible for any damage, loss, or theft of confiscated devices.

ASSEMBLIES

St. Mary's students are expected to be courteous and respectful at all assemblies and events held at St. Mary's or any other location. Students are to remember that they represent St. Mary's as well themselves and their families.

SCHOOL DANCES

Students are expected to arrive to dances on time. Students arriving to dances more than 30 minutes late will not be admitted. Once a student leaves a school dance, he/she will not be allowed to return. The dance chaperons will notify parents if students leave the dance excessively early.

AUTOMOBILES

Vehicles used for transportation to and from school must be parked on arrival and remain parked for the day. Students are not to sit in or use their vehicles in any way during the day unless the student has a signed form that permits them to drive to the O'Neill Public School for classes. Students will be allowed to drive to an appointment if dated written permission is given by the student's parent/guardian. The school will not assume responsibility for students driving to any school function. St. Mary's highly encourages parents of students attending an activity as a spectator, to be driven to out of town activities by at least one parent or responsible adult. *Students with school permits are breaking Nebraska State Law when they transport anyone but immediate family members.*

BICYCLES

Students riding bicycles to school must park bicycles in the racks provided. The school is not responsible for damage or theft while bicycles are on school property. Students are not to ride on school property. For the safety of students, walk the bike to the outside boundary of school property before mounting the bicycle and riding home. **NO** skateboards, roller skates, or roller blades are allowed on school property.

PLAYGROUND (Grade School ONLY)

We feel that it is important for children to play outside; therefore, the school playground will be utilized before school, at morning recess, and at lunch recess whenever conditions permit. If conditions are unfavorable students will have indoor recess in the grade school gym. Parents may request to keep their child inside at recess for legitimate reasons by sending a signed note to the school.

School personnel supervise the playground beginning at 7:45AM before school, at morning recess, and at lunch recess. There is no playground supervision after dismissal at 3:20PM. Parents are to be aware that students should not be on the playground outside of the supervised times. The school assumes no risk for accidents or injuries that occur if children enter the playground and use playground equipment during times when supervision is not provided (prior to 7:45AM and after 3:20PM). Children are requested to arrive at school after 7:45AM and go directly to their home/daycare after dismissal.

All playground rules are reviewed with the children at the beginning of each year, and any other time the teacher feels a review is needed. Playground rules are designed for the safety and welfare of the children. Children choosing not to obey the playground rules may lose their playground privileges.

CONSEQUENCES

Grade School: Each grade school teacher has established specific consequences for violations of the student conduct code by their students. Each teacher will communicate their policy to students and parents at the beginning of the school year.

High School: Students who are in violation of the student conduct code will be issued one or more detentions by any member of the school faculty or staff. Detentions issued for conduct in class will be served with the classroom teacher the same day the conduct occurs. Detentions issued by the office for items such as tardies, shaving, dress code violations, etc. will be served after school the same day they are issued.

Demerits: Demerits are given for less serious infractions as a warning to students. Three demerits result in detention. Demerits may be issued by the office for such items as tardies, grooming, dress code violations, etc.

Detention: Grade school students will be required to serve detention before school, during morning recess, lunch recess, after school or at other times as assigned by the teacher or administrator for repeated violations of the conduct code or for more serious offenses such as fighting, swearing, disrespect, etc. In high school, detentions issued for conduct in class will be served with the classroom teacher the same day the conduct occurs. Parents will be notified of detentions. Students are not to sleep, read, or do any other work except for the detention assignment. Detentions for accumulated demerits are served on Wednesdays.

In-School Suspension: Students may be assigned an in-school suspension for major violation of the conduct code. In-school suspension will be a combination of academic schoolwork and physical labor. The administration, faculty, office staff, and/or maintenance personnel depending upon the day's schedule may supervise the student.

Suspension: The administration may suspend students from school for serious violations of the conduct code or for repeated lesser violations. The administration will notify the student's parents of the details of the suspension. Suspended students may not attend school or participate in any type of school activity (including practice) for a specified number of days determined by the administrator. Suspended students are still responsible for any and all material covered in class. The student may be required to have an evaluation or undergo counseling before being allowed to return to school.

Expulsion/Dismissal from School: Parents will be notified of this action prior to its implementation and receive confirmation in writing. Ordinarily expulsion is the final step of previous disciplinary actions. However, students may be expelled for the first offense if the gravity of the situation merits it. The school principal may only recommend expulsion to the president. The final decision to expel a student rests with the President of St. Mary's after consultation with the School Board. Expelled students may not attend or

participate in any school functions. Generally, expelled students will not be considered for re-enrollment in the future.

St. Mary's reserves the right to discipline any student whose action, whether in or out of school, seriously, habitually or clearly contradicts the philosophy of the school. The school reserves the right to insist upon the immediate withdrawal or expulsion of any student whose presence is considered detrimental either to other students or the school's best interest. *Students may also be directed to leave if it becomes evident that the attitude of their parents is seriously uncooperative or having harmful effects on students or the total program of the school.* Unused tuition will be refunded.

CARDINAL VIRTUE AWARDS

Students may be issued Awards by faculty or staff when witnessed exhibiting one or more of our C.A.R.D.I.N.A.L.S. virtues (Compassion, Appreciation, Respect, Discipline, Integrity, Nobility, Ambition, Leadership, Spirituality). We expect our students to exhibit these virtues naturally; therefore, awards will be issued randomly for extraordinary exhibition of these virtues.

SMH HOUSE SYSTEM

When students enter 7th grade at Saint Mary's they are randomly assigned to one of four houses – Bosco, Drexel, LaSalle, Siena – with siblings being placed in the same house. Houses compete against each other for points by attending specific events, receiving merits, completing school and community service projects, representing their house in selected house activities throughout the year, etc.

The house system:

- allows students to interact with students from all grade levels
- increases opportunities for student leadership
- provides a faculty mentor for students
- provides opportunity for peer and faculty tutoring
- increases opportunities for school and community service projects
- is a source of positive peer-pressure and motivation that can have a positive effect in the overall school climate.

LAW ENFORCEMENT/ REPORTING LAW VIOLATIONS AND MISCONDUCT

Reporting Student Law Violations on School Grounds: Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents/legal guardians as soon as possible.

When a school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parents regarding the release of the minor to the officer and the reported location of the minor, except in cases where a minor has been taken into custody as a victim of suspected child abuse, in which case the school official shall provide the peace officer with the address and telephone number of the minor's parents/legal guardians.

It is school policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- Possession or being under the influence of illegal drugs or alcohol.
- Possession of any weapon or dangerous implement, material, or substance
- Assault.
- Vandalism resulting in significant property damage.
- Theft of school or personal property of a significant nature.

- Automobile accident.
- Possessing other illegal materials
- Other behaviors, which threaten the health or safety of students, staff or other individuals.

Policy for Reports and Investigations Relative to Sexual Misconduct: An individual who has complaints of sexual misconduct should report such conduct to the principal. If an individual feels uncomfortable with bringing the matter to the principal, or if the principal is thought to be involved in the misconduct, he or she should inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of sexual misconduct will be promptly and thoroughly investigated, and a written report will be made concerning the results of the investigation.

If it is determined that sexual misconduct has occurred, appropriate relief for the individual bringing the complaint, and appropriate disciplinary action against the person(s) engaging in such conduct, up to and including termination, will follow. The school will not tolerate retaliation against any employee or student who makes a good faith complaint of sexual misconduct or, in good faith, provides information in connection with any such complaint.

The school will assist persons falsely accused of sexual misconduct in making known to appropriate parties, the false complaint. The school will take disciplinary action, which may include dismissal, if sufficient evidence substantiates the guilt of a person who falsely alleges sexual misconduct.

Cooperation with Law Enforcement and Other Governmental Agents Requesting Access to Students: In all cases where Law Enforcement Personnel enter a school building to interview or apprehend a student, the school shall follow the procedures set forth below. Law Enforcement Personnel shall include police officers, fire officials, and employees of the Nebraska Health and Human Services Department.

1. **Arrival of Law Enforcement Personnel.** Law Enforcement Personnel desiring to interview or apprehend a student shall inform the Principal/Head Teacher of the school and state the nature of the inquiry or investigation.
2. **Student Interviews.** In cases where Law Enforcement Personnel wish to interview a student, the Principal/Head Teacher of the school (or Principal/Head Teacher's designee) shall make the student available and provide the Interviewing Officer a room where the student may be interviewed. The student's parent or legal guardian shall be contacted and present during the interview unless otherwise directed by the Interviewing Officer. In instances where the parent or legal guardian is not notified, or is unavailable, the Principal/Head Teacher (or designee) shall remain present during the interview unless otherwise directed by the Interviewing Officer.
3. **Notification**
 - a. **Parental Notification** - In all cases where a student is interviewed by Law Enforcement Personnel without the knowledge of the student's parent or legal guardian, the Principal/Head Teacher shall immediately contact the student's parent or legal guardian and advise him or her of the interview unless otherwise directed by the Interviewing Officer. In all cases where a student is taken into custody and removed from school premises, the Principal/Head Teacher shall promptly notify the student's parent or legal guardian.
 - b. **Superintendent of Catholic Schools Notification** - In all cases where a student is interviewed or apprehended, the Principal/Head Teacher shall notify the Superintendent of Catholic Schools of the incident and the procedures followed by the school.
4. **Documentation.** In all cases where Law Enforcement Personnel have interviewed a student or taken a student into custody, the Principal/Head Teacher shall document the date and time of the incident,

the identity of the Law Enforcement Personnel (including badge number, if applicable), and the procedures followed by the school.

Conviction of Illegal Activity: If a student currently enrolled in St. Mary's is convicted of any illegal activity, a council consisting of the president, principal, and other persons significant to the situation will meet to determine the student's status at St. Mary's. If the student is allowed to continue his/her studies at St. Mary's, the council reserves the right to impose further disciplinary actions on the student or to stipulate specific conditions for continued enrollment. The president and/or principal will meet with the student and his/her parents/legal guardians to notify them of the council's decision.

PREGNANCY

We expect our students to prepare for marriage and the responsibility of family life, guided by the morality of the Catholic Church and to practice sexual restraint before marriage.

Students of St. Mary's School who are involved in a pregnancy (male and female) may be allowed to continue his/her education at St. Mary's according to the following guidelines:

- a. He/she accepts and attends a program of counseling set up by the pastor and school and approved by the parents/legal guardians.
- b. He/she will be restricted from his/her involvement in all extra-curricular school activities during the term of the pregnancy. Reinstatement in such activities must be approved by the school administration after consultation with the counselor and parents.

Deliberate termination of the pregnancy through an abortion shall result in permanent expulsion for the student.

CONDUCT CODE DISCLAIMER

It is impossible for any document to contain in a detailed, specific manner everything that is expected of students and what they should or should not do in every situation. The school administration may discipline any student who engages in conduct on or off campus that is detrimental to the reputation of the school. The administration renders decisions in all matters not specifically addressed herein. The administration reserves the right to waive and/or deviate from the Student Conduct Code for just cause.

VIII. ST. MARY'S SUBSTANCE USE/ABUSE POLICY

St. Mary's is a *Drug-Free School* because we care for each child's health and well-being. The use of tobacco, alcohol and/or drugs is viewed as detrimental to a child's ability to function effectively and appropriately in our learning community. The use, possession or sale of alcohol, drugs, or any other controlled substance on the school campus is strictly forbidden. Violations of this policy will be cause for immediate disciplinary action (including possible expulsion) and will be reported to appropriate law enforcement authorities and agencies.

The use of alcohol, illegal drugs, and/or tobacco products is prohibited for all St. Mary's students. (EXCEPTION: In accordance with Nebraska state law, students 18 years of age or older are not in violation of the policy for purchasing or possessing tobacco provided the student is not on school property, on transportation provided by the school, or at a school function/activity. However; coaches and moderators still reserve the right to make and enforce rules concerning tobacco use by team/organization participants.)

Evidence of use is interpreted to mean possession, behavior resulting from the use, or the trace of either on a student.

A student is in violation of this policy if:

- a. The student is found to have consumed alcohol/ illegal drugs or tobacco by legal authorities or school employees, even if the illegal substance is not present.
- b. The student is convicted of being in violation of a law prohibiting the use of alcohol/illegal drugs or tobacco. *The school will not wait for appeals regarding such a conviction.*
- c. The student enters a court approved alcohol/drug diversion program for that violation, rather than other sentencing designated by the court and/or county representative.
- d. The student is witnessed by a St. Mary's/St. Patrick's employee to be in violation of the substance abuse policy.
- e. The parents of the student report him/her as being in violation of the school's policy.
- f. The student reports himself/herself as being in violation of the school's policy.

The administrator will investigate all incidents reported according to the above policy. The principal will confer with the student and his/her parents if the situation warrants. If the report is valid the school will take immediate action. This is not an attempt to be punitive towards the student and his/her family, but simply to resolve the situation and provide help to the student and is/her family as quickly as possible. The student and his/her parents will receive written notification of the violation and consequences stipulated by the school. The notification includes a form that parents are required to sign and return school. Signing this form does not imply an admission of guilt or that you agree with the school's findings. It only signifies that you have been notified of the violation and the consequences stipulated by the school.

The school's substance use/abuse policy is in force for the entire calendar year, not just the school year. Any student involved extracurricular activities at St. Mary's is also subject to the rules and regulations of that activity.

CONSEQUENCES

The consequences are for violations that occur within a single school year. However, the consequences will be carried to the next school year if the incident occurs when school is not in session.

All students:

- **1st Offense** - The student will be ineligible to be elected to the National Honor Society, serve as an EMHC or lector, be a member of the student council, serve as a class officer, or for homecoming, snowball, or prom royalty for a period of one year. Eligibility for additional honors such as Athlete of the Year and Marian Award will also be forfeited for one year after the first offense. If the student is currently a member of or currently holds a position in any of these groups or activities he/she will be removed immediately. The student will also serve a one-day in-school suspension and be required to make a personal visit to their parish priest to discuss the incident. The administrator will notify the priest of the upcoming visit and follow up to ensure it is completed.
- **2nd Offense** - the student forfeits eligibility from these organizations/activities/awards for the remainder of his/her enrollment at St. Mary's. The student will also serve a three day out of school suspension and will be required to attend two days of lectures at Valley Hope that must be verified by Valley Hope staff.
- **3rd and Subsequent Offenses** – The student will be suspended while his/her parents, the guidance counselor, and the administration meet to determine the conditions required for the student to continue his/her education at St. Mary's. Prior to being allowed to return to school the

student must complete or be enrolled in a school approved counseling/treatment program conducted by a licensed mental health professional. Failure to complete the program may result in permanent dismissal from St. Mary's.

Students involved in extracurricular activities:

Coaches and moderators will be notified. In addition to the consequences below, the student must also follow any additional consequences stipulated by the coach/moderator in order for the student to continue to participate in the sport/activity. All consequences must be fulfilled before the student's eligibility is reinstated

- **1st Offense** – Ineligibility from all activities for the next ten school days.
- **2nd Offense** – Ineligibility from all activities for the next 30 school days.
- **3rd and Subsequent Offense** – Ineligibility from all activities for the remainder of the year.

Activities include, but are not limited to, athletics, musical events, speech, drama, class field trips, art shows, scholastic contests, etc.

Students NOT involved in extracurricular activities:

Students not involved in extracurricular activities will be required to serve a specified number of service hours for each offense (replaces ineligibility from activities). All other consequences will remain the same.

IX. STUDENT ACTIVITIES

St. Mary's considers co-curricular activities an integral component in the development of the entire person that is, in part, the educational mission of our school. Therefore, the school encourages all students to participate in activities in which they are interested.

ACTIVITIES DEPARTMENT

Teams/organizations are under the direction of the Activities Director. The St. Mary's Activities Department operates in accordance with all guidelines and regulations established by the Nebraska School Activities Association (NSAA), the Niobrara Valley Conference (NVC), and the Archdiocese of Omaha Catholic Schools Office.

FINANCES

No classes, individuals, teams, or organizations are to begin any project, fund-raising activity, or request money from any other class, individual, team or organization in or outside the school without permission from the administration. There is a red form in the office that needs to be completed and approved before any fundraiser can begin. All team/organization members are expected to abide by all school guidelines as well as the written by-laws of the organization, team, or club.

ACTIVITIES AVAILABLE TO STUDENTS

Football	Drill/Dance Team	Journalism
Volleyball	One Acts	Boys/Girls Golf*
Girls Basketball	Cross Country*	Cheerleading
Boys Basketball	Speech Team	Softball*
Girls Track	Vocal Music/Choir	Band*
Boys Track	Academic Team	Wrestling

**Offered through a cooperative agreement with O'Neill Public Schools*

PARTICIPATION

All Saint Mary's students meeting the eligibility requirements have the opportunity to participate in co-curricular activities. Registration for athletics/activities will be communicated via school announcements and Sycamore.

There will be a no-cut policy for any athletic/activity program. However, coaches/moderators have discretion as to which students may perform at contests/events based on the student's ability, motivation, and willingness to receive positive reinforcement.

There is an honor and responsibility attached to the participation in extra-curricular activities. Students need to show support for all aspects of St. Mary's in order to represent the school and her message properly.

ELIGIBILITY REQUIREMENTS

The following requirements are applied to all school sponsored activities including activity trips.

Academics: A student's academic eligibility will be reviewed weekly throughout the school year beginning with the 3rd week of each quarter. To be eligible to participate in activities at St. Mary's a student must achieve the following.

- Students must maintain a minimum of a 1.5 GPA for the grading period.
- A student must not be failing more than (1) course on a weekly basis.
- A student must not be failing one individual course for two or more consecutive grade checks.

Grade reviews will take place on Monday morning. Students determined to be ineligible will not be allowed to participate in any contest, event, or activity trip. Furthermore, a student will not be allowed to miss any class time in order to attend a co-curricular event, field trip, activity trip, etc. Students becoming ineligible as a result of a quarter progress report will be ineligible for the first two weeks of the next quarter until the next grade check.

Beginning with the 3rd week of the quarter, the administration will conduct grade reviews. For any student who has a failing grade on Monday, a notice will be given to the teacher of the class the student is failing. That student will be required to meet with the teacher after school that day to determine a course of action to address the failing grade. The teacher can decide whether to require the student to come in every day after school to work on failing grades. When the student comes in to meet with the teacher, he or she will receive a written notice of either ineligibility or a warning of ineligibility for the next week if the failing grade is not resolved.

All students are responsible for checking their grades on a regular basis. If you have a failing grade on Monday, you are required to meet with the teacher of the class that you are failing after school on Monday to address the reasons for the failing grade. If you have a failing grade in a class, and you do not report to that teacher after school, you will receive an automatic detention. If you are failing more than one class, you are required to meet with each teacher whose class you are failing. Students will no longer receive notification of failing grades prior to the end of the school day. It is the student's responsibility to check grades and be aware of the need to meet with a teacher after school.

The Athletic Director or principal will inform students and parents when a student becomes ineligible and when eligibility has been reinstated. Students and parents may prevent eligibility issues by checking grades regularly on Sycamore, adjusting study habits where necessary, and scheduling conferences with teachers to review student progress.

When a student is ineligible he/she should confer with his/her coach or moderator to determine the student's course of action with the team/organization while ineligible.

Student Conduct: A student may become ineligible for co-curricular participation at the discretion of the administration as a consequence for repeated violations of Saint Mary's conduct code or for major violations of the conduct code. A student may also be suspended from eligibility at the discretion of the coach/ moderator for violation of team/organization policy. The length of such suspensions may vary according to the circumstances of the incident that caused the suspension and the student's past disciplinary record.

Medical: Each student who participates in a sport is required to submit an "Informed Consent Form" and "Release Form" signed by his/her parents and have a current physical on file in the office prior to participation in a sport.

All students diagnosed with a concussion will not be allowed to participate in activities until he/she has successfully completed the ImPACT (Immediate Post Concussion Assessment and Cognitive Testing) protocol for graduated return to participation. ImPACT protocol consists of 5 stages, with a minimum of 24 hours at each stage. If symptoms reappear, the student must rest 24 hours and move back one stage. Should family physician or other medical personnel "clear" a student for activity, all five stages of the ImPACT protocol must still be completed satisfactorily before the school will allow the student to return to competition. The activities director and school office has a complete copy of the ImPACT protocol for families wanting more information.

LETTER JACKETS and LETTERING CRITERIA FOR ACTIVITIES

Students who have participated in a particular sport or activity for a minimum of two years and have lettered in at least one of those two years are eligible to purchase a letter jacket at the family's expense.

Girls' Track - Any student who has placed or scored in a major meet consisting of four or more teams or has set a school record receives a letter. The girls' track coach may award a Most Valuable Player Award and a Most Improved Player Award.

Boys' Track - Any student who has placed or scored in a major meet consisting of four or more teams or has set a school record receives a letter. The boys' track coach may award a Most Valuable Player Award and a Most Improved Player Award.

Boys' Basketball - Any student who has played in as many varsity quarters as there are regular varsity season games receives a letter. The boys' basketball coach may award a Most Valuable Player Award and a Most Improved Player Award.

Girls' Basketball - Any student who has played in as many varsity quarters as there are regular varsity season games receives a letter. The girls' basketball coach may award a Most Valuable Player Award and a Most Improved Player Award.

Volleyball - Any student who has played in as many varsity sets as there are regular varsity season games receives a letter. The volleyball coach may award a Most Valuable and Most Improved Player Award.

Football - Any athlete who has played in 12 or more quarters in varsity competition receives a letter. The football coach may award a Most Valuable Player Award and a Most Improved Player Award.

Wrestling- Any student who has placed or scored in a major meet consisting of four or more teams or has set a school record receives a letter. The wrestling track coach may award a Most Valuable Wrestler Award and a Most Improved Wrestler Award.

Cheerleading/Drill Team - Varsity cheerleaders and/or drill team members will receive a letter if they have participated for an entire year and have been faithful to the squad and their responsibilities. The cheerleading/drill team sponsor may award a Most Valuable Award and a Most Improved Award.

Speech- Any student who has medaled at a Varsity meet with a rating of 45 or above will receive a letter.

One-Act- Any student who has attended 90% of required out of school practices will receive a letter.

Note: In every activity, the coach/moderator has the discretion to letter any senior that did not meet the specific requirements for lettering but has made a significant contribution during his/her high school career. In addition, students that are injured or become ill during the season may still letter if in the coach's/moderator's opinion the student would have lettered except for the injury or illness. However, no student who quits a team/organization prior to the end of the season is eligible for a letter.

PARENT/FAN EXPECTATIONS

At St. Mary's *school spirit* includes; being loyal to the values and teachings of the school, demonstrating pride in our school's heritage and everything our school endeavors to accomplish, extending courtesy, respect, and hospitality to all visitors, and always exhibiting the grace and humility of good sportsmanship (win or lose).

As an educational institution, our school is committed to teaching our young people to set goals, strive for excellence, and to properly handle whatever adversity they encounter along the way. This aim is the same in the classroom as it is in the participation of activities. Integrity, fairness and respect are lifetime values taught through interscholastic competition. The greatest challenge to good sportsmanship is adversity. When things are not going well the easy response is to shift blame or responsibility. In particular, to shift it away from our children or ourselves to our opponents, game officials, our coaches, and even the other players on our team. When this is done, we enable our children to fail. We allow them subconsciously not to take responsibility for their own actions and not to see how they could positively impact the situation. What are we teaching our children when we tell them, "It's not your fault, that was a bad call; it's not your fault, the coach just doesn't like you; it's not your fault, your teammate is a ball-hog; it's not your fault; your teammate doesn't know how to play", etc." As teacher/coaches we feel it is essential that our students maintain a positive approach to handling adversity. St. Mary's is blessed to have tremendous parental and community support. We expect your continued support as role models, to assist the school in promoting this philosophy.

That being said; however, if one is not careful, it is easy to get caught up in the thrill and excitement of the game and let your emotions run away with you. Each fan attending an athletic contest must realize that his/her actions reflect not only on oneself, but upon the team, St. Mary's, St. Patrick's, and the community of O'Neill. It is St. Mary's desire that all of her fans' actions reflect proudly upon themselves as well as on the school and team. The presence of fans is to give positive support to their team. Please keep comments positive and upbeat. At all contests please refrain from openly criticizing game officials, opposing players, our coaches, and our own players. The opposing team should be treated with the same respect and dignity as St. Mary's own team. The opposing team is our guest while at St. Mary's. Demonstrating rude and un-sportsmanlike behavior by booing or ridiculing guest teams does not reinforce Catholic values expected from St. Mary's parents, fans, students, and staff. This behavior creates a very uncomfortable environment for those fans that

have come out to support our team and students and enjoy the game. Finally, it is an embarrassment to our school and to the young people participating. We are St. Mary's. We are above such pettiness.

GAME/EVENT MANAGEMENT

The NSAA vests each school with the responsibility of crowd control at their athletic events. St. Mary's initiates this conduct policy to be followed, where it applies, by all who attend her games at home or away. Conduct of parents/fans that is detrimental to the reputation of the school or impedes the ability of students or coaches to perform in their respective activities, such as drunkenness, excessive use of profanity, throwing objects, taunting opposing players, coaches, or fans, harassment of contest officials, or any other conduct that is deemed in any way to hurt the reputation of St. Mary's School will not be tolerated. Local law enforcement will be contacted if the situation warrants. All parents and fans are also subject to consequences that may be administered by the NSAA or the State of Nebraska when a violation of State regulation occurs.

PARENTING RESPONSIBILITIES DURING GAMES/SCHOOL EVENTS

Parents of students in grades K-3rd must attend games/events with their children and have their children sit with them during the game/event. Please do not leave your child(ren) unattended at games/events or "drop off" children unsupervised. Students in grades 4th-8th attending games/events are to be seated with their parents or in the student section. Everyone attending the game/event should be in the gym or in the Commons. All other areas including the second floor, the Parish Hall, stairwells, and outside are considered off limits. Students in these off-limit areas or otherwise behaving inappropriately will receive disciplinary consequences. However, please remember school personnel are not present to act as babysitters while you enjoy the game/event. Please assist us by supervising your child(ren) while at games/events.

PARENT SPORTSMANSHIP GOALS

1. Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game or whether or not our child got into the game.
2. Encourage our students to perform their best, just as we would urge them on with their class work, knowing that others will always turn in better or lesser performances.
3. Participate in positive cheers that encourage our students and discourage any cheer that would redirect that focus—including those that taunt and intimidate opponents, their fans and officials.
4. Encourage child to treat other players, coaches, fans, and officials with respect.
5. Learn, understand, and respect the rules of the game, the officials and their decisions.
6. Respect the task that our coaches face as teachers; and support their decisions for the good of all students; our coaches put in a tremendous amount of time and effort and have shown they care for our children; they have earned your support.
7. Respect the abilities of all of our players regardless of "how good they are" and acknowledge them for striving to do their best.
8. Develop a sense of dignity under all circumstances.

You can have a major influence on your student's attitude about academics and athletics. The leadership role you take in sportsmanship will help influence your child, and our community.

BOOSTER/CLUB SPORTS

Saint Mary's School, Saint Mary's School administration, and/or Saint Mary's Athletics Department DOES NOT oversee, regulate, or have any jurisdiction over Booster/Club teams other than providing guidelines to allow these teams to use our facilities for practices and contests. Booster/Club teams should not be referred to as "St. Mary's" or "Cardinals". The teams should have a unique name and a separate color scheme from Saint Mary's School, if possible. Remember the Archdiocesan policy stipulates Catholic schools are not to be engaged in sports/activities during mass times on weekends. In that spirit we ask that coaches ensure children have suitable time for leisure and mass with their families.

We do exercise jurisdiction over our varsity coaches and require that any and all contact and communication with Booster/Club Sports be in accordance with NSAA guidelines. Participation in Booster/Club Sports is optional and left up to the discretion of the student-athlete and his/her parents. Saint Mary's School, Saint Mary's School administration, and/or Saint Mary's Athletics Department DOES NOT require any of our student-athletes to participate in Booster/Club Sports as a prerequisite or co-requisite for participation in Saint Mary's Athletics. Our coaches judge each athlete on the basis of his/her own merit for participation and "playing time" in varsity athletics.

SENIOR TRIP

Seniors will be excused for two (2) days of school for their senior trip. The class may use any funds that have been raised throughout their time at St. Mary's for their trip. All activities and purchases will be arranged in cooperation with the administration. Seniors must complete a service project on their trip and attend mass if they are on their trip over a weekend or holy day of obligation.

X. STUDENT AWARDS/RECOGNITION

St. Mary's seeks to recognize students who achieve a level of excellence in their activities. The criteria for all official school awards will include some judgment based upon the character and values exhibited by the student.

HONOR ROLL

The Honor Roll is a list of students that are recognized after the first semester and second semester for outstanding academic achievement. Three separate rolls indicate three levels of achievement:

President's Honor Roll is merited by students whose grade point average for the semester is 4.0 with no grade lower than an A for all courses and exams taken. To be eligible, students in grades 8-10 must be enrolled in all available Category I Courses per grade level and students in grades 11-12 must be enrolled in at least 2 Category I Courses.

Principal's Honor Roll is merited by students with passing grades on all required exams and whose grade point average for the semester is 3.5 or better, with the majority of course grades being an A or higher and no course grade lower than a B. To be eligible, students in grades 8-10 must be enrolled in all available Category I Courses per grade level and students in grades 11-12 must be enrolled in at least 2 Category I Courses.

Cardinal Achiever Honor Roll is merited by students with passing grades on all required exams and whose grade point average for the semester is 3.0 or better, with the majority of course grades being a B or higher and no course grade lower than a C.

NATIONAL HONOR SOCIETY

The National Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built. Seniors with at least a 3.5 cumulative GPA at the end of the first semester will be considered candidates for nomination. Sophomores and juniors with at least a 3.5 cumulative GPA at the end of the first semester will be considered candidates for nomination.

Membership in the National Honor Society is a privilege and not a right. Students meeting the minimum GPA requirements are considered by a five-member faculty council who meet to evaluate and select candidates based on all four criteria established by the National Honor Society. Membership is granted only to those candidates selected in a private vote by the faculty council. (Note: Faculty will not be involved in the selection process of a candidate who is an immediate member of their family.)

END OF THE YEAR AWARDS

Below are the major awards presented to students at the end of each school year. There are several other minor awards presented to both high school and grade school students during End-of-the-Year Award Ceremonies.

Scholar Athlete Award: Students that have lettered at least three times, with letters coming from at least two different sports, shall be eligible for consideration. Students with a cumulative GPA of 3.5 or above, after the first semester of their senior year, will receive the Scholar Athlete Award.

Scholar Activity Award: Students that have lettered at least three times, with letters coming from at least two different designated activities (band, speech, one-acts, dance team, and cheerleading) shall be eligible for consideration. Students with a cumulative GPA of 3.5 or above, after the first semester of their senior year, will receive the Scholar Athlete Award.

Senior Athlete of the Year: Athletes must play in three sports all four years of high school to be considered for the *Male and Female Athlete of the Year* awards. An athlete will still be eligible if they sustain an injury during the school year that would prohibit them from competing; however, they still must attend practices and be a part of the team as a stats keeper, manager, etc. The winners of the *Male and Female Athlete of the Year* are determined by a point system formula. Athletes earn points for specific accomplishments throughout their four-year high school athletic career. Athletes may also have points deducted or be disqualified from consideration for violating St. Mary's drug, alcohol, and tobacco policy or other major disciplinary infractions. (*The complete point system criteria can be found on our school's website or by contacting the athletic department.*)

**In the event two or more athletes are close in points at the time of the athletic banquet the administration has the discretion to award more than one *Male or Female Athlete of the Year* awards if an athlete's point totals at the State Track Meet or State Golf Tournament could possibly alter the results. **

Honors Graduates: "Cum Laude" translates from Latin to "with honor." Students will graduate "Cum Laude" by (1) earning one of the following cumulative GPAs and (2) taking at least 6 Category I courses throughout their high school career. Students graduating with these honors will also have an insignia attached to their diploma.

- Students will graduate "Cum Laude" (with honor) if they have earned at least a 3.5 GPA
- Students will graduate "Magna Cum Laude" (with great honor) if they have earned at least a 3.75 GPA or higher
- Students will graduate "Suma Cum Laude" (with greatest honor) if they have earned a 4.0 GPA

Marian Award: The Marian Award is the highest honor that a student can receive from Saint Mary's School. This honor is bestowed by the faculty on up to two (2) students in the Senior class each year. The recipients of the Marian Award epitomize the Spirit of Saint Mary's School summed up in the school motto: "Magnificet Anima Mea Dominum" (May My Soul Magnify the Lord). The particular Marian Qualities are derived from the life of Saint Mary who gave her total "yes" to God. These students, like Mary, are never self-seeking, but are quiet, humble, servants of the Lord. They have and express a lively faith, trust and love for God above everything else and seek to magnify the Lord in all aspects of life in school and in the community. Their

demeanor is never bombastic or demeaning or self-serving but rather embodies gentleness, positive attitude, good manners, self-sacrifice, patience, kindness, openness, cooperation, hard work, honesty and a generous sharing of their gifts and talents. They do active ministry in the Church, strive for holiness, model prayerfulness, promote and defend Christian morals and purity among peers and offer spontaneous, joyful service to their peers, school and community at large.

*If an undisclosed incident occurs before graduation that would normally disqualify the awarded student from the Marian award, the award will be revoked.

The task of selection is always challenging. The award reviews the life and participation of the student in the mission of Saint Mary's. The student receiving the award must be enrolled in the school for a minimum of three years. [*Immediate family members, on staff, must abstain from voting.]