

St. Edmond Catholic School



Student/Family Handbook 6th-12th Grade 2024-2025 *Policies & Expectations*

St. Edmond Catholic School (SE) is governed by policies of the boards of St. Edmond Catholic School and the Diocese of Sioux City. St. Edmond Catholic School reserves the right to amend this handbook at any time. The Administrators reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Section I: WELCOME	7
Board of Education	7
Diocesan Policy	7
Equal Education Opportunity (School Board Policy #406)	8
Enrollment	8
Freedom of Expression	8
Mission	9
School Board Policies & Records	9
Section II: RECORDS, SCHEDULE & ATTENDANCE	9
Access To Students (Diocesan policy 5124)	9
Admissions	9
Attendance	10
Dismissal	11
Eight-Day Absence Policy TK-12	11
Emergency Contact Information	12
Entering School	12
FERPA	12
School Hours	13
Student Records (Diocesan Policy 5125)	14
Student/Teacher Assignments (Class Requests)	14
Tardiness to Class	14
Transcript Information	15
Transfer Grades/Credit	15
Translation	15
Visitors	15
Section III: FAITH FORMATION AT ST. EDMOND CATHOLIC	15
Formation and Ministry	15
Sacramental Program	16
Weekly Mass	16
Section IV: ACADEMICS	16
Academic Awards	16
Academic Dishonesty	16

Commons Privilege	17
Communication and/or Conferences	18
Credit Recovery & E2020 fees	19
Curriculum	19
Early Graduation	19
Elementary School Grading & Report Cards	19
Elementary School Retention	21
Extra Credit	21
GAEL Pride Time	21
Homework/Make-Up Work/Tests	21
Honor Society	22
ICCC North Central Career Academy	22
ICCC Triton Academy	23
Iowa Central Community College (ICCC) Course Grading:	23
Library/Media Center	23
Materials Selection	24
Middle and High School Grading/GPA	24
Physical Education Class	25
Online Class/P.E.	25
Recess	25
Scheduling	26
Scholarships	26
Senior Flex	26
Senior Semester Tests/2nd Semester	26
St. Edmond Graduation Requirements & Diplomas	26
Student Advancement	28
Student Services & Supports	29
Student Supplies	30
Study Hall	30
Testing	30
Section V: ACTIVITIES	31
Activity Funds High School	31
Behavior At Athletic Events (School Board Policy #402)	31
Camps/Tutoring/Summer Academy	32
Classroom Celebrations & Parties - Preschool-8th Grade	32

Commencement and Senior Activities	32
Commencement/Graduation Participation	33
Dances	34
Field Trips	35
Non-School Participation In Athletics (School Board policy #428)	35
Sportsmanship	35
Student Council	36
Section VI: GENERAL SCHOOL POLICIES	36
Asbestos	36
Bicycles	36
Bus Service	36
Cell Phones/SMART Watches/Ear or Airpods (All Electronic Devices)	38
Compliance with the Handbook	38
Copyright	38
Crossing Streets	39
Disaster Drills	39
Dress Code	39
Emergency Dismissals & Cancellations (School Board Policy #427)	46
Emergency/Safety Drills	46
Facilities Usage/ School Name	46
Leaving School Grounds	47
Lockers	47
Lost and Found	48
Lunch/Breakfast Program	48
Messages for Students	49
Money and Valuables	49
Motor Vehicles & Parking	49
Pregnancy/Abortion	50
Property	50
Publications	51
Publicity	51
Radon	51
Resolving Differences	51
Sex Offender	51
Snacks for Elementary & Middle School Students - Grades TK-8	52

Support for Students with Substance Abuse Problems	52
Telephone Use	52
Tuition Tax Deduction/Credit Legitimate Expenditures (School Board policy #702)	52
Volunteers	52
Section VII: HEALTH	52
Biting	52
Communicable Diseases	53
Diet Modification	54
Drug-Free Environment Policy	54
Emergency Medical Care (School Board Policy #411)	55
EPI Pen	55
Food Allergies	56
Health Program/Medications	56
Identifying and Reporting Child Abuse	57
Immunizations	57
Injury and/or Illness	58
Lice	58
Wellness Plan	59
Section VIII: CODE OF CONDUCT & DISCIPLINE	59
Academic Guidelines for High School Students	59
Administration Of Consequence	60
Administration Of Discipline	61
Alcohol And Illegal Substance Violations/Code of Conduct	63
Appeal Process for Good Conduct Violation	64
Bullying And Harassment (Diocesan Policy 5145.3 2/10/09)	64
Capturing Video/Photo/Audio At School Activities	67
Discipline Philosophy	68
Disciplinary Process	68
Due Process	69
Eligibility (Excerpts from the IHSAA, IGHSAU and Iowa Dept. of Education)	70
Good Conduct Policy	71
Weapons And/Or Dangerous Objects Policy (School Board policy #426)	74
Section IX: Technology And Internet	76
Electronic Devices	76

Internet Access to Student’s Academic Progress	76
Internet Use	76
TECHNOLOGY ACCEPTABLE USE POLICY	77
Section X: STUDENTS MEALS & CHARGES	82
Communication of the Policy	83
Eligibility for Free and Reduced Meals	83
Negative Lunch Balances	83
Payment of Meals	84
Section XI: TRANSITIONAL KINDERGARTEN (TK) PROGRAM	84
Arrival/Dismissal for Transitional Kindergarten	84
Dress Code for Transitional Kindergarten	84
Transitional Kindergarten Admission (School Board Policy #415)	84
Tuition (Transitional Kindergarten)	84

Section I: WELCOME

WELCOME TO THE 2024-2025 SCHOOL YEAR

Board of Education

The members of the St. Edmond Catholic School Board of Education want to welcome you to the new school year. Each new school year brings new possibilities to strengthen the partnership with you, our students and parents. This Student Handbook represents the policies and expectations that St. Edmond sets forth for its students. The faculty, staff, and administration of the school look forward to working with you!

Board members for 2024-2025

Jenny Condon	Kristin McCarville
Jacob Crimmins	Erin Rossmanith
John Engler- Vice President	Ann Schulte
Mike Johnson- Past President	Doug Smith
Mitch Lunn	Caleb Pokorny

Diocesan Policy

St. Edmond Catholic School is governed by the Diocese of Sioux City as well as the local board of education. Any policy/regulation not specifically mentioned in this book may be referenced in the Diocesan Policy Manual and/or Saint Edmond School Board Policies. *According to Sioux City Diocesan Policy, the school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the planner and all handbooks.*

Equal Education Opportunity (School Board Policy #406)

Children enrolled in the St. Edmond Catholic School shall have an equal opportunity for a quality Catholic education regardless of their race, creed, sex, marital status, national origin, or disability. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the schools. Any questions regarding compliance with equal educational opportunity should be directed to the building principal. The educational program fosters knowledge of and respect and appreciation for historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the variety of roles open to both men and women and provides equal opportunity to both sexes. If you feel that you have been discriminated against in any manner or unfairly denied access to a program or activity, contact the equity coordinators

and Title IX Grievance Officer for St. Edmond Catholic School.

Enrollment

Students enrolled in the St. Edmond Catholic School shall have an equal opportunity for a quality Catholic education without discrimination regardless of their race, creed, sex, marital status, national origin, or disability. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered at St. Edmond Catholic School. Any questions regarding compliance with equal educational opportunity should be directed to the principal. St. Edmond Catholic School may not accept pupils whose parent/guardian seeks to have them admitted in order to avoid racial integration or situations involving racial tension. (DP.5111.11)

Religious formation is one of the primary purposes of Catholic education. Students are to be admitted to the Catholic school only if their parents subscribe to this principle.
(DP.5111.12)

The Diocese of Sioux City maintains a system of schools accredited by the State of Iowa and by the Diocesan Board of Education. The Diocesan Board respects the right of parents to educate their students at home (c.f. Iowa Code #229.1/SLF#299/Canon Law #774). Parents choosing the Home-School options may not do so through the Catholic schools of the Diocese, but should contact the local public school district and receive approval to educate their children at home. Public school districts have primary authority in these programs, receiving financial aid and bearing reporting responsibilities.

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

Freedom of Expression

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, violate Diocesan policies or the views of the Catholic Church or cause a disruption to the overall environment. The Administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the school. Students who violate this policy may be subject to disciplinary measures.

Mission

St. Edmond Catholic School partners with families in providing their children an excellent Catholic education, holistic formation, and a community in which Christian discipleship is our goal.

School Board Policies & Records

Official recorded minutes of the School Board of St. Edmond Catholic School, the financial records and expenditures of St. Edmond Catholic School, and other records of school board business are maintained in the Business Office. These records, with the exception of minutes of executive sessions, are emailed to the Saint Edmond families. School Board minutes are posted online at st-edmond.com.

Section II: RECORDS, SCHEDULE & ATTENDANCE

Access To Students (*Diocesan policy 5124*)

The school does not allow “visitation” on school premises during the school hours. By exception, the parent/guardian responsible for the child’s physical care may, with permission of the principal, have access to the child during school hours for such things as doctor or dental appointments.

Custody of a child, either solely or jointly, establishes the right to access educational information regarding a child, and the right to participate in decisions affecting a child’s education. In cases where a stepparent or other adult seeks to act on behalf of a natural parent, authorization, signed by both natural parents, is required. In the case of conflicting instruction, or requests that the school is not clearly authorized to honor, the school may request both parents to seek appropriate court instructions for the school. The school will respect and comply with lawful court orders when they receive copies of the orders. St. Edmond tries to remain neutral in custody issues/concerns.

SEAS (Saint Edmond Supervised Enrichment for Academic Success)

Parents have unrestricted access to their child during the SEAS program at Saint Edmond Catholic School.

Admissions

A great deal of the financial obligations incurred by Holy Trinity Parish is for the support and maintenance of our school. While all members are expected to contribute to the support of their parish, those whose children attend the school must in all good conscience extend every reasonable effort to meet the financial obligation if the school is to be a success.

A record of immunization should be brought to the school when the child is registered. If the family is new to the Fort Dodge area, a report card from the school of the previous attendance shall be presented at the time of registration. A student’s academic standing will be reviewed by the school administration and counselor.

A copy of your child’s Baptismal Certificate is also needed for the sacramental program.

Homeschool Students

MS/HS students who have been homeschooled must meet with the principal and counselor before being admitted to Saint Edmond Catholic. The following must be completed:

- The student must bring a copy of courses/textbooks and grade given.
- The student must take a test in math, science, and literacy to check progress. The test may be an E2020 assessment.
- No credit will be awarded for home school courses

Emergency Contact Information

It is very important that the school have the correct and current telephone number where parents or responsible adults can be reached, in case of an illness, accident, or other emergency situation during the school hours. Please keep us informed of any changes of address, telephone number, or living arrangements of the student that might occur during the school year.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232 g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR S 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes

- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State Law
- School personnel will not discuss personal information of student/family in regards to tuition payments or other private information

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

Student Records (*Diocesan Policy 5125*)

The administrative personnel in schools of the Diocese shall continue to maintain a system of permanent and cumulative records. The permanent records shall be kept on file permanently. The cumulative record shall be a “working record” used by instructional personnel in understanding the students.

Transcript Information

Official transcripts of credits are sent directly from St. Edmond to colleges, technical schools and other legitimate designations. *Prior to graduation, transcripts will be sent free of charge. Upon graduation a fee of \$5.00 is assessed for each set of transcripts requested.* The following information is necessary when a request for a transcript is made:

1. The name, address and zip code of the location of the institution where the transcript is to be sent.
2. An authorized signature for the release of information by parents or students who have reached the age of majority.

Transfer Grades/Credit

A student transferring before a semester ends and before a semester test is given will be issued the grade earned at the date of the request.

Translation

If any parent or guardian needs assistance in translating important school documents, such as the Student handbook and/or other forms, they may request that a translator be made available to them.

Attendance

Attendance: Saint Edmond Catholic expects students to attend scheduled classes and activities. *Please note: the 6-12 Office does not accept emails for attendance.*

- School hours are 7:55 a.m.-2:55 p.m.
- Saint Edmond Catholic School is open at 7:30 a.m.
- Zero hour classes meet at 7:00 a.m.
- College classes may start earlier than a regular day
- Grades 6-12 to be eligible for perfect attendance for a specified time period (quarter/semester)-a student must not have been absent or tardy during that time period.
- If a 6th-12th grade student is ill or will be missing school, parents are to notify the school office via telephone, (515) 576-5182, or written notice by 9:30 a.m., otherwise the office will call the parent.
- *School activity attendance: If a student wishes to participate in the extra-curricular activities on the date, he/she must be in school at least half of the school day.*
- Truancy from class: Parents will be notified that the student was not in class. The student may not be granted make-up privileges, might receive a grade of "0" in each class missed and may be required make-up time with teacher or Wednesday school. Absences not excused by the school or parents are considered truanies.
- If a student misses half the class period, he/she will be counted absent.
- Depending on the absence, the student may have an opportunity to make-up the work/time. All absences may be counted by the classroom teacher into the computation of the student's final grade.

Exempt Absences

There are times students may be absent because of school related activities such as athletic events, music performances, speech or other academic competitions, field trips, etc. These absences will be coded as "SA" in Infinite Campus.

Other exempt absences and codes:

College Day "CD," In-School Suspensions "ISS," Extended Medical Absence "MED."

None of these aforementioned absences will count against a student's attendance record.

Excused Absences

Student absences approved by the principal are excused absences and are coded: AE
These absences include, but are not limited to:

- **Injury or personal illness.** Students who are ill or injured should not be in school. The assumption is made, however, that if students are too ill to attend school, they are also too ill to appear in public that day. Students must stay home if their temperature is over 100.3 degrees, are vomiting, have been advised by the health department to self-isolate or quarantine, or their doctor has recommended it.

Repeated absences due to illness may need verification from a doctor's office or school nurse.

- **Personal medical appointments.** Students are requested to make their appointments during non-school hours but may be excused for an appointment that cannot be scheduled outside the school day. Examples include doctor, dentist, chiropractic, optometric, or other valid medical appointments. The student will be excused for the appointment time and driving time.
- **Required court appearances.** Students will be excused for court appearances with a judge's verification.
- **College visits.** Days for verified college visits and/or military tests will be granted to any 9-12 grade student if cleared with the counselor and principal prior to the visit and *verified* by authorized college/military personnel. Students must bring a signed note from a parent at least three days in advance to the Administrative Office. *Verification from the college's Registrar's Office is required when you return to school to have the day(s) excused.* College days are **not** permitted after April 1 without a letter from the college requesting the student's attendance at a campus event. These verification forms are available from the Administrative Office.
- **Important personal or family reasons.** Students will be excused for death, serious injury, or illness in the family, funerals, emergency situations, religious events, limited family farm work, and the wedding of an immediate family member.
- **Vacations and other absences.** Students and parents should notify the administration at least one week in advance of their vacation to request excusal. Decisions regarding excusal will be based on the student's overall attendance record.

*All other reasons are unexcused except by the discretion of the principal. **Parents do not have the ability to excuse any absence.** The school district determines whether an absence is excused or unexcused.*

Student Release During School Hours Coded: "SR"

Any student who has to leave the school building for any reason during the school day must have signed parent/guardian written permission or a parent/guardian phone call to the office. For grades K-12, written permission signed by parent/guardian is requested to be turned into the office first thing in the morning for any appointments, etc. Due to school liability, *no student will be released before dismissal time without written permission or a parental phone call.* Students leaving early will remain in the office, if age appropriate, until parents come to the office to get them. In emergency situations, the elementary office will grant permission by a phone call.

Because of our safety procedures no parent/guardian will be allowed into Saint Edmond Catholic from 2:45 to the end of the day to wait to pick up their students. Due to supervision, all students are to be off school grounds 15 minutes after dismissal unless engaged in a supervised activity.

Nine-Day Unexcused Absence Policy 9-12 Grade

- The nine-day rule applies to periods. The student is either present or absent every period. A full day absence is only “1” in a given period (not 8).
- When a student reaches their 5th *unexcused* absence in the same class during a single semester, the administrator will contact parents/guardians by letter and phone. A conference with the student and parents may be required to plan for no further absences.
- When a student reaches the 9th day (period) of *unexcused* absence in a class, a report will be issued to student and parent. The student will be dropped from a semester class. No credit for the class will be given, and the student will receive an “F” on the report card.
- An appeal process for students will be available at the discretion of the administration. The order of appeal is Principal, President.

Excessive Absences

First and foremost it is to be understood that children may only be taught when they are present for school. Iowa Code 299.1A indicates that any child between the ages of 6 and 16 attending an accredited, non-public school is of “compulsory attendance age.” Regular, consistent attendance is an expectation at St. Edmond Catholic School.

The following criteria will be used to keep open communication between parents and the school. Please note that the total number of absences to which we are referring here include ALL absences except “Exempt Absences” as previously defined in this section.

- After eight (8) absences in a semester grading period, the school will send a form letter notifying them their child is approaching the fourteen (14) absences mark.
- After fourteen (14) absences in a semester grading period, a student’s absences will be recorded as unexcused unless accompanied with a doctor’s excuse. Parents will be sent a letter and will be required to attend a meeting to develop a prevention plan.
- After (20) total absences, the principal has the responsibility to contact the County Attorney’s office with concerns of possible truancy. There will be an attempt to schedule a mediation meeting with parents, school personnel, and the mediation official approved by the County Attorney.

If the parent refuses to attend the the prevention plan meeting or the mediation meeting, or if the terms of the mediation meeting are not met, the school district will refer the truancy to the County Attorney’s office who will make the determination for charges to be filed.

Infinite Campus Attendance Codes:

AE = Absent Excused
AU = Absent Unexcused
CD = College Day

ISS = In-School Suspension
MED = Extended Medical Absence
SA = School Activity
SR = Student Release
TE = Tardy Excused
TU = Tardy Unexcused

Tardiness to Class

Being on time is an important life skill to teach our students. When students are late to class, it disrupts the classroom learning environment and prevents students from maximizing their instructional time.

Middle & High School

Five (5) tardies is one hour of Wednesday School, 6-10 tardies is two hours of Wednesday School. Student's tardies reset at the end of each quarter. All students arriving fifteen minutes after their scheduled class period begins will be considered absent. Throughout the day, a student will be considered tardy if not through the door when class is scheduled to begin.

Visitors

All visitors to the school are expected to use the intercom and be buzzed in by the Administrative office to enter the building. Upon checking in at the office, they will sign in and a visitors badge will be issued. *Visitors will not be allowed in the building without the badge.*

Students who wish to bring visitors to school shall have previously sought the approval of the principal before being allowed to attend classes or study halls. It will be the responsibility of the student to introduce the guest to each teacher. It is the right of the teacher to dismiss a visitor if she/he should cause a disruption in the class session. The St. Edmond Catholic student is responsible for the behavior of his/her guest at all times.

Section III: FAITH FORMATION AT ST. EDMOND CATHOLIC

Formation and Ministry

With the assistance of a chaplain, the spirituality of students at SE is nurtured in many ways, including:

- All-school prayer at the beginning of each school day
- Prayer in the chapel on various days throughout the week
- All-School Masses held weekly throughout the year
- Reconciliation
- Adoration
- Retreats

Sacramental Program

Parents/Guardians are the primary teachers of their children and as role models should be involved in regular Mass attendance, prayers, and reception of the sacraments. Parental involvement in preparation for the reception of Reconciliation, First Eucharist, and Confirmation is expected. The school will provide information and suggested help for parents. The sacraments of Reconciliation and First Eucharist will ordinarily be received in second grade. Reconciliation will be offered periodically to the students during the school year. Confirmation is received in high school.

Weekly Mass

Mass will be held on Thursdays in the Holy Trinity church at **8:40 a.m.** Please check with the office or on our website for any changes to the Mass schedule.

Section IV: ACADEMICS

Academic Awards

Academic Letter

Students must carry at least six and one half (6.5) credits for letter grades and maintain a 3.4 grade point for two consecutive semesters *in the same year* to qualify for an Academic Letter.

- The North Central Conference grants an All-Academic/All-Conference team to students who have a 3.6 and an ACT test score of 26.

Honor Roll

Students carrying six and one half (6.5) or more credits for letter grades that have a 3.4 grade point or better qualify for the Honor Roll. The Honor Roll is selected two times each year: at the first semester and the second semester.

Academic Dishonesty

As students are striving to become Christ centered leaders, it is especially important that they conduct themselves in a manner that allows respect for self, peers, faculty and staff, and the school. St. Edmond Catholic School is committed to creating an environment of academic and personal integrity. St. Edmond defines academic dishonesty as using someone else's words, work, and/or ideas, and claiming them as your own. Offenses may include, but are not limited to:

- Obtaining or accepting a copy of a test or scoring device
- Copying another student's answers during an examination
- Providing another student answers to or copies of examination questions
- Having another student impersonate the student to assist the student academically
- Impersonating another student to assist the student academically
- Using notes or other unauthorized materials during a "closed book" examination
- Duplicating another student's project for submission as one's own work

- Having someone other than the student prepares the student's homework, paper project, laboratory report or take-home examination for which credit is given
- Using Artificial Intelligence (AI) platforms to generate work for submission as one's own work.
- Permitting another student to copy the student's homework, paper, project, computer program, laboratory report or take-home examination other than for a teacher-approved collaborative effort
- Any other action intended to obtain credit for work not one's own
- Altering grades

Students at St. Edmond Catholic School are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism, etc., will result in loss of credit for the assignment which could result in the loss of credit for the course. Teachers may use appropriate resources such as www.turnitin.com to verify the authenticity of student work. Refusal to submit work for analysis will be considered plagiarism.

Cheating on schoolwork from an outside accredited school entity or other source may be judged according to the policies on cheating. Cheating on schoolwork may result in no credit (zero grade) for that assignment. Parents should be notified if a student is caught cheating by the teacher.

Commons Privilege

Students who have met the required criteria may report to the Commons as an alternative study area ***after checking in for study hall***. Freshmen students are only eligible after 1st semester. Grades for commons are reviewed every two weeks.

These rules apply:

1. Students may not wander the halls or leave the building.
2. This privilege shall be revoked for any individual who:
 - Has any grade of C+ or lower on the most recent progress report every 2 weeks
 - Has Wednesday School for five tardies or more during the quarter.
 - Is truant for any part of the day during the 2 week report
 - Is referred to the office for behavior problems.
 - Abuses these privileges as deemed by administration.
3. Only students who have common privileges are allowed to use the courtyard.
4. Commons List is posted every 2 weeks on Monday by 10:00 a.m. The list will be emailed to the students.
5. Students can only be reinstated for common privileges every 2 weeks.

The following are the consequences for not following the expectations:

- 1st offense- 10 days out of commons/and back into study hall
- 2nd offense- 20 days out of commons/and back into study hall
- 3rd offense- 45 days out of commons/and back into study hall

Communication and/or Conferences

Each child is a unique individual whom we always endeavor to treat with respect. Therefore, situations involving specific students are handled to meet their individual needs and will not be discussed with anyone except those responsible for that student, i.e. teachers of child, parent/guardian.

Timely and accurate communication is extremely important between families and staff. Conferences, Open House, liturgies, and programs are some of the formal ways you learn about your child's school experiences.

Equally important are the informal ways. Try to set aside time daily to discuss with your child the day's happenings, friendships, and feelings. Volunteer and become involved in school projects. Your gifts and talents are needed. Any volunteer must participate in the Diocesan "Virtus Training" before they can volunteer more than one time a month in the classroom.

The responsibility of bringing home school notices is an important one. Many unnecessary telephone calls and misunderstandings occur when notices do not get home. *Encourage your child/children to bring school communications home. Also, please check your email and your child/children's e-mail and the St. Edmond website for daily announcements and other important information regularly.* Our school's student information system (Infinite Campus) has valuable attendance and grade information. Grades are updated weekly.

When you feel the need or have a concern, telephone or email your child's teacher. To protect the instructional time with students, teachers will respond to emails and telephone calls when free from teaching duties or as soon as possible. If you are happy with your child's progress, express your thanks. Teachers are available from 7:45-3:45 each school day.

The school calendar is posted on our website. Included on this calendar are all special events for the school system. Please be mindful that dates, times, and locations of activities may change frequently. It is our goal to communicate these changes in the best possible manner. There is a daily bulletin emailed. Administration will also send periodic emails to convey important information.

Parent-teacher conferences are provided at two different times during the school year. Times are listed in the system calendar. The faculty at our school values this time with parents and feel it is an important avenue of communication between parents and teachers in understanding the individual needs and individual education of each child. We encourage parents to make every effort to attend scheduled conferences.

Dual Parenting Reporting:

The following procedure is employed by St. Edmond Catholic School as per Diocesan policy (A5124):

1. Custody of a child, either solely or jointly, establishes the right to access educational information regarding the child, and the right to participate in decisions affecting the child's education.
2. Authorization, signed by both natural parents, is required in cases where a step-parent or other adult seeks to act on behalf of a natural parent.
3. Requests in the case of conflicting instruction, and that the school is not clearly authorized to honor, require both parents to seek appropriate court instructions for the school.
4. The school will respect and comply with lawful court orders.

Credit Recovery & E2020 fees

Charging for E2020 during the school year:

- Students will be charged for credit recovery.
- *Exception:* students who can't adjust their schedule to take a St. Edmond class can take an E2020 class and do not have to pay for it.

Curriculum

The learning experiences for students at St. Edmond Catholic School are provided through the Iowa Core and curriculum the staff and diocese has developed, which is regularly reviewed and revised. A variety of teaching strategies and materials are used to meet the different needs of students in development and learning.

Early Graduation

Early graduation from St. Edmond Catholic School shall be permitted under specific circumstances. Junior candidates for early graduation must apply by January 3 to graduate at the end of the first semester of that calendar year. Sophomores must apply by May 1 of their sophomore year to graduate at the end of the second semester of the next calendar year. All courses required by St. Edmond Catholic School and the State of Iowa must be completed prior to the proposed date of graduation. The student and parents need to make arrangements with the high school counselor and principal to pursue this option. The principal, may with discretion, make alternate arrangements for completion of four-year physical education requirements and theology requirements.

Extra Credit

Total extra-credit available for each course must be curricular related, and will not exceed 3% of the final grade.

GAEL Pride Time

GAEL Pride is a scheduled period of time in the day used to provide a multi-tiered system of supports (MTSS). This time is designed to focus on the "whole child" where a student can receive assistance from faculty and staff for academic growth, social and emotional support, etc. All students are required to stay for GAEL Pride Time (unless released early for a school activity or with approval by the principal).

Homework/Make-Up Work/Tests

Homework is a necessary element for each student's education. Parents are encouraged to help to ensure that the full value of homework is gained by your child. Check to see that the work is neat and complete. Homework generally includes such assignments as the following:

- Assignments not completed in school.
- Projects connected with the subject being studied.
- Memorization work (learning prayers and religion answers, math facts, spelling words, etc.).
- Reading a book which is informational or recreational.
- Studying (not all homework has to be in written form).

The time necessary for doing homework will vary according to the child and the grade level. It helps a great deal if your child has a quiet place in which to study. If you believe your child is spending too much time on homework, please contact the teacher. Students are responsible for making-up work missed due to illness, vacation, etc. A student will receive an incomplete grade until the teacher accepts the work.

Middle School- homework that is 1 day late will receive 65% (D), 2 days late will receive 50% (F). Homework not turned in at all is a 0.

High School- homework that is 1 day late will receive 50% (F), 2 days late will receive a 0.

Homework and tests after absence: For K-12, if work or a test is not made up by the designated time specified by the teacher(s), the grade is zero (0). School administration reserves the right to make adjustments to this policy according to individual student needs & situations.

Make-up work is the student's responsibility at all levels of St. Edmond Catholic School. Grades K-12: Parents may access their child/ren assignments on Infinite Campus. Please contact the administrative office if you have difficulties.

Honor Society

The constitution of the Saint Edmond Catholic Honor Society provides clear guidelines for selecting and retaining members. Selection is based on four criteria: scholarship, leadership, service, and character. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. At St. Edmond Catholic School, membership is granted to eligible 11th – 12th grade students. To fulfill the scholarship requirement, students MUST have a cumulative scholastic average of 3.5 on a 4.0 scale. Students must also meet the minimum requirements of 80 service hours. Each fall, prior to the date set for the Induction Ceremony, students having a GPA of 3.5 or above are informed of this and are given forms to be filled out for use by the faculty council in evaluating the other criteria. Failure to submit forms timely/completely may eliminate the student's opportunity. The committee members evaluate the candidate and make the final decision on membership. The principal and Athletic Director may also give input into the

process but are not members of the voting committee. Failure to abide by the expectations in the Saint Edmond Charter constitution, including meeting GPA requirements, will result in disciplinary action up to and including dismissal from Saint Edmond Catholic Honor Society.

ICCC North Central Career Academy

The North Central Career Academy provides a variety of Career and Technical Education strands, along with Liberal Arts courses. Students can choose from seven different year-long programs including Business, Computer Science, Engineering Technology, Health Sciences, Teacher Academy, Manufacturing Technology, as well as Liberal Arts. Students will take courses that will provide skills and an educational base that will allow students to either transfer these college credits into an academic program at the post-secondary level, or seek employment. Participating students will travel to the North Central Career Academy 5 days a week and take part in a career pathway from 8:20 a.m.-11:00 a.m. each day. Admittance to the program includes an evaluation of test scores, attendance, and discipline/behavior records. Once admitted, the following rules apply:

- The student must attend the Academy even if St. Edmond is not in session.
- Students who attend the Academy need to report back to school by 12:00 p.m.
- Students may drive or ride the bus provided by FDSH to the Academy each day.
- The Academy will cancel school if the weather is not conducive for students to drive or ride the bus to Eagle Grove.
- Students in good standing at the end of the Academy's semester, do not have to report to St. Edmond until the time on their schedule (this does require written permission from parents stating that the student is under their supervision). Students who are not in good standing or do not have parental permission must report to St. Edmond and make up any work/credit.

ICCC Triton Academy

ICCC Triton Academy provides an opportunity for high school students to take academic and career-ready programs on the Fort Dodge campus and Online. High School students can enroll in approximately 9 credit hours per semester in the identified programs. Students will be in classes with Iowa Central college students, creating a real college learning environment while earning credits toward one of ICCC's programs.

Iowa Central Community College (ICCC) Course Grading:

1. If the class is taught in OUR building they will award + and – grades on our transcripts. If the college classes are taught at Senior High or at the college the grade will be posted based on what is reported from that school.
2. College Course Grading: if the classes are taught at St. Edmond students will be awarded + and – per our grading scale on their high school transcript. A straight letter grade will be posted on the ICCC transcript.
3. If the classes are taught at Senior High, online or on ICCC's campus the grade will be posted on their high school transcript the same as it is posted from credit awarding school's transcript.

Advanced Classes and College Credit Classes will be given a weighted grade of .5 on the 4.0 scale

P (Pass) Student receives credit for taking the course.

F (Fail) Student receives NO credit for taking the course.

WNC (Withdrawal No Credit) Figures as a 0 in GPA after the first two weeks of each semester; **WNC is considered an F in terms of eligibility.**

Library/Media Center

The library is open on school days from 7:45 a.m. to 3:00 p.m. Library expectations include:

1. Candy, gum, pop, or food is not permitted in the library.
2. Passes will only be issued to the nurse, restroom and office at the discretion of the staff.
3. Students should work quietly.
4. Collaboration is at the discretion of the staff and should be done quietly.
5. Students in the library should have permission/a pass.

Failure to comply with library expectations may result in loss of library privileges, and/or other disciplinary actions as determined by the staff and the Administration. If a student has lost his/her privileges to the library, it is for all class periods during the specified time unless an entire class, in which this student is enrolled, has reserved the library. Multiple behavior infractions in the library may result in loss of privileges for the semester or remainder of the year and possible suspension/expulsion.

Library circulation policies are:

Books from the general collection: Two weeks

Reference books: No checkouts

Magazines/information file: Two weeks

Reserve books/materials: Overnight

Library fines:

Overdue book/magazine: Return item or replacement cost

Lost book/magazine: Replacement cost of book/magazine

Materials Selection

Any person may raise an objection to instructional materials or to library materials. An objection is defined as a verbal or written statement of opposition to instructional or library materials, requesting that the time be excluded or restricted. The complainant shall first contact the teacher for instructional material or the library for library material. If the complainant desires to file a formal complaint, she/he will be asked to fill out a "Request for Reconsideration Form" available in the principal's office. Use of any questioned material shall not be restricted during the reconsideration process. Further directives are contained in Diocesan policy 6130.

Middle and High School Grading/GPA

Grading Scale

	Regular (for all subjects)		Weighted (for AP , Honors and College Credit classes)
94-100	A	4.00	4.50
90-93	A-	3.67	4.17
87-89	B+	3.33	3.83
83-86	B	3.00	3.50
80-82	B-	2.67	3.17
77-79	C+	2.33	2.83
73-76	C	2.00	2.50
70-72	C-	1.67	2.17
67-69	D+	1.33	1.83
63-66	D	1.00	1.50
60-62	D-	0.67	1.17
59% and below	F	0.00	0.00

Physical Education Class

Physical Education classes are required. Every student, regardless of grade level, not able to participate must bring a written note from a doctor or parent/guardian explaining the request for non-participation. Students in Grades 4-12 must have shorts, shirt, and tennis shoes that are to be worn only in PE classes. Students in Grades TK-3 need tennis shoes. Students will leave their gym clothing at school, but should take them home periodically for laundering. All articles should be labeled with the student's name. Student's gym shoes should not be black. Students are expected to wear proper attire.

Online Class/P.E.

- Students taking online class/classes can't be excused from P.E. class for any reason. *Exception:* Students may use one online class to meet credit requirements for P.E. waiver.
- Students in grades 9-12 may request a waiver from P.E. for the following reasons: Sport, Academic or Medical. *These waivers are provided on a semester by semester basis.*

Sport Waiver

A student can request a sport waiver if he/she has 7 academic credits during the normal school day (zero hour does not count) AND participates in a sport during the semester requesting the waiver. If a student participates in 3 CONSECUTIVE SPORTS during the

school year he/she can use a sport waiver both semesters. All other students can use a sport waiver for only 1 semester per school year.

- Fall semester exemption: Fall Cheerleading, Volleyball, Cross Country, Girls' Swimming, Football
- Spring semester exemption: Golf, Tennis, Track, Soccer
- Fall or Spring semester exemption: Winter Sport Cheerleading, Wrestling, Basketball, Boys' Swimming

Academic Waiver

A student can request an Academic Waiver if he/she has 8 academic credits during a semester and has no room for P.E. or study hall in his/her schedule. This waiver can be requested for one semester in a school year if the student meets the qualifications. A letter written by the student's parents must be written and addressed to the principal.

Medical Waiver

This waiver is only used if a student has a doctor's note that states he/she cannot participate in P.E. because of a medical issue.

Students wishing to obtain a waiver from physical education should have their parents make a request in writing to the guidance counselor. The guidance counselor, with possible consultation with the principal, will make the final decision.

Scheduling

In grades 9-12, electives will not be allowed to change in the first 5 days of the semester. A student has 5 days to add a class. If a class is dropped after the first 5 school days of each semester the student will receive a Withdrawal No Credit (WNC). The principal and guidance counselor may make exceptions in emergency circumstances.

Students receiving an incomplete on their report card must complete the work within two weeks after the completion of the quarter or semester unless special arrangements have been made in advance with the teacher and guidance counselor. If work remains incomplete after this lapse of time, students will receive a grade of "F".

Scholarships

All scholarship money is sent directly to the college/school of enrollment, not to the parent/student. Seniors must communicate with the Saint Edmond Business Office and/or scholarship or award sponsor which college/school the money is to be sent to upon graduating from St. Edmond Catholic School. Failure to do so may subject the senior to loss of the scholarship/award.

Senior Flex

Seniors with a study hall at the beginning or end of the school day may be eligible to flex a period. Students who flex must be present for Mass and/or any activities that are identified by administration. Students who wish to participate must have written parent permission, administrative permission, and meet the qualifications set for Commons privileges. Grades

will be reviewed every two weeks.

These rules apply:

1. Students may not wander the halls or leave the building.
2. This privilege shall be revoked for any individual who:
 - Has any grade of C+ or lower on the most recent progress report every 2 weeks
 - Has Wednesday School for five tardies or more during the quarter.
 - Is truant for any part of the day during the 2 week report
 - Is referred to the office for behavior problems.
 - Abuses these privileges as deemed by administration.
3. Students can only be reinstated for common privileges every 2 weeks.

The following are the consequences for not following the expectations:

1st offense- 10 days out of flex/commons/and back into study hall

2nd offense- 20 days out of flex/commons/and back into study hall

3rd offense- 45 days out of flex/commons/and back into study hall

Senior Semester Tests/2nd Semester

Seniors may opt out of tests if they meet the following criteria:

- B+ average in class
- OR
- Attendance – only missed 3 or less of days of class in that subject

St. Edmond Graduation Requirements & Diplomas

Regular Saint Edmond Diploma (52 credits)

Freshmen: 0-13 credits earned

Sophomore: 14-26 credits earned

Juniors: 27-39 credits earned

Seniors: 40-52 credits earned

9th Grade: Language Arts 9, Math (Usually Algebra 1 or Geometry), PE, Physical Science, Religion 100 (Intro to Religion) or Religion 101 & 102, US History

10th Grade: Biology, Language Arts 10, Math, PE, Religion 201 & 202

11th Grade: American Literature & Written/Oral Communication, Math, PE, Religion 301 & 302, two Science credits, Economics

12th Grade: American Government, two Language Arts, PE, Math, Religion 401 or 303 & 402, Service, Financial Literacy

Economics and Financial Literacy must be taken junior or senior year. Personal Health must be taken 9th or 10th grade. CPR is a requirement for graduation.

All students (unless on core diploma) must have 6.5 credits each semester

St. Edmond Catholic School Core Diploma (44 credits)

The St. Edmond Catholic School Core Diploma will benefit those students who will not be able to obtain the credits necessary to achieve a regular St. Edmond Catholic School Diploma.

Freshmen: 0-11 credits earned
Sophomore: 12-23 credits earned
Junior: 24-35 credits earned
Senior: 36-44 credits earned

8 credits Language Arts – Includes Language Arts 9 and 10, Written/Oral Communication, or American Lit and one credit
8 credits Religion for all students
6 credits Mathematics
6 credits Science – Includes Physical Science, Biology and 2 electives
6 credits Social Studies – Includes U.S. History, American Government, Economics and 2 electives)
4 credits Physical Education
1 credit Service elective
1 credit Personal health/CPR
1 credit Financial Literacy elective
3 credits Any 3 electives

44 credits Total

Procedures to apply for the SE Core Diploma

1. Currently identified as At-Risk or referred by the IEP team
2. Must meet with the counselor to fill out a credit sheet
3. Must meet with the counselor, administrator, student and parent/guardian to gain approval.

The decision to allow a student to pursue the SE Core Diploma will be made after recommendations and meetings with the counselor, administration, parent/guardian and student. The student and parent/guardian will then sign a contract with the St. Edmond Catholic School.

- The personal needs of each student will be considered when making an application for the core diploma. The team will develop an individualized plan for each student.
- The student and parent/guardian must request their child be allowed to earn the core diploma, but only after approval by the building principal.
- This alternative diploma is awarded to students that complete the requirements successfully. This diploma will be entitled a St. Edmond Catholic School Core

Diploma. Students completing the program will not be included in the final class rank.

- Students' progress will be reviewed each semester
- Students completing the program successfully will have a designation on their transcript that will indicate a St. Edmond Catholic School Core Diploma. St. Edmond will keep all students records, grade cards, and standardized test results.
- Students who complete the program successfully will be allowed to participate in the St. Edmond Catholic School commencement exercises.
- Students involved in this program will be allowed to participate in extracurricular activities at St. Edmond Catholic School and all the same eligibility guidelines apply.
- A student must take 5.5 credits per semester.

Completion of the St. Edmond Catholic School Core Diploma will be done on site at St. Edmond Catholic School. This program will be found on the principles of appropriateness, flexibility, and credibility. This program will allow students to earn full credit and make up deficiencies for graduation. This can be done through the SE curriculum or E2020 classes.

If a student fails to follow through with a class or fails to follow the contract they will not be eligible for the core diploma.

Student Advancement

Some students have the ability to comprehend material at faster rates of speed, are able to think more critically, and often understand subject matter before it is taught by a teacher in the regular classroom. As such, St. Edmond Catholic believes that opportunities to accelerate in a subject (or subjects) should be offered to these students. This may involve compacting the curriculum so that a student may complete a course or unit in a compressed period of time, taking a course independently without direct teacher instruction, or taking a class that is leveled above those typically offered to his/her grade level peers. An advancement procedure, which may be initiated by the regular education teacher, parent, guidance counselor or administrator, has been instituted to determine the appropriateness of such opportunities for individual students.

The specific steps in determining a student's eligibility for advancement are:

1. Review of ISASP and/ FAST Assessment- A student's score on these assessments should indicate "advanced" in those content areas and further disaggregation of the data should not indicate any skill deficits that would negatively impact the student upon advancement. Specifically, a student should score in the 90th percentile or above to be considered for advancement in a specific content area.

2. Verify Teacher Recommendation- Teachers have a vital role in recommending students for advancement at St. Edmond Catholic. These highly trained and knowledgeable professionals may provide important input regarding the student's academic aptitude, skill

level, work ethic and interpersonal relationships with peers and adults, all of which influence the likelihood of success in an advanced course.

3. Obtain Parent/Student Wishes- Regardless of test scores and teacher recommendations, it must be the desire of both the parent and student to advance in a subject area. Without support from both parent and student, the probability of success in advanced courses/areas is greatly limited.

Those who disagree with the initial findings during the above review may appeal. Such an appeal must be made in writing to the grade level principal within 10 calendar days of the initial recommendation concerning advancement. The decision of the principal is final.

Student Services & Supports

Guidance and Counseling School Board Policy #502

Guidance and counseling services are available to all students. The program is designed to meet the individual needs of students and assist students in formulation, vocational, and occupational goals. The program also provides personal guidance and counseling to students when necessary. The counseling staff may, in certain cases, recommend outside service for students.

Title I

Title I reading program is provided to St. Edmond students in K-3 through the Fort Dodge Community School District. Services are provided on campus. Students qualifying for assistance meet daily with the instructor in an effort to improve reading skills.

AEA - Prairie Lakes

AEA 8 serves St. Edmond Catholic students. The testing services provided by the AEA include speech and language, hearing, and psychological testing. The parent or classroom teacher, through the principal, can initiate requests for these services. Testing services require parental and school approval.

Student Success Center

A Student Success Center is provided to any Middle and High School student through the St. Edmond Catholic System. Students qualifying for assistance meet with the Student Success instructor in an effort to improve any skills needed.

Student Supplies

Parents/guardians of 6th-8th students may obtain the student supply list on the St. Edmond website. These will also be available at registration, as well as, in local businesses. 6th-8th students are expected to bring supplies the first day of school or at the open house. Students in grades 9-12 will be informed of supplies before school begins as well as on the first day of the semester. Parents have the option to order supplies online and have them delivered to school from Educational Products Inc.

Study Hall

RULES AND EXPECTATIONS:

- Report to the study hall promptly or to the teacher's classroom with all needed materials.
- No food or drinks are allowed.
- Cell phones are not allowed.
- This will be a quiet study hall.
- Students without commons privileges must sign out to the library with a teacher's initials.

Testing

Testing is only one means used by the staff to determine student progress and achievement, and for grading. There are two types of testing done in our school: those given by staff and standardized tests. ISASP is the standardized test given in the last 45 days of the school year to grades 3-11. Results are given to parents. The results provide a tool for measuring each student's progress as well as our school's performance on a, diocesan, state and national scale. These test results are NOT part of a child's grade but are sent to any school where the child enrolls. The results are also used in evaluating curriculum.

ACRE

The Assessment of Catholic Religious Education (ACRE) is administered to students in grades 5, 8 and 11. The test measures student knowledge of the faith, as well as provides information on student attitudes and practice of the Catholic faith.

FAST

FAST Testing is a research-based universal screening and progress monitoring assessment given three times a year to students in grades TK-8. FAST helps identify students' academic and social-emotional behavior (SEB) needs.

PSAT

PSAT Testing for high school 10th/11th is optional for any student in these grades.

Pre-ACT

Pre-ACT testing is optional for high school 10th graders. This is an optional test to predict future ACT scores.

St. Edmond reserves the right to publicize any/all testing data for a class, group or sub-group.

Section V: ACTIVITIES

Activity Funds High School

Upon the dissolution of any group associated with the school, or upon graduation of a class, all funds remaining in the activity account of the class or group become the funds of the St. Edmond School System. On or before June 30 of the year after dissolution or graduation, all funds remaining in the activity account shall be transferred as a gift from the class or group to the McEvoy Scholarship Trust Fund.

Behavior At Athletic Events (School Board Policy #402)

Participation and cooperation by the fans is very important to the success of athletic programs. It is also a goal of the system that all people present at a game can enjoy the event in a safe and orderly environment.

1. When attending sports games at St. Edmond, students in grades PreS-8 are expected to follow the procedures described:

Football

- All students in PreS-5 are expected to sit with their parents/guardians.
- All students' grades 6-8 are to sit in the designated area or with their parents.
- Inappropriate behavior can result in the student being sent home immediately. Inappropriate behavior includes, but is not restricted to, running back and forth/up and down the bleachers, banging into or over the rail, spitting on people, fighting, cursing, throwing things, vandalism, playing outside the confines of the stadium without proper supervision, failing to cooperate with adults in authority and playing in the end zones.

Basketball/Volleyball

- All PreS-5 students are expected to sit with their parents/guardians.
- All students grades 6-8 are to sit in the designated area or with their parents.
- For everyone's safety, all fans are to be seated while the game or match is being played.
- If you need to leave, make sure there is a break in the game or match; a student should leave only at half time or in between games and matches. Should a student be misbehaving in such a manner that may endanger others safety or well being, or be disrespectful of people or property, they will be asked to leave.
- Sportsmanship is necessary. Appreciate all the hard work by everyone – coaches, players, cheerleaders, and officials. Support your team and have fun!

Sportsmanship

- The goals of games are character building, courtesy, poise, self-control and sportsmanship. Therefore, the behavior of students, parents, coaches and friends needs to include:
- Courtesy by everyone to everyone: coaches, referees, and players.
- Acceptance of winning and losing in a Christian manner.

- Emphasis on enjoyment and friendship.
- Christian language: foul or abusive language will not be tolerated.
- Friendliness: greet and compliment the facilities and parents as well as the students of your own and other schools.
- Follow all posted rules.
- Courtesy by everyone to everyone: coaches, referees, and players.
- Acceptance of winning and losing in a Christian manner.
- Emphasis on enjoyment and friendship.
- Christian language: foul or abusive language will not be tolerated.
- Friendliness: greet and compliment the facilities and parents as well as the students of your own and other schools.
- Follow all posted rules.

Camps/Tutoring/Summer Academy

Saint Edmond staff offers many activities during the summer or other non-school time. These are made available to improve academics, athletic or other specific abilities. To participate in some of these activities, a fee is required. All payment needs to be made to the Saint Edmond Business Office and not to the individual(s) or coach(es) leading the activity. All checks need to be made out to St. Edmond Catholic School.

All activities that are considered team camps must be approved by the diocese if they are outside of the Sioux City Diocese.

Dances

School-sponsored social events and dances are open to the students enrolled at St. Edmond Catholic School. All dances are open to students in grades 9-12, with the exception of Prom, which is restricted to grades 11-12. Students below 9th grade may not attend St. Edmond Catholic School social events.

- An individual guest of the opposite sex may attend as the date or escort of a St. Edmond student with prior approval of the administration. No person over age 20 may attend a dance sponsored by St. Edmond Catholic School as a date/escort.
- Students must arrive at the dance no later than 30 minutes after the dance has started.
- Students may leave up to 30 minutes before the scheduled end of the dance. Students who wish to leave more than 30 minutes before the scheduled ending time will be required to obtain permission from their parent/guardian as well as the supervisor of the event. Supervisors may ask to speak directly to the parent/guardian for permission.
- All Student Code of Conduct policies apply to St. Edmond students at school-sponsored dances.
- No freak dancing, bump and grind or any other sexually explicit dance will be allowed or you will be asked to leave the dance.

- The cost for the dance will be \$5.00/person. You must have your ID card with you and your date must have a school ID. The St. Edmond Catholic student is responsible for the behavior of his/her date/escort.
- A law enforcement or security officer is assigned to all St. Edmond dances.
- St. Edmond is not responsible for misplaced, lost or stolen articles.
- The music is selected by students and approved by a faculty member.

*St. Edmond Catholic School does not permit dances for 6th-8th grade.

Commencement and Senior Activities

The Local Board, in consultation with the principal and the Diocesan Board of Education shall establish requirements for graduation from high school. St. Edmond school policy is consistent with the requirements contained in 281-IAC 12.5(5) of the Iowa Code. Any student who has met all academic, financial and discipline requirements for graduation during the calendar year since the last commencement ceremony and who follows the rules set by the administration for the ceremony will be allowed to participate in commencement ceremonies. If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his/her final progress report and diploma for completion of graduation requirement either by visiting the main office or through the mail. Participation is also permitted in Baccalaureate, Junior/Senior Prom, and Awards Day for students who graduate in January. St. Edmond recognizes our top graduates, in terms of academic achievement, at the graduation Ceremony, as well as in other school and media publications. Students who achieve the following cumulative, final GPA of their senior year will be recognized in the following manner:

- 3.75 or above- Summa Cum Laude
- 3.50 or above- Magna Cum Laude
- 3.25 or above- Cum Laude

For the purpose of these awards, there is no rounding of GPA's.

- St. Edmond Catholic Honor Society Members will wear gold cords
- Students earning a service award will wear a silver cord
- Students earning 4.0 and above will wear gold medallions
- Students in the top 20% of the class will wear green and white cords

Commencement/Graduation Participation

The Diocesan Board of Education's policy number 5128 states: The completion of a student's academic program in any level may be marked with certain rites, ceremonies and other methods of public recognition. When a student reaches a terminal grade in a school program, these rites, ceremonies and other methods of public recognition include commencement/graduation ceremonies. The school reserves the right of participation in these rites, ceremonies or other methods of public recognition for any one or more of the reasons listed within this policy.

1. Failure to maintain an adequate academic record due to lack of completed credits.
2. Failure to meet locally established minimum requirements or grades.

3. Failure to comply with student behavior standards established by the local school handbook.
4. Failure to pay all fees, fines, tuition, or other financial responsibilities made to the school.
5. Failure to complete all necessary course requirements for graduation.
6. Failure to make restitution for damages to school or personal property as part of a disciplinary action.
7. Failure to complete assigned disciplinary actions, which may include detentions, suspensions, or community service hours.

The school is required to provide the student with evidence of his or her academic records when requested by the student as outlined in the local school handbook.

Students who have met the graduation requirements, but who are not allowed to participate in the rites, ceremonies or other methods of public recognition may receive their diploma or certificate of achievement in one of the following methods:

- Delivered to their registered address to be postmarked no sooner than the first business day following the distribution of the diplomas and/or other certificate of achievement presented in the rites, ceremonies or other methods of public recognition.
- Picked up in the main office of the school on the first business day following the distribution of the diplomas and/or other certificate of achievement presented in the rites, ceremonies or other methods of public recognition.

Field Trips

When field trips are planned, the purpose must be to enhance the educational program. Field trips are encouraged when they fit into the course of study. A note explaining the site, date, time, and costs, if any, will be sent home with your child before the outing. *The signed permission slip must be returned to school before your child will be permitted to leave the premises. Telephone calls will not be accepted to satisfy the required permission regulation.*

Participation in field trips is a privilege. The school reserves the right to deny participation to students who do not meet academic or behavioral requirements. Although not customary for field trips, some payment may be required.

Normally, transportation for field trips will be by bus. If a parent/guardian uses their private vehicle for transportation, they must be Virtus trained, be subject to a background check, possess an acceptable driving record and complete and sign the form provided by the Diocesan insurance company regarding their insurance coverage.

The selection of chaperones for field trips is at the discretion of the grade level team or department.

When taking field trips on weekends or holy days of obligation, the adult chaperones must

provide the opportunity for St. Edmond students to attend mass.

Non-School Participation In Athletics (School Board policy #428)

A St. Edmond student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season with the approval of the Athletic Director.

Student Council

St. Edmond has a high school student council. The purpose of this organization is to promote better relations between the student body and the administration, to serve as a means of presenting problems of the student body to the administration, to organize student and school activities, and to promote better citizenship and better school spirit. Student Council provides a method through which the student body may communicate with the administration. Failure to complete all necessary nomination forms completely and on time or attend nominating meetings may result in losing this opportunity. The members of the student council shall have direct access to the school administration so that students may have a share in the management of the school.

Section VI: GENERAL SCHOOL POLICIES

Asbestos

In all schools in the diocese of Sioux City, and in particular at St. Edmond Catholic School grades 6-12, Fort Dodge, Iowa, friable and non-friable asbestos-containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. St. Edmond Catholic School will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required in the rules. *Note: The St. Edmond 2002 new wing (PreS-5) contains no asbestos.* However, the adjacent 6-12 facility does contain asbestos.

Bicycles

Bicycles must be walked onto and off of the school grounds and parked in the racks provided by the school. It is the student's responsibility to make sure that their bike is securely locked.

Bus Service

Bus service is available through the Fort Dodge Community School system to any elementary/middle school student living 2 or more miles from school and any high school student living 3 miles from school. If you wish to use this service, please contact the Bus Transportation Office at 576-6151. All questions should be directed to this office. *Only regularly scheduled students are allowed to ride the bus. Friends of bus riders may not ride the bus if they are not eligible for transportation.* Eligible friends (those who live 2 miles or more from school and are in K-8th grade; 9-12th grade must live 3 miles) of bus riders *may ride with a signed note* from parents or guardians, which the principal/designee must sign and then present to the bus driver. The principal/designee should present the note to the

bus driver. Students must follow public school bus regulations. Students must ride their assigned bus to and from school, unless there is an emergency situation.

Bus Expectations

- Follow the directions of the bus driver the first time given.
- Remain seated at all times.
- Keep hands, feet, and other objects to yourself.
- Use appropriate language and noise level.

Students will:

- Obey the driver's/associate's directions the first time they are given.
- Face the front of the bus and remain seated at all times.
- Keep hands, feet and other objects to yourself.
- Use appropriate language and talk at a classroom level.
- Demonstrate respect to other students, adults and for property.
- Keep the interior of the bus undamaged, clean and free of litter. Students are required to dispose of candy wrappers/trash in a responsible manner.
- Walk when loading at transfer points and schools.
- Get on and off the bus at the scheduled bus stop.
- Demonstrate appropriate classroom behavior; all classroom rules apply.

Students will not:

- Violate the bus rules.
- Use inappropriate language or hand gestures.
- Harass, harm, or bully other riders.
- Tease, horseplay, roughhouse, spit or fight with other riders.
- Drink beverages when the bus is moving.
- Extort (to obtain something from someone by force or threat).

Consequences For Bus Referrals:

1 st Referral	Verbal warning, building consequences and parent/guardian notified.
2 nd Referral	Verbal warning, building consequences and parent/guardian notified.
3 rd Referral	One (1) week off of the bus, building consequences and parent/guardian notified.
4 th Referral	Three (3) weeks off of bus, building consequences and parent/guardian notified. Mandatory behavior contract written and signed at a conference with the student, parent/guardian, transportation director and central office representative before the student can ride again.
5 th Referral	Removed from school bus for the <i>remainder of the school year</i> , parent/guardian notified.

Severe Clause – If, at any time, a student endangers other students or himself, or makes it impossible for the driver to complete a “safe” route, steps may be

advanced to coincide with the seriousness of the offense. These steps are to be in force for the entire year and students will not begin over each quarter or semester with step one.

Cell Phones/SMART Watches/Ear or Airpods (All Electronic Devices)

Middle School

Students in 6th-8th are permitted to bring their own electronic devices to school if the teacher allows it. However, 6th-8th students must have electronic devices in their lockers, and may not use devices during their lunch period.

High School

Students grades 9-12 with common privileges may use their electronic devices in the commons during a *study hall only*. All students 9-12 may use their cell phones/smart watches/Ear or Airpods from the time that their lunch bell dismisses them until the bell for the end of lunch rings. 9-12 students may check their phones during passing times throughout the day, but are still accountable to be on time for all classes.

Consequences:

Electronic devices are not to be visible or heard during instructional time in the classroom, or in study hall; *unless authorized by the instructor of that classroom*. The consequences are as follows:

1st offense – phone, smart watch, ear or airpods are taken from the student by a faculty or staff member and brought to the administrative office. The student may get the phone/smart watch returned that day, pending evaluation of the situation. All necessary information is recorded.

2nd offense – phone, smart watch, ear or airpods taken from the student by a faculty or staff member and brought to the administrative office. Parents shall be notified to come get the phone/smart watch during regular administrative office hours. Two hours of Wednesday School will be given. All necessary information is recorded. 3rd offense – the same procedure for 2nd offense will be utilized, but 4 hours of Wednesday School will be given.

4th or more offenses – principal's discretion.

The number of offenses is cumulative over the entire school year. We ask that parents please do not text your children during school time.

Compliance with the Handbook

Students are expected to know the contents of the handbook and comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by these expectations may be disciplined according to school behavioral expectations. A detailed description may be found in the parent/student handbook, local board policies or Diocesan Policies.

Copyright

St. Edmond Catholic School shall abide by the Copyright Act of 1976 and accompanying

guidelines:

- Prohibit copying not allowed by the copyright law, fair use guidelines, license agreements, or proprietor's permission.
- St. Edmond Catholic School will place the liability for willful infringement upon the person making or requesting the copy.

Crossing Streets

Students are to cross at corners only – even to get to a parent's car on the opposite side of the street. Students are required to obey the faculty/staff/volunteers in leaving the school property.

Disaster Drills

Lockdown, Lockout, Evacuation, Shelter and other emergency drills are held periodically throughout the school year to acquaint students with proper procedures for emergencies. These drills are conducted in accordance with St. Edmond's Safety Plan and Fort Dodge emergency personnel under the supervision of the Fort Dodge Police and Fire Department and the Webster County Disaster Services. During these drills, students, staff, volunteers and others in the building are to proceed to designated areas in a quiet, orderly manner both inside and outside the building. At the beginning of each semester (at a minimum), teachers should notify students of the procedures to follow in the event of these drills. Staff members are expected to carry needed documentation.

Dress Code

The dress code at St. Edmond provides a statement of who we are, eliminates competition in dress among students, promotes unity and equality, reduces expenses on clothing and creates a scholastic environment. The dress code is worn throughout the year unless an exception is made on a specific occasion.

Lands' End:

St. Edmond preferred school number with Lands' End is: 9001-2690-5

Middle School (Grades 6-8)

Shirts

- Any, long or short sleeved white polo shirt without any logo
- Evergreen colored polo shirt, long or short sleeved, with St. Edmond logo (SE with a cross) that can be purchased through Lands' End or purchased online at BSN.
- Only plain white t-shirts are permitted under uniform shirts (no writing or designs on t-shirt) Sleeves cannot be longer than the uniform shirtsleeve.
- Shirts must be tucked in at all times.

Sweaters/Sweatshirts

- Sweatshirt colors must be in either gray heather or evergreen. All sweatshirts must have the St. Edmond logo (SE & cross) and may be purchased through Lands' End or the uniform store of BSN. A uniform shirt must be worn under the sweatshirt.

- Middle School students may wear the Badger ¼ zip in the tonal (two tone) gray. The ¼ zips must have the St. Edmond logo (SE & cross) and may be purchased from the uniform store of BSN. A uniform shirt must be worn under the ¼ zip.
- Sweaters must be in evergreen color only and must have St. Edmond Logo (SE & cross). This item must be purchased through Lands' End. A uniform shirt must be worn under the sweater.

Noncompliant Outdoor Coats & Sweatshirts

The following clothing items are not allowed to be worn during the school day:

- Outdoor coats
- Tunics
- Long underwear type shirts under or over shirts.

Shorts, Capris and Pants

- Must be khaki or tan colors.
- No jean like material.
- No spandex or nylon athletic pants.
- Knit material/fabric pants are acceptable only if loose fitting.
- *Shorts in grades 4-12 must have an inseam of 7" as a minimum*
- *MS Students Note:* Students can wear shorts and capris all year long.

Skirts, Skorts and Jumpers

- Must be in *classic navy/evergreen plaid*. May be purchased through Lands End or Dennis Uniforms and can be worn by the girls all year long.
- Khaki skirts and skorts cannot be worn.
- *The length of the skirt must be less than 3 inches above the top of the kneecap with the front and the back hem of the skirt being the same length from the floor. Shorts or spanx should be worn under skirts. Students found in violation of this expectation will receive consequences according to the disciplinary policy. Something to consider; students grow; shorts and skirts do not! Items that may have been in the dress code last year may not fit the same on your growing student.*
- *If there is a question in length, the final decision will be made by Administration.*

Leggings & Tights

- Leggings and tights **may** be worn under uniform skirts, skorts or jumpers. Ankle length leggings or tights must be in *navy blue/black* color only, and cannot be worn alone.

Shoes

- Must be clean, neat and well kept.
- Tie shoes must be laced and tied at all times.
- Slippers are not considered appropriate footwear.
- Sandals are allowed for grades 6-12.

Hats/Caps/Scarves

- Hats/caps must be removed on a student's first entry into the building for a school day, and may not be worn until the student leaves the building after school.
- No scarves, gloves or bandanas are to be worn DURING SCHOOL DAY HOURS.
- Those attending extra-curricular activities may wear Hats/caps, deemed appropriate by the administration or activity monitor.
- *Administration reserves the right to ask a student who is attending an activity to remove his/her hat/cap, if it is inappropriate or distracting.*

Game Day Apparel

Athletes are allowed to wear their uniform shirt or a shirt that represents their sport they are currently competing in. Game Days are on **Fridays** during that sport's season only for grades 7-12. Apparel must be Green, Black, White, or Gray in color. Gold can be an accent color. School uniform bottoms must be worn. *Any shirt must be approved by the Activities Director.* Game day shirts must be the same for all members of the team. A plain white t-shirt (long or short sleeve) may be worn as an undershirt.

High School

Shirts

- Any, long or short sleeved white polo shirt without any logo
- Evergreen colored polo shirt, long or short sleeved, with St. Edmond logo (SE with a cross) that can be purchased through Lands' End or purchased online at BSN.
- Only plain white t-shirts are permitted under uniform shirts (no writing or designs on t-shirt) Sleeves cannot be longer than the uniform shirtsleeve.
- Shirts must be tucked in at all times.
- Grades 9-12: Black short or long sleeve polo shirts with St. Edmond logo (SE with cross) purchased through Lands' End or online at BSN.

Sweaters/Sweatshirts

- Sweatshirt colors must be in either black, heather gray or evergreen. All sweatshirts must have the St. Edmond logo (SE & cross) and may be purchased through Lands' End or online at BSN. A uniform shirt must be worn under the sweatshirt.
- High School students may wear the Badger ¼ zip in the tonal (two tone) gray. The ¼ zips must have the St. Edmond logo (SE & cross) and may be purchased from the uniform store of BSN. A uniform shirt must be worn under the ¼ zip.
- Sweaters must be evergreen color and must have St. Edmond Logo (SE & cross). This item must be purchased through Lands' End. A uniform shirt must be worn under the sweater.

Noncompliant Outdoor Coats & Sweatshirts

The following clothing items are not allowed to be worn during the school day:

- Outdoor coats
- Tunics
- Long underwear type shirts under or over shirts.

Shorts, Capris and Pants

- Must be khaki or tan colors.
- No jean like material.
- No spandex or nylon athletic pants.
- Knit material/fabric pants are acceptable only if loose fitting.
- *Shorts in grades 4-12 must have an inseam of 7" as a minimum*
- *High School Students Note:* Students can wear shorts and capris all year long.

Skirts, Skorts and Jumpers

- Must be in *classic navy/evergreen plaid*. May be purchased through Lands End or Dennis Uniforms and can be worn by the girls all year long.
- Khaki skirts and skorts cannot be worn.
- *Length: The length of the skirt must be less than 3 inches above the top of the kneecap with the front and the back hem of the skirt being the same length from the floor. Shorts or spanx should be worn under skirts. Students found in violation of this expectation will receive consequences according to the disciplinary policy. Something to consider; students grow; shorts and skirts do not! Items that may have been in the dress code last year may not fit the same on your growing student.*
- *If there is a question in length, the final decision will be made by Administration.*

Leggings & Tights

- Leggings and tights **may** be worn under skirts, skorts, or jumpers. Ankle length leggings or tights must be *navy blue or black* in color only, and cannot be worn alone.

Shoes

- Must be clean, neat and well kept.
- Tie shoes must be laced and tied at all times.
- Slippers are not considered appropriate footwear.
- Sandals are allowed for grades 6-12.

Hats/Caps/Scarves

- Hats/caps must be removed on a student's first entry into the building for a school day, and may not be worn until the student leaves the building after school.
- No scarves, gloves or bandanas are to be worn DURING SCHOOL DAY HOURS.
- Those attending extra-curricular activities may wear Hats/caps, deemed appropriate by the administration or activity monitor.
- *Administration reserves the right to ask a student who is attending an activity to remove his/her hat/cap, if it is inappropriate or distracting.*

Special Permission Clothing

Game Day Apparel

- Athletes are allowed to wear their uniform shirt or a shirt that represents their sport they are currently competing in. Game Days are on **Fridays** during that sport's season only for grades 7-12. Apparel must be Green, White, or Gray in color. Black and Gold can be accent colors. School uniform bottoms must be worn. *Any*

shirt must be approved by the Activities Director. Game day shirts must be the same for all members of the team. A plain white t-shirt (long or short sleeve) may be worn as an undershirt.

Hair

- All hairstyles must have a conventional color/cut. (Fad haircuts or colors are not allowed)
- Boy's hair must be off the collar, above the eyebrow and no sideburns below the ear.
- Boys are to be clean shaven.

Tattoos/Body Piercing

The following applies during regular school hours and for all St. Edmond extracurricular participants:

- No visible body tattoos or body piercing is allowed except for ear piercings.

Dress-Up Days

- Dress-Up Days means uniform clothing or better.
- No leggings or jeans
- Special Dress-Up Days *do not include* flannel, bare midriffs, shorts and skirts shorter than mid-thigh or longer, in the opinion of Administration.

Dress-Down Days K-12

Dress-Down Days, when approved by Administration, for the purpose of fundraising or other special occasions, means:

- Pants/shorts/skirts/jeans/leggings must be appropriate.
- Athletic sweats or warm-ups and mesh/gym shorts may be worn.
- No clothing with holes

Dress Code Compliance & Violations:

Students are expected to comply with the conditions of this code from their first entry into the building until school is dismissed for the day.

Administration reserves the right to address issues and institute consequences for violations that are not listed here if such actions/issues are contradictory to the mission statement as deemed by the Administration.

Consequences

- Grades 6-8:
 - 1st Occurrence:* Students will be sent to the office and will be required to change. Parents will be notified and a copy of the dress code policy will be sent home with the student.
 - 2nd Occurrence:* Students will be sent to the office and will be required to change. Middle School students

may be given detention. Parents will be notified.

Additional Occurrences: Same consequences as the 2nd occurrence and referral to counselor and/or administrator.

- Grades 9-12:

1st Occurrence: The student will be sent to the office and be required to change clothing. Parents will be notified.

2nd Occurrence: Students will be sent to the office and be required to change the clothing. Parents will be notified and 1 hour of Wednesday School will be assigned.

3rd Occurrence: Students will be sent to the office and will be required to change and will be assigned one day of In-School Suspension (ISS).

Emergency Dismissals & Cancellations (School Board Policy #427)

Throughout the course of the year, St. Edmond Catholic has to delay or cancel school for emergency situations. Keep in mind that the Fort Dodge Community School District makes these weather-related decisions in the majority of instances. **PLEASE DO NOT CALL THE SCHOOL UNLESS ABSOLUTELY NECESSARY.** *Dismissals will be listed on our school's web site and sent out by email & text.*

- The following radio and TV stations carry these announcements:
KWMT - 540 AM WOI TV - Channel 5
KKEZ - 94 FM KCCI TV - Channel 8
KVFD - 1400 AM WHO TV - Channel 13
Ft. Dodge Messenger, Ft. Dodge Press website and social media
- St. Edmond Catholic School uses Infinite Campus Messenger for contacting parents in the event of an emergency. All parents, by virtue of having a child at St. Edmond, will be signed up for this system. In school, dismissals that are caused by weather or other emergencies are announced on Infinite Campus Messenger by phone, text and/or by email. Student emergency dismissal information is listed on the Registration Form kept in the teachers' classroom.
- *If school is completely canceled at the beginning of the day* because of severe weather, all practices, games and other school activities will be canceled for the day in the interest of student safety.
- Closings after the school day has started: If school is released early due to inclement weather (ie., snow, ice, etc.), all practices, games, and other school activities will be canceled for that day in the interest of student safety.
- Activity cancellations due to heat: If temperatures are excessively hot, the Activities Director may consult the principal concerning practices, games, and other school

activities. These practices and games will be conducted in such a manner as deemed necessary to protect the participants from heat-related illnesses.

Emergency/Safety Drills

Periodically the school holds emergency drills. At the beginning of each semester, teachers should notify students of the procedures to follow in the event of a drill. Students are expected to remain quiet and orderly during a drill or emergency. The drills are Lockdown, Lockout, Shelter and Evacuation.

Facilities Usage/ School Name

Only teams that are composed completely of Saint Edmond students, follow all the school rules and are recognized as an official team of the school may use the name, logo or mascot of the school. No other team is allowed to use the equipment and/or the uniforms of the schools except those teams that are recognized as the official team of the school. Official Saint Edmond school teams are grades 7-12 and coaches are contracted through the school. Other teams may use the facilities of the school for practice if allowed by the board and/or permission from administration. Other teams may use Fort Dodge or Gaels as their team name or as part of their team name. Other teams are not allowed to use Saint Edmond Gaels and their logo. Coaches are volunteers and are not contracted through the school. (Diocesan Policy- 5116.1)

All system/parish facilities are primarily established for the use of these entities and shall not be used to promote private gain or for any purpose that will conflict with parish/school use. Facilities and equipment will be made available to local entities that promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program, school or parish related activity, and the use is consistent with state law/Diocesan policy and will end normally not later than midnight. Exceptions may be made with the permission of the President. The use of facilities is not normally permitted on Sundays and recognized holidays. It is within the discretion of the president and/or principals to grant permission for use of facilities and equipment on Sundays and holidays contingent upon the availability of adequate personnel. Employees are not permitted to use parish/school facilities for personal gain or private purpose without the expressed written permission of the President.

District vehicles are excluded from this policy.

Proof of insurance must be provided by any entity using parish or school facilities, and St. Edmond Catholic reserves the right to enact a rental fee to individuals/groups using our facilities. The Rental Agreement can be found in both offices.

Leaving School Grounds

Students are not permitted to leave the school premises during school hours unless they present a written explanation, which is the best option, or there is a phone call from their parent/guardian to the office in special situations. This information needs to be communicated to office personnel before the student leaves the school grounds. The

school does not accept any responsibility for students who violate this regulation. When your child leaves the school, he/she needs to sign out on the log provided in the office (or the parent/guardian can sign them out). On occasion, a student will forget an item at home (books, clothing for sports practices, homework, etc.) and request that they are allowed to go home and get it. Our policy is to maintain a “closed campus” and keep the student in school, if at all possible. The student is allowed to call a parent or other person to bring the item to the school. *If it is absolutely necessary for the student to leave, even with parental permission, to pick up the item, they will be assigned a Wednesday School to make up the missed time.* There are three possible exceptions to this rule: participation in shared classes at Senior High School/Iowa Central Community College, illness or injury occurring during the day and if the student is eligible for open campus as part of Senior Flex. Administration may also limit students from leaving for other reasons (i.e. – lunch, Homecoming/Prom activities, etc.) on a case-by-case basis. The same procedure applies when the student returns to school; they are required to sign in on the log. For the safety of all children, and depending on the age, a parent may need to pick up your child in the school office. The exception to this rule would be participation in shared classes at Senior High School. If students leave the school grounds without permission, they are subject to disciplinary action up to and including suspension/expulsion. The usual consequence is one day, in-school suspension.

Lockers

Lockers remain the property of St. Edmond Catholic School and are issued to students at no charge. Each student is responsible for the care of his/her locker. The locker issued to the student should be kept clean and undamaged. Do NOT keep money or valuable articles in your locker. Saint Edmond is not responsible for lost, misplaced or stolen articles. These may be brought to the main office for safekeeping. Please do not keep open packages or containers of food in lockers. Students should have no expectation of privacy with items inside of or attached to lockers. Lockers may be inspected by the administration at any time “reasonable cause” exists for a specific locker. If “reasonable cause” exists to search a specific locker, the student will be notified and given the reason for the search unless unusual circumstances exist. Saint Edmond personnel, in cooperation with and presence of Fort Dodge Police/Sheriff Departments, may periodically engage in a general search of lockers (see also Search and Seizure) in accordance with our crisis plan and safe environment. Students’ lockers shall NOT contain pictures or posters, which contain sexual themes, obscenity, vulgarity, or promote the use of alcohol or drugs. Administration and faculty of St. Edmond reserve the right to remove such material or request the student to remove any such materials from the student’s locker. Consequences may be given. The expenses to repair damage done to a student’s locker are charged to the student.

Lost and Found

Please mark clothing and school supplies with your child’s name. Items found should be turned in at or near the main office. Items not claimed by the end of each quarter will be donated to charity. Be sure to inquire at the office if you lose an item.

Lunch/Breakfast Program

St. Edmond Catholic School participates in the National School Lunch Program. A nutritious breakfast and hot lunch is available daily for our students. You may deposit money into your child's account in the front office at any time. Free and reduced price meals are available to students whose family incomes fall within federal guidelines. Applications for Free/Reduced meals may be picked up in the Business Office. Upon completion of the form, parents will be notified of their qualification.

- St. Edmond runs a closed lunch program, that is, students remain in the building all day. Administration reserves the right to have special "open campus" lunch dates for high school.
- Fast food or carryout food may not be brought to breakfast or lunch by the student or delivered to them. Pop and/or sodas are not part of a sack lunch and may not be consumed in study hall.
- Parents are expected to keep lunch balances current.

2024-2025 meal prices:

Elementary Students (TK-5)	\$3.00 per meal daily
Students (6-12)	\$3.25 per meal daily
Breakfast	\$2.70 per meal daily
Students /Adults milk	\$.55 each
Adult Breakfast	\$3.50 per meal daily
Adult Lunch	\$4.85 per meal daily

Messages for Students

Students are called to the telephone only in case of an emergency. Students will be asked to pick up messages before dismissal. Whenever possible, send a note to school, or call the office. Please feel free to call your child's teacher if there is a problem you would like to discuss. Since the teachers are in the classroom almost all day, it may be necessary for you to leave a message on the individual teacher's voice mail or email them. The teacher will return your call or email as soon as possible.

Motor Vehicles & Parking

Driving a motor vehicle to and from school is a privilege, not a right. Students who drive motor vehicles must park only in the designated areas. They may NOT loiter around or be in their vehicles and may not leave the school grounds in their vehicle during the school day without proper permission. Driving privileges may be suspended or revoked by the administration for reckless/hazardous driving on school property or entering/leaving the property in a reckless, hazardous manner.

School administrators and/or designated representatives possess the authority to conduct a reasonable search of student motor vehicles when on school property and/or on property being used by the school. Students who fail to follow the rules set by the administration will forfeit the privilege of bringing a motor vehicle to St. Edmond and may also be subject to additional discipline.

Visitor Parking

Visitors may park in a visitor parking spot in the parking lots off of 6th Avenue North or 22nd Street. Additional parking can be found along the street, in the student parking lot by the cafeteria, or at Holy Trinity church.

Please do not park in the Elementary Circle Drive, in staff parking (designated by sign & numbered) in front of the Elementary building, in a numbered spot (painted yellow), or behind the elementary gym as those are assigned to faculty and staff. Additional no parking areas include:

- Business/Development Office parking lot.
- All marked fire lanes.
- On the grass in any location.
- In any designated visitor parking and/or handicap (without appropriate license).

Student Parking

Students may park in any open spots in the parking lot by the cafeteria. Parking is on a first come basis and there are no assigned student parking spots. Students may park in the lot on 22nd in spaces marked with a dot.

Pregnancy/Abortion

In cases where pregnancy occurs, students are in need of our best efforts to lend support to a decision affirming the value of life. The administrative staff recommends that students and parent(s) contact a counseling agency consistent with a Catholic philosophy of life for assistance in considering their option of choosing adoption or single parenting. We need to respond with compassion to the birth mothers and fathers, letting them know they have our support, remembering always that when a student reveals his/her pending parenthood, he/she is demonstrating a commitment to the principle of right to life.

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

Due to the nature of the unique character of individuals and of each school environment, the integration of students(s) into the school must be handled on a case-by-case basis. Finally, all the above cited provisions concerning unwed mothers and their respective unwed fathers shall apply to married mothers and their respective spouses. Diocesan Policy 5140.1.

Property

School Property:

Each student is expected to care for the buildings, facilities, books and materials provided for use. Deliberate or accidental (in some circumstances), damage to school property (i.e. walls, floors, desks, tables, books, lockers, equipment and materials) will be repaired at the student's expense and appropriate disciplinary action can be expected. Local authorities may be called in if deemed appropriate. Care of property includes student lockers, keeping paper and other refuse off floors and grounds of the school. At the end of the year, the condition of textbooks and other academic books or materials will be evaluated and fees assigned for damaged or lost items.

Personal Property:

The school accepts no responsibility for the loss, damage, or theft of the personal property of students. Any items that may disrupt the learning environment should not be brought to school or they may be taken away.

Publications

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials, which are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials, which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school.
3. Students shall not publish or distribute materials, which reflect negatively on St. Edmond in the opinion of the administration.
4. Students shall not publish or distribute materials which are contrary to the mission of St. Edmond, the Diocese of Sioux City or the Catholic Church.

Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications. Student publications at St. Edmond include the "Tri-Crown" newspaper published by the Technical Writing Class. Work on this publication is done during regularly scheduled class time. The "Coromond" is the student yearbook. It is published once each year. *The principal should evaluate all school-sponsored publications before the material is finished and released.*

Publicity

There are times during the school year when pictures are taken or videos may be made. These would be used for publicity purposes or to produce promotional or educational materials. If you do not want your student's photo or name to be used, please notify the school office in writing during the student's first week of attendance at school. Otherwise, your permission is inferred.

Resolving Differences

Christian standards dictate that differences should be handled on a level where they can be resolved. The first contact should be with the person involved (e.g. teacher, coach, administrator) to resolve the conflict. If a satisfactory solution cannot be achieved, the parent should next seek help from the administrator. If a satisfactory solution is still not reached, the President of St. Edmond Catholic may be contacted.

Sex Offender

Any student or parent who is a registered sex offender must notify the school's administration. A meeting of all parties will be held to develop a plan for entrance into Saint Edmond Catholic School.

Snacks for Middle School Students - Grades: 6-8

Pop or candy may not be brought to or consumed in the St. Edmond School, *except for special celebrations*. Gum frequently mars furniture, clothes, and floors. Its use in school is not acceptable anytime.

Support for Students with Substance Abuse Problems

Regrettably, students may develop substance abuse problems or addictions. Saint Edmond Catholic wants students dealing with such issues to seek help. If any student approaches school personnel and requests assistance, the student will be referred to the appropriate school service provider. That provider will assist the student and their parent/guardian in locating the most appropriate counseling/treatment program. The evaluation and counseling/treatment program will be at the student and parent/guardian's expense.

Telephone Use

The use of the telephone in the teacher's classroom or the administrative office by students is limited to emergencies and with permission of office personnel or a teacher. They reserve the right to question the importance of the call. We ask that phone calls are limited to school issues.

Tuition Tax Deduction/Credit Legitimate Expenditures (School Board policy #702)

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

Volunteers

Volunteers play an integral part of the learning program. Volunteers need to be trained in Virtus by the Diocese before being allowed to assist. *Confidentiality is expected of volunteers regarding students' performance and school issues.*

Section VII: HEALTH

Communicable Diseases

In an event a student is affected with a communicable disease, the school nurse or administrator should be notified. Decisions concerning a student's exclusion from or readmission to school shall be made with guidance from the Department of Public Health, the student's parents/guardians and health care provider as necessary and appropriate. Parents of a student(s) exposed at school to a communicable disease such as, but not limited to, chicken pox and whooping cough, may be notified by the school. Parents must also inform the school nurse or administrator as soon as they become aware that their student has been exposed to or is affected with any communicable disease. The school nurse, principal, administrator or superintendent must make the required report to the Iowa Department of Public Health in accordance with the school's established procedures.

Reference: Iowa Code Ch. 139, 141, Iowa Administrative Code 641-1, 11

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. If the administration and the school nurse decide that a student's condition poses a health threat to other students, the student will be expected to stay out of school during the period of contagion. Parents are asked to use their good judgment in keeping sick children home from school in order to prevent the spread of communicable diseases. *Students should be fever-free for 24 hours before returning to school.*

Discrimination or violence directed against persons with handicapping conditions or AIDS/HIV is unjust and immoral. Therefore, persons who are identified as being infected with the human immunodeficiency virus will be allowed to attend school in an unrestricted setting, unless conditions arise in the school that place the infected student at risk of special health hazards, or the student is too ill to attend. No pre-screening or testing for the purpose of detecting AIDS/HIV infection will be conducted by the school, nor will admission, enrollment, or continued attendance of any student be conditioned on providing proof that the student is free from AIDS/HIV infection.

As members of the Church and society, all share the responsibility of standing in solidarity with those who have AIDS/HIV. We need to offer spiritual and pastoral care, along with the medical and social services extended to those who suffer from AIDS/HIV, and to their families and friends. Those who have been exposed to the virus are expected to live in a way that does not bring injury or potential harm to others.

Information regarding a student's AIDS/HIV status will be treated as confidential. This

information will be released only with parental or eligible student's consent to staff or persons who have a need to know, as determined by the student, his or her parents or guardians, the student's physician, and school officials working in concert. All school personnel who receive confidential medical information regarding a student's AIDS/HIV status will maintain strict confidentiality of the data. Any staff member who unreasonably violates this policy is subject to disciplinary sanctions. (from DP 5141.2)

Diet Modification

Students who require a special diet must complete a Diet Modification Form. The form is available in the nurse's office.

Drug-Free Environment Policy

St. Edmond Catholic School shall make a good-faith effort to maintain a drug and alcohol-free school environment. The environment includes the school premises and any other location where a student is involved in school related activities. St. Edmond Catholic School prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, nicotine, or other controlled substances. Likewise, the administration prohibits "look alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products [nicotine] may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Emergency Medical Care (School Board Policy #411)

The parent/guardian shall update the student's emergency phone numbers, family physician/dentist, and sign a statement giving "permission to contact your family doctor or to provide emergency medical treatment should an emergency arise and time does not allow school staff to contact anyone. Your signature will also indicate your intention to take financial responsibility for this care." The parent/guardian is responsible for informing the school nurse of any updates to the student's medical history.

At the beginning of each school year, the parent/guardian must also sign a statement authorizing the school nurse to release information about their son/daughter's condition(s)/illness to their teachers, administrators and other school staff as needed for the safety of the student.

A student with injuries that are not life threatening may be transported to the appropriate facilities for emergency medical treatment or to their family doctor's office by school personnel with the parent's/guardian/s permission. If the injuries are severe/life threatening, a decision to transport the student by ambulance shall be made by school personnel.

If a student becomes ill or is injured at school, school personnel shall notify the student's parents, legal guardian or parental designee as soon as possible. If parents cannot be reached, the person's name on the emergency sheet will be called. If the parents or emergency number cannot be reached, the school will make the necessary emergency arrangements. No student will be sent home without prior notification.

EPI Pen

If the student has a condition that may require an EpiPen, it must be provided by the student. St. Edmond does **NOT** stock EpiPens.

Food Allergies

Saint Edmond is a nut aware school. If a student has a food or nut allergy it is the parent's responsibility to communicate this with the school nurse. The nurse will partner with the student's parents to educate administration, teachers, students and kitchen personnel as needed to ensure the safety of the students with the allergy. Parents will be expected to provide a written list of signs and symptoms of a reaction as well as interventions to minimize the reaction. Any required meds such as an Epi pen or Benadryl will need to be provided by the parents. No snacks containing peanut butter are allowed for a class with a student who has a peanut allergy. Please consult the teacher to see if this applies to the class in which your student is enrolled.

Health Program/Medications

There will be a health program appropriate to the age and grade level of each student in St. Edmond Catholic School. When a child enters the St. Edmond system, a record of immunization is filed at the school and retained there until the student leaves. Annual updates of vision and hearing screening are conducted.

If your child has a severe medical disorder, notify the nurse and your child's homeroom teacher at the start of the school year or when the condition is diagnosed. Parents and school staff will establish a plan of care to ensure the safety of your child.

School Board Policy #424

Health care of the school age child is the responsibility of the parent/guardian (hereafter "parent"). Parents are encouraged to give medication and perform health care procedures outside school hours. Some students may need medication or special health services to participate in their educational program.

Medication may be administered when the student's parent provides a signed, dated, written statement requesting medication administration. All medications in the school

setting are required to be in their *original labeled* container. When administration of the medication requires ongoing professional health judgment, the school nurse shall develop a plan with the student and the student's parent. Medications administered in elementary (preschool through grade 8) shall always be given by the school nurse or a designee. The school nurse will not administer natural or homeopathic remedies or supplements to students while at school.

Procedure

Some students may need medication during the school day to optimize their participation in their educational program. Medication may be administered:

- By the school nurse or school personnel that have successfully completed an approved medication administration course taught by the school nurse.
- When the student's parent provides a signed, dated, written statement requesting medication administration describing specifically the name of the medication, dose of medication, and time(s) to be given.
- When the medication is in the original labeled container.

A written medication administration record shall be on file including:

- Date
- Student's name
- Prescriber or person authorizing administration
- Medication and dosage
- Administration time
- Administration method
- Signature and title of the person administering medication, and
- Any unusual circumstances, actions, or omissions.

Medications shall be stored in a secure area. Emergency protocols for medication-related reactions shall be posted.

Medication information shall be confidential information, and shall be available to school personnel as needed with parent permission. High school students may administer their own medication if parents allow this. Students who wish to participate in athletics shall have a physical examination by a licensed physician and provide proof of such an examination to the activities director before the official start of the season and, if possible, before any school-sponsored camp. No athlete can participate in any athletic contest without a current physical on file with the office. This certificate of health will be kept on file.

Identifying and Reporting Child Abuse

Any certified or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms. Reports of child abuse remain confidential as required by law. The administration and staff of St. Edmond Catholic School will cooperate fully with DHS personnel in

conducting a child abuse investigation by providing access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews. St. Edmond Catholic School recognizes no obligation to contact the parents or guardians of a child suspected to be a victim of abuse.

(LOCAL DHS OFFICE TELEPHONE NUMBER: 955-6353)

Immunizations

Iowa Law requires an up to date Certificate of Immunization be on File at the school *the first day a student attends*. This certificate may be forwarded from a previous school, or completed by a health care provider who has administered those immunizations.

An immunization audit is performed annually by the Webster County Health Department. In compliance with Iowa's Immunization Law, it is the duty of the admitting official of the school to deny enrollment to any individual who does not submit proper evidence of immunization.

As of January 2017, a 1 time dose of meningococcal (meningitis) vaccine is required on or after 10 years of age for students entering grade 7 if born after Sept. 15, 2004 and 2 doses of meningococcal vaccine for students grade 12 if born after Sept. 15, 1999. This must be done before the start of the 2017-2018 school year.

As of January, 2013, students in grades 7th and above are required to have one dose of Tdap (Tetanus/Diphtheria/Pertussis) if born on or after September 15, 2000.

A vision and dental exam are required by the State of Iowa for entrance into kindergarten. Currently vision exams are conducted each year at Saint Edmond. At least one lead screen is also required by the State of Iowa before the age of six. *Physicals are required for entrance to Preschool, TK and Kindergarten each year and need to be on file the first day a student attends.*

Injury and/or Illness

If your child is ill, please notify the *Administrative school office before 9:00 a.m.* The school nurse may, in extreme cases, need to know the type of illness of your child.

If your child becomes seriously ill or injured at school and personnel are alerted, the school nurse, administrative assistants or the principal shall attempt to call you, or, if you are unavailable, the responsible adult listed on your Family Information Sheet. Please keep your Family Information Sheet up to date with any changes, such as home telephone numbers, employment phone numbers, or emergency contact numbers.

St. Edmond Catholic School, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present to administer emergency or first aid if possible. All ill or injured students will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible. Any injury that occurs during regular school activities and is communicated to staff, should be documented.

St. Edmond employees, coaches, or delegated officers are not liable for student injuries while participating in practice, scrimmages, or games. Therefore, it is mandatory that parents have obtained insurance to cover their children while participating in school activities.

Lice

Head lice is a concern to us all, but we need to remember it is not considered a health hazard. St Edmond Catholic School will follow these guidelines:

- School nurse will check any child suspected, found, or referred for head lice.
- The parents of any child with live lice or nits will be called and informed that the child needs the appropriate treatment to rid them of the lice. The parent has to treat them before returning to school the next day. If they prefer to wait until after school, the child may stay in school the rest of that day.
- The child will be checked upon return to the school after the treatment
- The whole school and classrooms will not be routinely checked. It is proven that it does not decrease the incidence of lice in the schools. Each case will be assessed individually and handled by the school nurse in a manner consistent with these guidelines, and in the best interest of the students.
- For information on specific methods of treatment, please consult the school nurse.

Wellness Plan

The Wellness Plan for St. Edmond Catholic School is located on our school's website.

Section VIII: CODE OF CONDUCT & DISCIPLINE

Academic Guidelines for High School Students

All teams, organizations, clubs to which a student volunteers to participate or is chosen to participate is included within the scope of the eligibility and code of conduct.

Scholarship Rules for:

Student Athletes/Cheerleaders/Fine Arts:

- If not passing two classes at the end of the 1st and 3rd quarters, a student is ineligible for competitions for the next 30 calendar days. Semester grades are used for 1st and 2nd semester (see state policy). If both of these provisions are applicable, the state policy may be enforced.
- Summer school or other means does not make up a failing grade for eligibility purposes.
- A WNC- Withdraw No Credit is considered an F in reference to this policy.
- St. Edmond Catholic School follows all eligibility requirements as established by the Iowa High School Athletic Association, Iowa Girls High School Athletic Union and Iowa High School Music and Speech Association.

Since the season for grades 7-8 is typically half of what the high school season is, the ineligibility period for these grades will only be 15 days. After two weeks they

will be eligible if they are passing their classes; all other procedures stated in the High School guidelines apply.

1. Eligibility reporting dates will be every 4½ weeks (midterm and quarterly). Ineligibility will start the day grades are listed on the school calendar.
2. If a student fails two or more classes in a grading/eligibility period they will be ineligible for the next two weeks. The student must maintain good standing in the activity by attending all practices and/or meetings but will not be allowed to compete.

Administration Of Consequence

Consequences for violating the expected behavior at St. Edmond Catholic School will result in discipline as described. Based on the nature of the action, the severity of the action and the frequency of behavior, consequence may be administered at the discretion of School Administration according to the established policies. The following provides guidelines for determining the appropriate level of consequence; however, Administration has the full discretion for determining consequence levels.

Choices – Level 1 Offense:

Generally administered following a minor offense and infrequent occurrence

- Parents informed.
- Parent/student conference with administration.
- Loss of privileges which are grade level/age appropriate.
- Student behavioral contract.
- Wednesday School (1-4 hours).
- Suspension from events/activities.
- Refer to Code of Conduct Policy.
- Community service (5-10 hours).

Choices – Level 2 Offense:

Generally administered following a major offense or frequent occurrences of minor offenses

- Parent notification.
- Parent/student conference with administration.
- In-school suspension (1-3 days).
- Loss of privileges which are grade level/age appropriate.
- Suspension from events/activities.
- Wednesday School.
- Refer to Code of Conduct Policy.
- Outside counseling.
- Paying for repairs of property.
- Community service (10-15 hours).

Choices – Level 3 Offense:

Generally a repeat of a major offense or a major offense that has a significant impact or presents a danger to the school environment

- Parent notification.
- Hearing of witnesses and other parties.
- Parent/student conference with administration.
- Suspension from events/activities.
- Outside counseling required.
- In-school suspension (3-5 days).
- Community service (15-20 hours).

Choices – Level 4 Offense:

Generally following an action or actions) that jeopardize the student's ability to conform to the expectations of students attending St. Edmond Catholic School.

- Principal recommends expulsion.

Note: In many of the above instances, the teacher is initially responsible for addressing these behavioral choices. The consequences, therefore, may be based on the teacher's classroom policies and procedures.

Further, the administration reserves the right to add/alter consequences depending on the severity and/or repetitiveness of the behavior.

Administration Of Discipline

Corporal Consequence Prohibited

Disciplinary actions do not include corporal consequence. Reasonable physical force may be used upon a student when deemed necessary for restoring order, prevention of harm to the student and/or others, and protection of school property. Other possible disciplinary measures include, but are not limited to removal from the classroom, detention, fines, suspension, probation, or expulsion.

Removal from the Classroom

Removal from the classroom means a student is sent to the principal's office in grades TK-12. This should only be done if the student is disrupting the class and interfering with the rights of other students and will not stop after being instructed to do so by the teacher.

Detention

A student is required to attend detention before or after school. A student has at least one day to arrange transportation and work schedule. The length of detention will be decided by the teacher or Principal. Students who fail to attend an assigned detention will be assigned Wednesday School.

Wednesday School

Wednesday School is held for students who require action that is beyond the usual after-school detention. Wednesday School may be utilized for inappropriate behavior choices, failure to meet academic expectations and excessive tardies and/or absences.

- The administration is responsible for all Wednesday School assignments.
- Wednesday School is from 3:00 p.m.-5:00 p.m. on the assigned date.

- Students are responsible for transportation to and from school.
- Students are notified of the (assignment) and reason.
- Parents are notified two days in advance, if possible.
- No eating, drinking, sleeping.
- No electronic devices, including cell phones & laptops unless used under supervision for academic purpose.
- In school suspension is used when students do not attend a Wednesday school.
The student will serve it the next day or be suspended from activities until made up.

In-School Suspension (ISS)

In-School Suspension means a student is given a suspension for a definite period of time, not to exceed the end of the current semester, in addition to being warned and/or receiving a consequence for misconduct. The suspension means the student must meet the conditions for in-school suspension listed below. Failure to do so may result in more consequences up to and including expulsion.

- The administration/discipline committee is responsible for all ISS assignments
- ISS is from 7:50 am -2:55 pm on the assigned day(s) in the classroom
- Students are also suspended from after school activities on the dates they serve ISS
- Students and parents are notified of the date(s) and reason for the suspension
- Students must remain in the assigned classroom
- No sleeping, drinking, or eating (except for a lunch break, which will be taken in the classroom and given at a time deemed appropriate by the supervisor)
- No electronic devices, including cell phones & laptops unless used under supervision for academic purpose
- No service hours may be served in conjunction with ISS hours

Expulsion

Expulsion means the removal of a student from the school environment, which includes classes and activities. Serious misconduct and habitual disregard for the stated rules may result in the Principal recommending a hearing before the Discipline Committee. The Discipline Committee of the school, as per Diocesan Policy 5144.1, shall have the sole authority to expel a student. The decision of the Discipline Committee is final.

- Students may be expelled for violation of board policy, school rules, or the law, for the career of the student or a designated amount of time.
- A student may be expelled for a single offense or a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.
- When a student is recommended for expulsion, the student and parents are provided with:
 1. Written notice of the reasons for the proposed expulsion.
 2. An opportunity to meet with the committee.

There are times when student choices/behaviors are inappropriate in or out of school.

When a student's behavior or attitude harms the St. Edmond Catholic School community or reputation, whether outside or inside school, the student becomes subject to any or all of the previous consequences.

Minor Violations

At times, a student chooses to exhibit behaviors which are not appropriate and are considered minor by administrative personnel. Examples of minor violations may include, but are not limited to, the following:

- Academic Dishonesty (Cheating on test/quiz, copying others work, plagiarism)
- Cell phone violation
- Defiance (Refusal to follow school expectations/teacher directives)
- Destruction of others property
- Destruction of school property
- Disrespect (Arrogant, blunt, rude or uncivil tone)
- Disruption of instruction
- Dress code violation
- Homework repeatedly uncompleted
- Inappropriate language (Vulgarity, profanity, offensive, abusive, mean-spirited)
- Inappropriate location
- Inappropriate physical contact (pushing, shoving, climbing on, horseplay)
- Tardiness to school or class
- Technology violation

Major Violations

At times, a student chooses to exhibit behaviors which are not appropriate and are considered major by administrative personnel. Examples of major violations may include, but are not limited to, the following:

- Alcohol/Tobacco/Drugs
- Technology mis-usage
- Bullying/harassment
- Weapons, dangerous objects
- Fighting
- Theft
- Insubordination
- Vandalism
- Truancy

Alcohol And Illegal Substance Violations/Code of Conduct

St. Edmond Catholic School prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, nicotine, or other controlled substances. Likewise, the board prohibits "look alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated or chartered vehicles; while attending or engaged in school

activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products [nicotine] for those under the age of twenty-one (21), may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

St. Edmond Catholic School reserves the right to have a drug dog search at any time. This could include the school or parking lot or both.

Appeal Process for Good Conduct Violation

Any student who is found by the administration to have violated the Good Conduct Policy may request a review of this determination by contacting the Administrator within 5 calendar days of being provided official written notice of the disciplinary action. The penalty will be in effect until a decision has been made. Official written notice of the review will be provided.

If the student is still dissatisfied, he or she may seek further review by the President of Saint Edmond Catholic School. The student may request a review with the President by contacting the President within 10 calendar days of being provided an official decision of the initial review.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the school board President of Saint Edmond Catholic School at least 5 calendar days prior to the next regularly scheduled board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if 18) requests an open session. The grounds for review by the school board are limited to the following:

- 1) The student did not violate the Good Conduct Rule
- 2) The student was given inadequate due process in the investigation and determination
- 3) The penalty is in violation of the Handbook or Board Policy.

The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violations removed from the student's record.

Passed by the School Board on February 27, 2019 to become effective as of February 28, 2019

Bullying And Harassment (*Diocesan Policy 5145.3 2/10/09*)

It is the policy of the Catholic Schools of the Diocese of Sioux City to maintain a learning and working environment that is free from bullying or harassment and to provide all persons with a safe and civil school environment in which all members of the school community are treated with dignity and respect. No student of the school shall be subjected to bullying or harassment on the basis of actual or perceived traits or characteristic: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. No employee, volunteer or student shall engage in harassing or bullying behavior based on this list of traits or characteristics.

It shall be a violation of this policy and state law for any employee, parent or guardian, volunteer or student in a Catholic School of the Diocese of Sioux City to bully or harass any employee, parent or guardian, volunteer or student on school property, school-owned and school-operated vehicles and at any school function, or school-sponsored activity regardless of its location. School employees, parents or guardians, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about acts of harassment or bullying.

All Catholic Schools of the Diocese of Sioux City shall be responsible for promoting the understanding and acceptance of, and assuring compliance with, applicable laws and board policy and procedures governing bullying or harassment within the school setting. The school will annually provide all school employees, volunteers and students training on the anti-harassment and anti-bullying policy of the Diocese and the school. To the extent that funds are available, the school will also adopt and provide programs to school employees, volunteers and students with the skills and knowledge to help reduce incidents of harassment and bullying.

Violations of this policy or procedure will be cause for disciplinary action as described in Section II below.

Definitions

- a. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, Internet-based communications, pager service, cell phones, and electronic messaging.
- b. "Harassment" and "Bullying" shall be construed to mean any electronic, written verbal, or physical act or conduct toward an individual which is based on any actual or perceived trait or characteristic of the individual and which

creates an objectively hostile school environment that meets one or more of the following conditions:

- i. Places the person in reasonable fear of harm to his/her person or property.
 - ii. Has a substantially detrimental effect on the person's physical or mental health.
 - iii. Has the effect of substantially interfering with a person's academic performance
 - iv. Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- c. "Trait or characteristic of the individual" includes but is not limited to actual or perceived traits or characteristics of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.
- d. "Volunteer" means an individual who has regular, significant contact with students.

Procedure for Reporting Action Regarding Allegations of Bullying or Harassment

- a. Any employee, volunteer, student, parent, or guardian of a student, of a Catholic School of the Diocese of Sioux City who feels that a person has been bullied or harassed or feel they have witnessed incidents of bullying or harassment shall contact the building principal or any other staff member. Any staff member to whom an incident of bullying or harassment has been reported shall contact the principal/school administrator immediately. Claims made against a principal/school administrator shall be reported to the Superintendent of Schools for the Diocese of Sioux City immediately.
- b. The principal/school administrator will have the person making the claim fill out the form for reporting bullying or harassment and instruct the person to recall and record as many details as possible, including identifying any witnesses to the incident.
- c. The principal/school administrator will then interview any witnesses, having them fill out a report form as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.
- d. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.
- e. All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the local board-approved schedule of consequences, which may include expulsion. Each Catholic School of the Diocese of Sioux City shall submit to the office of Education annually a board-approved schedule of consequences.
- f. All founded cases of bullying or harassment by a school employee or volunteer will be subject to the disciplinary actions outlined in the schools'

Employee or Personnel Manual and/or the Administrative Manual of the Office of Education, as applicable

- g. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded within ten (10) school days after the submission of the written complaint form.
- h. All claims of bullying or harassment, the supporting documentation, final disposition and disciplinary actions shall be filed in the principal/school administrator's office. The principal/school administrator will report a summary of these claims and resulting actions to the office of Education annually on a form provided to them by the Office of Education. The school will also provide summary information regarding bullying and harassment to other agencies as required by the law.

Immunity

The law provides immunity from civil or criminal liability to a school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy. This immunity extends to participation in any administrative or judicial proceeding resulting from or relating to the report.

Collection Requirement

Each Catholic School in the Diocese of Sioux City shall maintain a system to collect harassment and bullying incident data.

Integration of Policy and Reporting

Each Catholic School in the Diocese of Sioux City shall integrate its anti-harassment and anti-bullying policy into the comprehensive school improvement plan required by the Iowa Department of Education and shall report data collected under Section IV above, to the local community.

Notification

This policy shall be provided to school employees, volunteers, students, and parents or guardians through the Staff and Student/Parent Handbooks. This policy may also be published in official school communications, as appropriate (i.e. school newsletter, school website, or public media).

Capturing Video/Photo/Audio At School Activities

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties

captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

Discipline Philosophy

The duty of St. Edmond Catholic School is to train the intellect through discipline of the mind and heart; to stimulate the child to develop worthy habits, and to lead each child to develop worthy habits, and to lead each child to a realization of his/her rights and duties to God, to self, the country, and to neighbor. The teacher is expected to address/eliminate most discipline decisions. The principal will handle more serious and persistent problems. In certain instances, a discipline committee, composed of administration, counselors, and teachers, will meet to review and ensure appropriate consequences are enforced.

In keeping with the above philosophy, the St. Edmond Catholic School encourages our students to undertake the following student responsibilities.

- To respect God's gift of life by treating each individual with courtesy and concern for his/her well being.
- To recognize and uphold the right of all students to a Christian atmosphere conducive to learning.
- To respect the property of individuals and the school.
- To appreciate the value of a Christian education by participating in classes to the full extent of their talents.

It is important that the school strives to instill the basic Christian principles of respect, discipline, and self-control in our students. Unless the school environment has these attributes, it is impossible for the learning process to take place. We ask your support and cooperation in the enactment of discipline in our school. It is essential that the home and school work together. It is important to accomplish the goal of helping our children to achieve the intellectual and moral development they need to become mature, responsible, and Christian adults.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others will on school premises, while on school owned or school-operated buses, while attending or engaging in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school. As per Diocesan policy, students attending St. Edmond do not have the right to publicly support or campaign against

teaching or beliefs contrary to the Church's teachings.

Disciplinary Process

Charging and Investigating Allegations of Abuse of Students by School Employees

Employees of the St. Edmond Catholic School shall not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

The St. Edmond Catholic School will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any written allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All students are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The St. Edmond Catholic School has appointed the President and principals as level-one investigators and alternates, and have arranged for a trained, experienced professional to serve as the level-two investigator. The level-one investigators and alternates will be provided training in the conducting of an investigation, at the expense of the St. Edmond Catholic School.

The President, in cooperation with the Superintendent of Education for the Diocese of Sioux City, shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

Level I Designated Investigators:

St. Edmond Catholic School- 515-576-5182/955-6077

Due Process

Each student, before any disciplinary action is taken against the student, has a right to due process as guaranteed by our Constitution. A student, who is accused of a breach of discipline and is susceptible to Consequence, has the right to a hearing with the building principal or designee. After the hearing is held and the student is still dissatisfied, he/she may have a hearing with the President. If a student is dissatisfied with the decision of the President the next level of appeal is to the Diocesan Superintendent. The student's parents/guardians may attend any of these hearings.

Interrogation by Outside Agency

Generally, individuals from outside the school district may not interrogate students. If an individual such as a law enforcement officer or child abuse investigator wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such an interrogation request is supported by a court order. Before

allowing the interrogation, the administrator shall attempt to contact the parent/guardian of the child and inform them of the request and ask if they wish to be present.

Reasonable Force

Reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for self-defense, the preservation of order, to quell a disturbance, to end an action that is threatening to others, and to protect school property, or for the protection of others located on school property. Corporal Consequence may not be used to discipline students.

Search and Seizure

It is the policy of the Diocese of Sioux City to operate its educational institutions in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy. The Diocese of Sioux City has adopted rules relating to periodic inspection, to the search of student, and/or to protected student areas. (DP 5145.2) A school official may search individual students and individual protected student areas (i.e. clothing, backpacks, etc.) if the official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.

Student searches must be reasonable based on balancing the need for the search against any intrusion of a protected student area. School officials may conduct, without prior notice, periodic inspections of all, or a randomly selected number of, school lockers, desks, computer network assets, parking lots and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of such facilities by the school does not create a protected student area or give rise to an expectation on a student's part with respect to that locker, desk, facility, or space. Either an inspection shall occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence of at least one other person.

Eligibility (Excerpts from the IHSAA, IGHSAU and Iowa Dept. of Education)

St. Edmond Catholic students participating in interscholastic athletics must abide by specific Rules of Academic Eligibility. These rules are established by the Iowa High School Athletic Association, Iowa Girls High School Athletic Union and other state organizations supplemented by locally developed St. Edmond Catholic School rules.

The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

May a student who received an "F" on his/her second semester report card re-take that class over the summer to change the grade? Students should always be encouraged to remediate subjects they did not master the first time around. If the school has a policy that it will change the student's grade on his transcript if this occurs, that does not change the fact that the student is ineligible under rule 36.15(2). Also note that schools are now required to report all original failing grades (even those remediated for purposes other than athletic eligibility) to any school to which the students transfers. So, if a student's transcript does not reflect that an "F" was originally earned in a certain course (because the student remediated the grade to a passing mark), the school must still let the next secondary school know that the student originally failed the course.

If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the occurring interscholastic athletic contests and competitions for the next 30 days.

Good Conduct Policy

To retain eligibility for participation in Saint Edmond Catholic School activities and organizations, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, including e-cigarettes, vaporizers or other Electronic Nicotine Delivery Systems, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is

not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct.

Definition of Activities

Curricular Activities – Any event that a student performance is tied to an academic grade for a course in which the student is enrolled.

Co-curricular Activities – Any event that a student performance is tied to an academic course but no grade is tied to the performance.

Extra-curricular Activities – Any event/organization that a student performance is not tied to an academic course.

Student Organizations – Any organization that does not have direct academic course ties but promotes students and/or the school (i.e., Honor Society and Student Council).

Curricular Activities	Co-curricular Activities	Extra-curricular Activities
*Music Concerts *Assigned performances	*Choir *Honor Society *Quiz Bowl *Speech (Large Group/Individual) *Student Council	*Baseball *Basketball *Bowling *Cheerleading *Cross Country *Football *Golf *Soccer *Softball *Swimming *Tennis *Track *Volleyball *Wrestling

Points of Emphasis:

1. The Good Conduct Policy is enforced year-round.
2. Violations are cumulative for a period of one year during the course of a student's high school career. The year will begin with the date of the violation and continue for 365 days. In other words, two violations in a 365 day period will result in enhanced penalties.
3. Any violation of the Good Conduct Policy affects non-curricular, extra-curricular activities and student organizations (not just one or the other).

4. A student must participate in the normal daily activities during the length of the consequence.
5. A student must end the activity in good standing for the consequence fulfillment to be met. If a student does not complete the season/activity, the consequence will be carried over to the next event and will start over.

Process for Determining Violation

A complete investigation will be conducted by school administration whenever a possible Good Conduct Violation has occurred. The investigation will begin when either 1) a violation is witnessed by an employee of the Saint Edmond Catholic School and/or 2) official notification of a possible violation is given to the district by an outside law enforcement agency and/or 3) a complaint is received by school administration from an identified individual. The administration will not investigate an anonymous complaint. Any student who is charged with a Good Conduct Violation will have a meeting with school administration to present the allegation, give the student an opportunity to provide information, and possibly start an investigation into the violation. If there is clear and convincing evidence of a Good Conduct Policy violation, the student will be deemed ineligible for a period of time, as outlined below.

Good Conduct Policy Violations

Any violation of the Good Conduct Policy will have the consequences outlined below. Violations will be applied across all co-curricular, extra-curricular and student organizations in which the student is currently or will be involved in. Multiple Good Conduct Violations are to be served cumulatively and not consecutively. Violations will be in effect for one-calendar year from the date ineligibility begins. If a student is not involved in any activities during that calendar year, the student will become eligible after one year. If a second violation occurs, this would still follow the consequences outlined below.

Curricular Activities

No consequence for activities used to determine a student's class performance.

Co-Curricular Activities

1st Violation – Ineligible for next performance/event/activity

2nd Violation – Ineligible for next two performances/events/activities

3rd Violation – Ineligible for calendar year

***Students involved in multiple co-curricular activities will serve the consequence for the first event after the violation occurred.

Activity	Season Length	Level 1 Offense	Level 2 Offense	Level 3 Offense
Cross Country	10 meets	1 meet	2 meets	<i>See Below</i>
Volleyball	14 dates	1 date	2 dates	
Football	9 games	1 game	2 games	
Football Cheer	9 games	1 game	2 games	
Basketball	21 games	2 games	4 games	

Basketball Cheer	21 games	2 games	4 games	
Bowling	12 dates	1 date	2 dates	
Wrestling	15 meets	1 meet	2 meets	
Wrestling Cheer	15 meets	1 meet	2 meets	
Track	12 dates	1 date (plus indoor meets)	2 dates (plus indoor meets)	
Golf	12 dates	1 date	2 dates	
Soccer	17 dates	1 date	2 dates	
Swimming	12 meets	1 meet	2 dates	
Tennis	12 dates	1 date	2 dates	
Baseball	40 games	2 dates	4 dates	
Softball	40 games	2 dates	4 dates	

**Above Season Length is based on State maximum allowed.
Actual St. Edmond season may be shorter.*

Ineligibility consequences for Level 3 Offenses are subject to the discretion of the discipline committee. If the consequence is not fulfilled before an activity ends, the percent remaining of the violation will carry over to the next activity.

If a student is involved in a shared activity with another school, the student will be subject to the policies of the controlling school even if the sanction is more severe than those set out herein.

Student Organizations

1st Violation – 6-month probation* and exclusion from all events during this period

2nd Violation – Removal from Student Organization

*While a student is on probation from the organization, any conduct unbecoming of the organization and/or its beliefs will lead to possible removal from the organization.

If a student is participating in multiple extra-curricular activities during the same season the administration will determine which activity the penalty shall be served under. This decision shall be in the sole discretion of the administration and shall not be challenged by the student, parent or coach.

Weapons And/Or Dangerous Objects Policy (School Board policy #426)

St. Edmond has a “No Weapons in School – Zero Tolerance” policy.

The school principal is to be immediately informed if a student brings a weapon of any kind to school or to a school activity.

Diocesan Policy 5146

702.7 Dangerous weapon

A “dangerous weapon” is any instrument or device primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the matter for which it was designed. Additionally, any instrument or

device of any sort which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include hunting knife, pocket knife or are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, pepper spray or other instruments deemed dangerous by administrators.

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

724.4 A Weapons free zones-enhanced penalty

As used in this section, “weapons free zone,” means the area in or on, or within one thousand feet of, the real property comprising a public or private elementary or secondary school, or in or on the real property comprising a public part. A weapons free zone shall not include that portion of a public park designated as a hunting area under section 461A.42.

724.4 B Carrying weapons on school grounds—penalty—exceptions

A person who goes armed with, carries, or transports a firearm of any kind, whether concealed or not, on the grounds of a school commits a class “D” felony. For the purposes of this section “school” means a public or nonpublic school as defined in section 280.2

280.17 A Procedure for handling dangerous weapons

The board of directors of a public school and the authorities in control of a nonpublic school shall prescribe procedures requiring school officials to report to local law enforcement agencies any dangerous weapon, as defined in section 702.7, possessed on school premises in violation of school policy or state law.

280.17 B Students suspended or expelled for possession of dangerous weapons

The board of directors of a public school and the authorities in control of a nonpublic schools shall prescribe procedures for continued school involvement with a student who is suspended or expelled for possession of a dangerous weapon, as defined in section 602.7, on school premises in violation of state law and for the reintegration of the student into the school following the suspension or expulsion.

280.21B Expulsion –weapons in school

The board of directors of a school district and the authorities in charge of a nonpublic school which receives services supported by federal funds shall expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school or knowingly possess a weapon at a school under the jurisdiction of the board or the authorities. However, the superintendent or chief administering officer of a school or school district may modify expulsion requirements on a case-by-case basis. This section shall not be construed to prevent the board of directors of a school district or the authorities in charge of a nonpublic school that have expelled a student from the student’s regular

school setting from providing educational services to the student in an alternative setting. If both this section and section 282.4 apply, this section takes precedence. For purposes of this section “weapon” means a firearm as defined in 18 U.S.C. 921. This section shall be construed in a manner consistent with the federal Individuals with Disabilities Education Act.

Laser Prohibition Policy

Students are prohibited from carrying laser pointers on school premises and at school sponsored activities. Staff is prohibited from using laser pointers. Students violating this policy shall be disciplined in accordance with their school’s individual procedures. Any laser pointer found on school premises will be confiscated.

Section IX: Technology And Internet

Electronic Devices

As Saint Edmond moves toward a more technology-friendly environment, electronic devices will not only be present but expected to be used in the classroom setting. Students must use these items in a Christian, respectful and lawful manner. No device may be used that is not compliant with these general expectations or causes a “disturbance or disruption” to the learning environment in the opinion of the teacher or administrator. Faculty and administration reserve the right to confiscate these items as deemed necessary. In cases where the law is violated, law enforcement may be contacted.

Internet Access to Student’s Academic Progress

To facilitate communication as a courtesy, parents can access their children's records through a *secure* website provided by Infinite Campus. This service will allow you to have access to your children's records. Infinite Campus provides the following information for your children: schedules, class enrollments, assignments, grades and attendance.

The Steps to Gain Access:

1. Type www.st-edmond.com in the address line of your browser.
2. Click on the [Infinite Classroom](#) on the bottom center of the home page.
3. On the Infinite Classroom login screen enter the online user ID and password you were given. (It is sent in the mail to all parents/guardians).
4. Navigate using the tabs and links on the site. Back and forward browser buttons will log you out of the system.
5. Use the Customize tab to select what to display for each student on the Homepage.
6. If your password is lost, contact the school office.

Internet Use

Written parental permission is required before a student is allowed to access the Internet. Signed permission slips will be retained in the office. Failure to use the Internet or other computer resources in a responsible manner and in accordance with policy will result in consequences including loss of computer access for a specified period(s) and instances

are cumulative. In extreme cases, suspension/expulsion and contacting law enforcement may be employed.

Bypassing the St. Edmond firewall and other filtering applications is prohibited. Use of proxy servers is specifically prohibited.

St. Edmond Catholic School TECHNOLOGY ACCEPTABLE USE POLICY

Vision Statement - Technology Applications in St Edmond Catholic School

St. Edmond Catholic School is taking bold and innovative steps to dramatically transform teaching and learning. By infusing, integrating and making technology accessible to every student, St Edmond Catholic School will become a model for 8-12 education in the 21st Century. Technology is an integral component in the lives of students; Technology also directly impacts the future of students. All students must have access to technology and technology must be a safe and appropriate tool for learning. A sound technology foundation for each and every student needs to be based on continual professional development, appropriate acquisition and maintenance of technological resources.

Statement of Purpose - Acceptable Use Policy for Technology

St Edmond Catholic School, hereinafter referred to as "SE" uses technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community and as life-long learners. Technology includes, but is not limited to, the electronic transfer of voice, video, data and internet connectivity. Technology provides unequalled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the school's available technology must do so in a way that is consistent with SE's educational mission.

This *Acceptable Use Policy for Technology* is intended to provide general guidelines and examples of prohibited uses, but does not attempt to state all required or prohibited activities by users.

Students and parents will sign a form acknowledging that they have read and understand the *Acceptable Use Policy for Technology*, that they will comply with the policy, and understand the consequences for violation of the policy.

Expectation of Privacy

SE retains control, and supervision of all technology including computers, networks and Internet services owned or leased by the school. SE reserves the right to monitor all use of technology.

Each person has no expectation of privacy in their use of the SE technology, including email and stored files. All communications and information received via the SE technology shall be considered the property of SE. Each person will respect

the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

Acceptable Uses

Access to SE's technology is provided for educational purposes and research consistent with SE's educational mission, curriculum and instructional goals. The same rules and expectations which govern conduct and communication shall also govern individual use of technology. Individuals are further expected to comply with these rules and all specific instructions utilizing SE's technology. Technology use is a privilege, not a right.

Unacceptable Uses

Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. *Inappropriate Use of Technology (24/7)* - Accessing, submitting, posting, publishing, forwarding, down loading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. *Inappropriate Use of Technology During the School Day* - Accessing sites for personal financial gain (i.e. online gambling), commercial transactions (i.e. online shopping, eBay, etc.), or gaming software or sites except with direct teacher authorization;
3. *Unauthorized access to Social Networking/Chat Rooms/News Groups During the School Day* - Accessing social networking sites or software, chat rooms or news groups without specific authorization;
4. *Inappropriate Use of Cameras or Other Recording Devices* - Computers and other technology are not to be used to take pictures or video without the consent of all persons being photographed or recorded;
5. *Illegal Activities* - Using SE's technology, including computers, networks, Internet services and other technology equipment for any illegal activity or that violates other Board policies, procedures and/or school rules;
6. *Violating Copyrights* - Copying or downloading copyrighted material without the owner's permission (i.e. using copyrighted music in a project);
7. *Plagiarism* - Representing as one's own work any material obtained from other sources (such as term papers, articles, etc.) - when Internet sources are used, the author, publisher and Web site must be identified;
8. *Copying Software/Media Files* - Copying or downloading unauthorized software; illegally downloading music, photos, movies, games or other such files;
9. *Misuse of Passwords/Unauthorized Access* - Sharing passwords, using other users' passwords without permission and/or accessing other user accounts;
10. *Malicious Use/Vandalism* - Any malicious use, disruption or harm to SE's computers, networks, Internet services, and technology resources, including hacking activities and creation/uploading of computer viruses.

Technology Password Selection

A strong and secure password is necessary to access and protect each individual's files and electronic confidentiality. Passwords generated for use on St. Edmond Catholic computers should use the following guidelines:

- Contain from 4 – 9 characters
- Use a combination of capital letters with lowercase letters
- Contain numbers or symbols
- Avoid using spaces or punctuation marks
- Do not use common phone numbers, birthdays, anniversaries, addresses as your password

Consequences

The use of SE's technology, including laptops, Internet access, is a privilege, not a right. Compliance with SE's *Acceptable Use Policy for Technology* is mandatory. Users who violate this policy may have their computer/technology privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The building principal or his/her designee shall have the final authority to decide whether a user's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the user's prior disciplinary record and any other pertinent factors.

Responsibility

SE utilizes electronic systems which are Children's Internet Protection Act (CIPA) compliant and other methods to regulate student and employee technology use. These monitoring methods do not guarantee compliance with this policy. *The user understands that their activities may be monitored when logging onto SE owned technology.* SE assumes no responsibility for the accuracy of information found on the internet or for any unauthorized charges made by users, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

It is the sole responsibility of the user to backup data as necessary.

The security of the school's technology resources including computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify his/her teacher or network administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

All users of SE technology agree to indemnify the school or SE against any losses or damages that occur out of violations of this *Acceptable Use Policy for Technology*.

TECHNOLOGY FEES

- ALL STUDENTS WILL PAY A TECHNOLOGY RENTAL FEE OF \$75.00 PER YEAR.
- TEACHERS AND STUDENTS WILL PAY THE ACTUAL COSTS OF REPLACEMENT OR REPAIRS.

Accident Damage Repair Costs

13.3" MacBook Airl (Class of 2027/2028)	11" MacBook Airl (All Other Classes)
LCD Replacement - \$350	Cracked LCD - \$250
Display Assembly Replacement - \$400	Display Assembly - \$299
Keyboard/Top Case Replacement - \$500	Broken Hinge - \$149
DC-IN Replacement - \$250	Display Bezel - \$99
Machine Replacement - \$779 (Cost as of 5/22)	Top Case (Keyboard) - \$179
Clear Plastic Case - \$25	Bottom Case - \$99
Charger - \$49	Track Pad - \$99
Black Cloth Case - \$30	Logic Board - \$249
	DC-IN - \$99
	Machine Replacement - \$100 off current machine cost (Cost - \$459 as of 5/22)
	Airport/Bluetooth Card -\$99
	128 GB SSD - \$149
	Clear Plastic Case - \$25
	Charger - \$49
	Black Cloth Case - \$30

Updated July 2024

**St. Edmond Catholic
Laptop Responsibilities & Rules**

Parent Responsibilities and Terms:

Your child has been loaned a MacBook computer to improve and personalize his/her education this year. It is essential that the St. Edmond Catholic School Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the School's computer. In order for your child to use the MacBook in class and to take it home, you must be willing to accept the following terms and responsibilities:

- I will read the Acceptable Use Policy and discuss it with my child.
- I will supervise my child's use of the MacBook at home.
- I will instruct my child to keep the MacBook in a secure location when not in use in class.
- I will make sure my child brings the MacBook to school.
- I will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- I will not attempt to repair the MacBook, or have the laptop repaired through a private service.
- I will report any problems or damage to the MacBook to the School Administrator
- I will not change or attempt to change the configuration of software or hardware.
- I will not download or attempt to install any programs or files from the Internet or other sources.
- I will not remove any program or files on the MacBook except personal documents of my child.

Inappropriate Laptop Use

Failure to abide by the above guidelines may result in the student losing the privilege of using the MacBook computer.

Violation #1 – Warning by staff/administration

Violation #2 – Loss of use of school Internet for two weeks

Violation #3 – Loss of use of school Internet for one month

Violation #4 – No use of school Internet for remainder of the Semester

IT Staff and Administration record all violations of this policy. The IT Staff and Administration have the right to alter the consequences above based on the severity of the situation(s).

I understand the above responsibilities, expectations and consequences and further agree to make sure that the MacBook is returned to the School when requested and upon my son's/daughter's completion of or withdrawal from St. Edmond Catholic School.

Acknowledged on this _____ day of _____, _____

Parent/Guardian's Printed Name

Parent/Guardian's Signature

**St. Edmond Catholic
Laptop Responsibilities & Rules**

Student Responsibilities and Terms:

Your MacBook should be used for EDUCATIONAL PURPOSES ONLY. In order to use the MacBook in class and to take it home, you must be willing to accept the following terms and responsibilities:

- I will read the Acceptable Use Policy and discuss it with my parents/ guardian.
- I will adhere to the terms of the St. Edmond Catholic School Acceptable Use Policy guidelines each time the MacBook is used, at home or at school.
- I will recharge the MacBook nightly and begin the school day with a fully charged battery.
- I will bring the MacBook to school each day and keep it in a secure location when not using it in class.
- I will keep the MacBook in its assigned protective case at all times when not being used.
- I will make the MacBook available for inspection by an administrator or other staff member upon request.
- I will use appropriate language in all communications.
- I will abide by copyright laws.
- I will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- I will not divulge my username and password.
- I will not give out personal information, such as name, address, photo, or other identifying information while online.
- I will report loss/theft of the MacBook to parents, school and proper authorities (police) within 24 hours.
- I will not use the MacBook to record (audio/visual) others without their permission.
- I will not download or attempt to install any programs or files from the Internet or other sources.
- I will not change or attempt to change the configuration of, install, or remove software or hardware.
- I will report all problems and damage immediately to the school Principal.
- I will not remove or attempt to remove identification tags on the MacBook or deface with stickers, marking pens, etc.
- I will regularly back up my files to my flash drive.

Inappropriate Laptop Use

Failure to abide by the above guidelines may result in the student losing the privilege of using the MacBook computer.

Violation #1 – Warning by staff/administration

Violation #2 – Loss of use of school Internet for two weeks

Violation #3 – Loss of use of school Internet for one month

Violation #4 – No use of school Internet for remainder of the Semester

The IT Staff and Administration record all violations of this policy. The IT Staff and Administration have the

right to alter the consequences above based on the severity of the situation(s).

I understand the responsibilities, expectations and consequences associated with this policy. By signing below,

I agree to abide by the responsibilities, expectations and consequences.

Acknowledged on this _____ day of _____, _____

Section X: STUDENTS MEALS & CHARGES

AMENDED POLICY ON MEAL CHARGES & NEGATIVE ACCOUNT BALANCES ST. EDMOND CATHOLIC SCHOOL SYSTEM

In accordance with state and federal law, St. Edmond Catholic School adopts the following policy to ensure school employees, families and students have a shared understanding of expectations regarding meal charges. This policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay school meals and maintain the financial integrity of the nonprofit school nutrition program.

Communication of the Policy

This policy and supporting information regarding the meal charges shall be provided in writing to:

- All households at or before the start of each school year.
- Families and students that transfer in during the school year.
- All staff responsible for enforcing any aspect of this policy.

Records will be retained of how and when the policy is communicated to households and staff. The school President may develop an administrative process to implement this policy.

Eligibility for Free and Reduced Meals

Free or reduced meals shall be provided to those students whose parents or guardians are unable to pay for the cost of the meals subject to the requirements of the Federal Lunch program, Iowa Department of Education and Webster County Welfare Department. The financial officer for the school shall administer the free and reduced application forms.

The application form for free and reduced price meals will be accessible to all families at the start of each school year and anytime throughout the year as needed by a family. The names of free and reduced lunch recipients shall remain confidential.

Negative Lunch Balances

The school will make reasonable efforts to notify families when lunch account balances are low or negative.

- Reasonable efforts shall include, but not limited to, daily emails, weekly texts and phone calls to alert families of negative lunch account balances, as well as weekly emails and texts for families with balances under \$10.
- After 5 days of negative balances, students must bring a cold lunch unless the student is approved for a free/reduced lunch. (If not approved and they don't bring lunch, they will be provided an alternative lunch. It will consist of a sandwich, fruit, vegetable and milk.)
- Additionally, the school will make reasonable efforts to collect unpaid meal charges classified as delinquent debt.

- The school will coordinate communications with families to resolve the matter of unpaid charges.
- Families will be notified of an outstanding negative balance as soon as the balance is negative. Said notification shall be by phone or email.
- Negative balances more than thirty dollars (\$30.00) not paid prior to the end of each school year will be turned over to the President or President's designee for collection.

Payment of Meals

- When the balance reaches zero, a student will not be allowed to charge meals or a la carte items until the negative balance is paid.
- Students who qualify for free/reduced meals shall not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.
- Parents will notify the school in writing if they wish to deny their student(s) ala carte items.
- When an employee's account reaches zero, they will not be allowed to charge meals or a la carte items until the negative balance is paid.