



**JUNIOR – SENIOR
HIGH SCHOOL**

2010-2011

**PARENT/STUDENT
HANDBOOK**

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General Information

School Name: St. Albert Jr.-Sr. High School
Address: 400 Gleason Ave., Council Bluffs, IA 51503
Mascots: Saintes and Falcons
School Colors: Green and Gold
Junior/Senior High School Telephone Number: (712) 328-2316
Junior/Senior High School Fax Number: (712) 328-8316
Junior/Senior High School e-mail address: hsoffice@saintalbertschools.org
Business Office Telephone Number: (712) 329-9000
Business Office Fax Number: (712) 328-0228

Junior/Senior High School

Jonna Andersen	Principal (7-12)	(712) 328-2316	ext. 211
Theresa Beauchamp	Principal's Secretary	(712) 328-2316	ext. 202
Cindy Connolly	Head Cook	(712) 328-2316	ext. 231
Brenda Moran	Campus Minister	(712) 328-2316	ext. 214
Donella Pauli	Librarian	(712) 328-2316	ext. 215
Harold Russell	Head Maintenance	(712) 328-2316	ext. 230
Konnie Schechinger	Guidance Counselor	(712) 328-2316	ext. 239
Ken Schreiber	AD/Assistant Principal	(712) 328-2316	ext. 210
Lynn Vogel	Office Secretary	(712) 328-2316	ext. 203
Tim Vogel	Office Assistant and Study Hall Supervisor	(712) 328-2316	ext. 232

Business Office

Natalie Burkey	Scrip	(712) 329-9000	ext. 311
Cathy Faurot	Controller	(712) 329-9000	ext. 302
Abby Jares	Project and Development Specialist	(712) 329-9000	ext. 310
Joy Nelson	Network Administrator	(712) 329-9000	ext. 107
James Rouse	President	(712) 329-9000	ext. 339

Notice of Nondiscrimination

It shall be the policy of the Diocesan Board of Education that, in admission of students, employment of personnel and operation of athletic programs, schools shall follow practices that do not discriminate on the basis of sex, religion, race, national origin or disability as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Participation in educational programs and extracurricular activities in all schools shall be in compliance with Title VI and Title IX of Education Amendments of 1972.

ST. ALBERT PHILOSOPHY OF EDUCATION

The purpose of St. Albert Junior/Senior High School is to educate our children in the Catholic faith, the academics, and their responsibilities to humanity. We instill these qualities in our students in the classroom and through extracurricular activities.

We believe the Catholic tradition is integral for St. Albert's existence and is developed through opportunities for worship and the building of community, through the faith and the example of St. Albert's personnel, through religion classes and through the parish communities.

Academically, we aim to serve the total student by providing a strong academic curriculum on campus and utilizing available vocational supports from the public domain.

We teach through the example of Christ those Christian attributes which include respect for all life, service to others and citizenship.

Our extracurricular programs provide students with opportunities to develop their talents, leadership, discipline and self-esteem. These programs enable the development of well-rounded individuals who possess the skills needed for a lifetime of contributions to family, church, school and society.

CATHOLIC FAITH

1. To foster the moral and spiritual development of each student.
2. To teach and demonstrate the value and beauty of serving humanity as a way to self-fulfillment.
3. To develop in each student a realization of one's role as a member of a parish community.
4. To become aware of the Church's role in the world.
5. To help the student identify and assimilate Christian values.
6. To experience worship as a faith community.
7. To build community.
8. To enable each student to realize the need for a personal relationship with Jesus Christ.

ACADEMICS

1. To communicate with parents.
2. To help each student acquire a positive attitude toward lifelong education.
3. To use teaching methods which develop the student's intellectual capabilities.
4. To assist each student to meet one's potential.
5. To foster a spirit of cooperation between the school and the community.
6. To assist the student in making career choices.

RESPONSIBILITIES TO HUMANITY

1. To provide opportunities and experiences which emphasize the heritage, the responsibilities, and the privileges of American citizenship.
2. To help the student grow in awareness of the basic call of Christians to be of service to others.
3. To expand each student's awareness toward the needs of our local community.

EXTRACURRICULAR ACTIVITIES

1. To develop each student's special talents.
2. To prepare each student for constructive use of leisure time.
3. To help each student attain a positive sense of self-worth.
4. To encourage each student to respect others.
5. To develop each student's interest in activities beyond the classroom.
6. To develop a sense of responsibility in social interaction.

MISSION STATEMENT

The mission of St. Albert Junior-Senior High School, a school committed to Jesus Christ through the teachings of the Catholic Church, is to foster spiritual, moral, physical, and intellectual growth by providing quality educational opportunities for all students.

Therefore, we believe:

- a welcoming and nurturing environment is desired for everyone
- a relationship with God is essential for everyone
- persons with Christian attitudes have the ability to contribute positively to family, church, and society
- quality education is the product of the cooperative efforts of school, home, and parish
- our school exists for the students and faith community
- every person has importance and dignity worthy of being recognized and respected
- a comprehensive education is important in the enhancement of life
- excellence demands commitment
- responsibility is necessary for success
- technological skills are necessary for the future
- all students are capable of learning
- personal well-being is important to learning
- learning is a lifelong process

RESOLUTION

Be it resolved that the St. Albert Area Board of Education promotes the mission of the St. Albert School system; a mission that is based on Christian values that are rooted in our parishes and in our homes. The Board, therefore, resolves to focus on these values in all aspects of our Educational System and thus directs its administrative team to reinforce this focus in the daily operation of our schools.

Be it further resolved that the Board directs its administrative team to focus their time, efforts and talents on the future direction of our Education System as a Catholic School.

Finally, because parents' trust, belief and support of the values and mission of any school system is fundamental to their child's success in that school system, it is the directive of the Board that those parents who do not hold to the values of the St. Albert system, or who continue to address their concerns about the St. Albert system in a destructive, negative and unchristian manner be requested to remove their children from the St. Albert School system. This is a necessary action for the future growth and development of their children, as well as the future growth and development of our schools.

November, 1993

COUNCIL BLUFFS AREA CATHOLIC SCHOOL SYSTEM

AREA BOARD MEMBERS:

HOLY FAMILY PARISH

Lori Matthai
Joe Narmi

ST. PATRICK PARISH

Mike Golwitzer
John McHale

ST. PETER PARISH

Amy Rallis
Ann Rohling
Fr. Chuck Kottas

QUEEN OF APOSTLES PARISH

Jennifer Brungardt
Sheila Wettengel
Fr. Dan Kirby

ST. PATRICK PARISH - NEOLA

Sheryl Genereux

HOLY ROSARY PARISH - GLENWOOD

Dave Baker
Luke Crawley

ST. COLUMBANUS - WESTON

Susan McCall

BISHOP'S DELEGATE

Fr. Chuck Kottas

PRESIDENT

JAMES ROUSE

JR.-SR. HIGH PRINCIPAL

JONNA ANDERSEN

K-6 PRINCIPAL

ANNE JENSEN

CONTROLLER

CATHY FAUROT

St. Albert Junior – Senior High School
400 Gleason Avenue
Council Bluffs, Iowa 51503
(712) 328-2316

ADMINISTRATIVE TEAM:

PRINCIPAL
SCHOOL CHAPLAN
CAMPUS MINISTER
ASSISTANT PRINCIPAL/ACTIVITIES DIRECTOR
COUNSELOR

JONNA ANDERSEN
FR. GEORGE KOMO
BRENDA MORAN
KEN SCHREIBER
KONNIE SCHECHINGER

FACULTY:

MARCIA BENSON
BRUCE CHUBICK
ANN COOMBS
SHEILA DOWNEY
JAMES EASTERLING
BETTY FOXHOVEN
TOM HEITHOFF
MICHAEL KAYL
MICHELLE KAVARS
MELINDA KEENAN
FR. GEORGE KOMO
MIKE LARSEN
CARTER LEEKA
RUTH LEWIS
ROBINSON LUKE

JONATHAN MCCLINTOCK
KEN MEHSLING
JULIE MOONEY
VIRGIE OATMAN
DONELLA PAULI
WANITA PRINTY-ZIKA
JEAN REGAN
NANCY SCHALLES
BARBARA SCHMIDT
DALE SCOTT
IDELLA SPANN
LEE SPANN
DOUG STUVA
TARRA WIEDERIN

MAIN OFFICE:

THERESA BEAUCHAMP
LYNN VOGEL
TIM VOGEL

BUSINESS OFFICE:

NATALIE BURKEY
ABBY JARES
JOY NELSON

PRESIDENT:

JAMES ROUSE

CONTROLLER:

CATHY FAUROT

CAFETERIA:

DIANE ALBERTSON
JANICE BART
SHIRLEY CHULLINO
CINDY CONNOLLY
JESSICA DOLSON
JO KLEIN
PENNY LEVIER
STACY PARKS
TRISHA SORENSON

MAINTENANCE:

BRENT FAUBLE
ERVIN LICH
BOB MARSH
HAROLD RUSSELL
KEN TEWS

SCHEDULES

MON.-WED.-FRI.

01	8:05	-	8:50
02	8:55	-	9:38
03	9:43	-	10:26
04	10:31	-	11:14
05-A	11:19	-	11:41 (11-12 LUNCH)
05-B	11:46	-	12:08 (7-8 LUNCH)
05-C	12:13	-	12:35 (9-10 LUNCH)
06	12:40	-	1:23
07	1:28	-	2:11
08	2:16	-	3:00

TUESDAY

01	8:05	-	8:45
02	8:50	-	9:30
03	9:35	-	10:15
04	10:20	-	11:00
05-A	11:05	-	11:25 (11-12 LUNCH)
05-B	11:30	-	11:50 (7-8 LUNCH)
05-C	11:55	-	12:15 (9-10 LUNCH)
05-D	12:20	-	12:45 (READING TIME)
06	12:50	-	1:30
07	1:35	-	2:15
08	2:20	-	3:00

THURSDAY

MASS	8:05	-	8:45
01	8:50	-	9:28
02	9:33	-	10:11
03	10:16	-	10:55
05-A	11:00	-	11:21 (11-12 LUNCH)
05-B	11:26	-	11:46 (7-8 LUNCH)
05-C	11:51	-	12:12 (9-10 LUNCH)
04	12:17	-	12:55
06	1:00	-	1:37
07	1:42	-	2:19
08	2:24	-	3:00

HALF DAY

(Periods 1-4 one month and periods 5-8 the next month)

01/05	8:05	-	8:53
02/06	8:58	-	9:45
03/07	9:50	-	10:37
04/08	10:42	-	11:30

2-HOUR LATE START SCHEDULE

(Class rotations for late starts is subject to change)

01	10:05	-	10:30
02	10:35	-	11:00
05-A	11:05	-	11:30 (11-12 LUNCH)
05-B	11:35	-	12:00 (7-8 LUNCH)
05-C	12:05	-	12:30 (9-10 LUNCH)
03	12:35	-	1:00
04	1:05	-	1:30
06	1:35	-	2:00
07	2:05	-	2:30
08	2:35	-	3:00

II. GENERAL INFORMATION

ACCIDENTS, INJURIES AND MEDICATION: All accidents, injuries and illnesses should be reported to the main office. Limited first aid supplies are available.

In case of serious illness or accidents, parents will be notified. If parents cannot be reached, those listed on the pupil emergency record will be contacted.

A student who becomes injured or ill during the school day should go to the office for assistance or, if this is not possible, send someone to notify the office of the situation.

All medication prescribed for students must be turned in to the main office before school time. Written instructions or approval must accompany the medication. School personnel can dispense no medication, including aspirin, unless requested by the parent or guardian. Students must supply their own medication, including aspirin.

All medicines must be picked up by the week following the end of the school year. Unclaimed medication will be discarded.

ACTIVITY/LUNCH CARD: Each student is entitled to an activity card for personal admittance to various school activities. A lost card may be replaced through the main office for a cost of \$5. Transfer of an activity card to another person results in the student's loss of the right to an activity card and financial restitution for the loss of gate receipts due to the illegal use of his/her card.

AT RISK PROGRAM: An at-risk student is any student who is identified as being at risk of not completing his/her high school education, meeting the goals of the educational program established by the school, or becoming a productive worker.

An administrator will receive referrals from faculty/school staff; students; parents; support personnel (school psychologist, social worker); and other knowledgeable individuals.

An administrator who will determine the appropriate course of action will process the referrals.

An administrator will inform the parent when an intervention is determined.

Any time a student returns to school following an extended hospitalization a meeting of the student's teachers may be requested by the parents.

BACKPACKS/GYM BAGS: Students' backpacks/gym bags are to be stored in their lockers in the academic wings or in the locker rooms. We are not able to keep students' bags in the office due to lack of space. Students may not use backpacks /gym bags to transport class materials from class to class. Gym bags may only be used when transporting clothing for P.E. class to and from that specific class. Gym bags must be returned to lockers immediately after P.E. class.

BOOKS AND EQUIPMENT: Students must pay for damage to or loss of books and equipment. Willful destruction of school property is serious and will result in disciplinary action. All books issued to students must be covered. All teachers will have students note any damage to their books at the beginning of the semester/year. Teachers will keep this list until the end of the semester/year and at that time note any additional damage that has been done to the book. Listed below are the guidelines for book fines.

Books requiring binding -due to negligence by student	-	\$15
Books with torn pages	-	\$5
Books with bent cover	-	\$5
Books with ink marks	-	\$5
Replacement book – lost or damaged beyond use due to negligence by student (obtain cost from department head)		

BULLETIN BOARDS: Nothing may be posted in the building without permission from an administrator. This applies to hall and locker decorations as well as bulletins.

BUS REGULATIONS AND TRANSPORTATION: Students have the privilege of being transported to and from school each day. Each student will receive a bus card at the beginning of the school year and must present that card each time he/she rides the bus. If that card is lost, a duplicate can be purchased in the main office for \$5.

While riding the bus, students are under the authority of the bus driver. Good conduct must be maintained to protect the safety of all students. Students may never sit in the driver's seat. Students should remain seated in the seat they select or are assigned when they enter the bus until reaching their destination. School rules of conduct apply to students riding school buses. Students will be held responsible for willful destruction of bus equipment. See the Code of Conduct for the consequence of violations.

Only on special occasions will students be permitted to ride a bus other than the one assigned. In that case, a note from a parent must be presented to the main office and a temporary pass will be issued.

BUSINESS OFFICE: The business office staff members are located in the school at 400 Gleason Avenue. Office hours are 8 A.M. to 4:30 P.M. on all school days. Parents may stop in to pay tuition or other bills at this office. Students who bring tuition payments can turn them in to the main office. If a receipt is needed, please request it when turning in payment. It can be picked up at the main office the next day. No student should go to the business office without first receiving permission from the high school office. Any funds from class activities or clubs should be turned in to the main office.

CAMPUS MINISTRY: Campus ministry was established to foster and encourage among the students and staff at the school a Christian atmosphere and environment to promote the Gospel message of Jesus. The campus minister will also be available for individual discussions. With the help of staff, parents, and students, the minister will coordinate the liturgical celebrations of the Eucharist, prayer services, penance services, and retreat opportunities for the St. Albert community. They will also provide spiritual direction.

CARDS, GAMES, AND RADIOS: Cards, recreational games, and other toys may not be used in school during regular school hours (8:05 A.M. – 3 P.M.) unless they are being used in a class under teacher supervision for a learning activity. Radios/CD players/IPods may be used only when teachers allow them during study hall in their classroom. Whether these items are used in the classroom, is strictly up to the teacher of the class and any stipulations that they put on them must be followed. Radios/CD players/IPods may not be used in the gym lobby or hallways during school hours (8:05 A.M. – 3 P.M.). Students who misuse these items will have them taken away and the item will be sent to the office to be held for safe keeping until the end of the school day at 3 P.M. when the student can pick up the item in the office. The student will receive 1 demerit for having improper possession of an item on the demerit card.

CARS AND PARKING:

1. Students must drive safely on school property at all times. Failure to do so will result in the consequences as listed in the Code of Conduct.
2. Students who drive cars or other motor vehicles to school must purchase a parking permit for \$5. A student who drives a vehicle to school which is not registered in the office will be fined \$5 for each occurrence.
3. Parking is limited to the lower lot until after school at which time students may park in the upper drive as long as they comply with all of the no parking areas. Violators will be towed and/or fined accordingly.
4. All vehicles must be parked in a marked stall and should not block other vehicles. Any student having to be called by a school official to move a vehicle which is blocking someone else will receive an all-school detention.
5. The school is not responsible for the vehicle or its contents.

6. Once having arrived at school, the parking lot is off limits between the hours of 8:05 A.M. and 3 P.M. Permission to go to the parking lot during this time must be obtained from the main office.

CELL PHONES AND PAGERS: In order to keep disruptions to the instructional process to a minimum, students are not allowed to have their cell phones on during the school day (8:05 A.M. – 3 P.M.). Any student whose phone rings during class time or who has their phone out so that a teacher/administrator sees it, will receive a detention and the phone will be sent to the office where the student can pick it up at the end of the school day (3 P.M.) on their first offense. After the first offense, a parent must pick up the cell phone in the office and an automatic detention will be assigned. No student will be allowed to pick up their phone after the first offense. Any student caught sending text messaging or reading text messages during school hours (8:05 A.M. – 3 P.M) will receive an automatic detention and the phone will be taken and sent to the office following the same consequences as listed above. Whenever and for whatever reason the phone comes to the office, it will be considered a first offense. The detention assigned for cell phones will be off the demerit card.

CHILD CUSTODY: Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate. Parent conferences can be scheduled separately, and copies of newsletters, report cards, etc. can be issued to both parents following a request in writing to the principal. Unless the school is given a copy of legal custody documents which indicate otherwise, it will be assumed that both parents continue to have the same rights, privileges and obligations which existed prior to the separation/divorce.

DRIVER EDUCATION: No student will be allowed to miss class time in order to take driver education classes without prior permission from the principal.

ENTRY INTO THE BUILDING: No student is to enter the building (including the weight room) for practices, rehearsals, meetings, decoration committees, etc. in the evening or on weekends unless a teacher/sponsor is present for supervision. Any visitors or students entering the building must enter through the front door only and visitors must come to the office to receive a visitor's pass.

FIELD TRIPS: Students must have written parental approval in order to attend school-sponsored field trips. Students shall have all class work made up the day before any class is missed for a field trip, athletic contest, etc. Make-up slips should be turned in to the sponsoring teacher the day prior to the absence. All school rules apply during field trips. Students whose conduct is inappropriate may be kept from attending further field trips. Students will wear their regular uniform and comply with the regular dress code unless the principal approves other special dress.

FIRE AND TORNADO DRILLS: Whenever the fire alarm rings, students promptly leave the building. Leave quickly and quietly through the exit shown on the charts located in the front of each classroom and special area.

Regular fire drills and tornado drills are held monthly. Unauthorized triggering of the alarms is a serious offense, which can endanger lives and will be dealt with accordingly.

FOOD AND PARTIES: Food is allowed in the cafeteria only. Arrangements for parties must be made in advance with the principal/assistant principal.

FOOD FIGHTS: Any student who is identified as participating in a food fight will automatically receive one day of In-School suspension followed by 10 days full probation.

GETTING THE FACTS – SOLVING PROBLEMS – WHOM TO CONTACT: It is helpful to know whom to contact when a question arises or more information is desired while your son or daughter is a student at St. Albert. The person in the best position to respond concerning a given situation or question is the staff member most directly involved with the situation. In most instances, a question, problem, misunderstanding and/or need for additional information can be successfully answered or resolved at this first level.

Should a satisfactory answer/resolution not be achieved at this first step, the appeal process follows the chain of command. Since the chain of command may vary according to whom on staff has responsibility for the matter being questioned, parents should feel free to call the building principal to clarify whom they should talk to next. (For most situations the chain of command to follow would go from teacher, to assistant principal, to principal.)

A formal appeal to the principal after a matter has not been successfully resolved at a lower level should be made in writing and state the problem along with one's suggested solution.

A formal written request to review a principal's decision may be made to the president.

If the concern centers on a policy issue and the attempts to solve the problem have followed the proper chain of command through the president, a written request may be made to the Area Board of Education to hear/review the policy issue.

GRIEF SUPPORT GROUP: The Grief Support Group is a process for students and faculty members who have suffered the loss of a loved one. It is not a counseling session, but strictly a support group with caring adults to walk with them during this difficult time in life. For more information contact the Campus Minister.

HALL PASSES: Students in the hall during class time must have a pass issued by a teacher. Students should be expected to bring what they need to the classroom and should, therefore, not expect to receive passes to go back for forgotten materials.

LASER POINTERS: Laser pointers or similar devices are strictly prohibited and will be turned into an administrator without being returned to the student. A demerit will be issued for improper possession of an item on the demerit card.

LEVEL-ONE INVESTIGATION: In accordance with Iowa Code a designated level-one investigator for the allegation of abuse of a student by a school employee has been named. Mrs. Andersen (328-2316) is the level-one investigator for St. Albert Jr.-Sr. High.

LOCKERS: Students are reminded that lockers are loaned to them but remain at all times the property of and under the control of the school. As such, they should not be considered private or confidential. In cases of suspected unsanitary conditions or suspicioned illegal or prohibited activity, school authorities assume the right to open and search any or all lockers.

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student.

Students are assigned lockers at the beginning of the year according to alphabetical order by grade level. Students must keep their assigned locker.

Lockers must be kept clean, orderly, and in good taste at all times. Pictures of people in scant attire are not permitted. Offensive cartoons of a racial or sexual nature are also not permitted. Food, except for the day's lunch, may not be kept in lockers, nor may drinks of any kind, sealed or unsealed, be kept in lockers. Valuable items should not be kept in lockers. If a valuable item must be brought to school it may be turned in to the office for safekeeping.

During P.E. classes and athletic practices, all belongings must be stored in the locker rooms. All money and valuables should be turned in to the P.E. teacher or coach at the beginning of the class or practice. The school is not responsible for money or valuables placed in lockers.

Students are strongly encouraged to purchase locks to be used on the locker room lockers.

LOST AND FOUND: Anyone who finds articles of any kind in the school or on the school grounds is required to turn them in to the office or to the person to whom they belong. The school is not responsible for any lost or stolen articles. Students who lose books or other articles should check the Lost and Found box in the cafeteria. Many lost items that are turned in are never claimed. Unclaimed items are sent to a local charity.

MAIL: Personal mail delivered here for students will be available for pickup in the main office.

MAIN OFFICE: The high school office is open 7:30 A.M. to 3:30 P.M. on school days.

MEALS: Breakfast is served each morning in the cafeteria from 7:40 A.M. - 8 A.M. The weekly breakfast cost is \$5.50. The cost for a single breakfast is \$1.10. Hot lunches/salad bar is available to all students. The weekly lunch cost is \$12.25. The cost for a single lunch is \$2.40 and the cost for extra milk is \$.25. "Super Size" lunches are also available for an additional \$1. The Power Lunch module of Power School is activated for the 2010-2011 school year. This will allow parents to track meal balances and transactions through the Power School website and students will be able to pay for their meals with a swipe of a bar code on their newly-issued I.D. card, as they pass through the breakfast/lunch line.

In order to purchase a meal (breakfast or lunch) students must maintain a positive fund balance by pre-paying and replenishing their account as needed. Money will be collected on a daily basis by staff located at a table in the main lobby (near the St. Albert statue) between 7:45 A.M. – 8 A.M. Once collected, the funds will be credited to the student's account prior to the next meal period.

In order to facilitate the crediting process, submit meal funds in a sealed envelope listing the student's name(s), grade and the amount to be credited to each student.

Applications for free or reduced lunches will be available on registration day or from the business office.

Good order in the cafeteria is necessary. Students should enter the serving lines in single file and proceed through the line granting every courtesy to others in the line and to the people serving. Students will not be allowed to cut in line. All hot lunches/salad bar items must be eaten in the cafeteria.

All students are responsible for the maintenance of a clean, comfortable atmosphere in the lunchroom. Trays and table service must be returned to their respective places and the tables must be left free of litter and clean for others to use. Extreme care must be taken to avoid placing gum on trays and silverware. Care must also be taken to keep from accidentally disposing of silverware with refuse.

After lunch, students may leave the cafeteria and go outside or down toward the gym. They are not permitted to go into the academic wings, locker rooms or gym.

Because of difficulties in coordinating schedules, student orders from food delivery businesses will not be permitted during school hours.

PUBLIC PARTICIPATION (OPEN FORUM) AT BOARD OF EDUCATION MEETINGS: The following are guidelines that the St. Albert Area School Board will follow at its monthly meetings. It will be the responsibility of the board secretary to see that these guidelines are carried out.

1. The Area Board of Education will sit facing guests.
2. There will be a nametag placed on the table in front of each board member administrator, and staff member: parish names will be included where applicable.
3. Guests will be provided with a copy of the meeting agenda* and appropriate handouts for the evening's meeting.
4. Prior to the meeting, guests will sign in and include the following information: name, address, and, if intending to speak, state their business.
5. The president of the board will greet the guests in the opening remarks.

6. There will be a 20-minute regularly-scheduled open forum set aside at the beginning of each meeting. There will be no more than six speakers with a maximum of three minutes each. This time will be used for comments from the speakers with the understanding of all present that there may not follow any action by the board that evening. The following steps will be followed:
 - a. The comment/concern shall be recorded in the Board minutes;
 - b. The comment/concern shall be addressed at the next Executive Committee meeting;
 - c. The Executive Committee will determine the person responsible to handle the comment/concern; and
 - d. The Executive Committee will notify the person of the action taken and make that action a matter of record at the next Board meeting.
7. A verbal thank you from the board president will be made at the close of the open forum.

*Consideration of Agenda Items From Non-Members: The right of non-members to have an item considered for the agenda of a board meeting shall be limited to those whose written petition has been submitted to the board president or president prior to the agenda setting meeting.

SCHOOL CLOSING: All radio and television stations will inform you if there is a school cancellation, late start, or early release due to weather conditions. It is suggested that parents/guardians listen to radio station KFAB (1110 AM) for necessary information. PLEASE DO NOT CALL THE STATION FOR INFORMATION. School closings will also be posted on the St. Albert website.

If there is a tornado alert, all staff and students in the building will proceed to the designated area(s). If students are on school buses, the drivers will stop and escort students to the closest shelter. Drivers will remain with the students until it is safe to resume driving the bus route.

SCHOOL DAY: The school building is open each day at 7 A.M. Only limited supervision is available before 8 A.M.

High school students are allowed to go into the academic wings when they arrive at school. Junior high students are to be in the cafeteria or lobby area visiting or studying until 7:55 A.M. At 7:55 A.M., when the bell rings,, junior high students may go to their lockers and, then, to their 01 classroom.

Students on school grounds after 7:55 A.M. are to remain in the school building or for junior high students the adjacent sidewalk and for high school students the adjacent drive plus top steps until they leave at the close of the school day. Any exception must be approved by the administration.

Once school is dismissed at the end of the day, all students must leave the school grounds unless they are under adult staff supervision.

STUDY HALL: Students who have study hall will report to the cafeteria or their assigned classroom. Students are expected to do profitable work during their study time, and refrain from casual conversation. The instructions of the supervisor must be followed. Students assigned to a study hall may report elsewhere during that time only if they have written permission of the study hall supervisor or teacher in charge.

TELEPHONE MESSAGES AND CALLS: Messages for students should be limited to emergencies and very special circumstances. Except for emergencies, students will be called to the office during lunchtime or immediately after school to get their messages. Only messages from parents (guardians), relatives, and employers will be given to students.

Students should limit their outgoing telephone calls to before and after school and during lunchtime in the office only.

TESTING: During any testing time, teachers will collect all cell phones, electronic devices and purses/bags before testing begins. Items will be returned to the student before the end of the class period.

VISITORS/GUESTS: This year the following criteria will be followed for visitors and guests in the building during school hours:

1. Students/parents may request permission to bring visitors who have a clear interest in transferring to St. Albert. Requests must be made with the principal at least two days in advance of the intended visit. Permission will be granted for visiting students in grades seven through eleven. Students should not ask to bring friends attending other schools unless there is a stated intent to transfer to St. Albert. Visitors will not be granted permission to visit during semester exams. Any exceptions to this rule must be okayed by the principal.
2. Visitors to the school grounds must check in at the main office. We believe that the need for student visitors from outside the St. Albert school district is not necessary during the school day. Students who are interested in enrolling at St. Albert must obtain a visitor's pass and meet with the guidance counselor. Approval must be obtained at least twenty-four hours in advance of the visit. Visitor identification badges provided should be on display at all times while in the building or on the school grounds after check-in.
3. No visitors or guests are allowed in the cafeteria or in classrooms during school hours. Lunches for students may be dropped off in the high school office. Parents and siblings who wish to eat with their child/brother/sister must obtain a pass from the high school office and are only allowed to be in the cafeteria area.
4. All visitors to the building must enter through the main entrance where they will be allowed to come in after they tell what business they have in the building. All visitors must immediately come to the main office and receive a visitor's pass which they must display while they are in the building.
5. Alumni are welcome to visit St. Albert before or after school hours. At these times teachers and students will have time to really visit with alumni. If an alumni makes previous arrangements with a teacher to visit them during their plan period the teacher must come to the office and get the alumni and take them to their room. When their plan period is over the teacher must escort the alumni back to the office for them to check out.

WHAT'S WHAT WITH WHO'S WHO: A number of senior high students have received letters from "Who's Who Among High School Students." Parents should read the literature carefully and be aware of the fact that neither the American Personnel and Guidance Association nor the National Association of Secondary School Principals endorses these organizations. Reasons for not endorsing them include: the random method used to nominate students, the high cost of the book, and the offer of an actual small number of scholarships. Additional information can be obtained from the counselor or principal.

III. ACADEMIC INFORMATION

GRADES AND GRADING: St. Albert uses grades to evaluate each student's performance. They are an indication of the level of skills, knowledge, and understanding achieved. All classes that are taken for college credit will have an additional .5 grade point credit added to their G.P.A. The scale is as follows:

A+	=	100-99	4.0
A	=	98-95	4.0
A-	=	94-93	3.84

1. Consistent mastery of concepts/skills
2. Initiative/independence
3. Consistent mature level of organization in work performance beyond expectations
4. Creative and effective presentation
5. Makes clear distinctions and demonstrates precision of analysis
6. Assesses theory and support for relevance
7. Demonstrates a reflective grasp of important implication and connections
8. High functioning of intelligence and creativity

B+	=	92-90	3.33
B	=	89-86	3.0
B-	=	85-83	2.7

1. Frequent mastery of concepts/skills
2. Shows occasional initiative/independence
3. Above average level of organization in work/performance; meets high level of expectations
4. Effective presentation
5. Makes clear distinctions and demonstrates precision of analysis with occasional lapses
6. Able to manage/use theory and construct support
7. Begins to demonstrate a reflective grasp of important implications and connection

C+	=	82-80	2.33
C	=	79-76	2.0
C-	=	75-73	1.7

1. Rote application of basic concepts skills (goes through the motions)
2. Relies on teacher prompting
3. Average level of organization in work/performance; meets expectations and basic requirements
4. Adequate presentation
5. Realizes teacher analysis
6. Able to comprehend theory/recognizes support
7. Basic grasp of foundation implications and connection

D+	=	72-70	1.33
D	=	69-67	1.0
D-	=	66-65	.7

1. Rarely masters minimum concepts/skills
2. Little or no initiative
3. Falling below the requirements with incomplete comprehension and missing work; disorganized
4. Flawed presentations
5. Confused by analysis
6. Unable to use theory and recognize support
7. Rarely grasps important implications and connections

F = BELOW 65 0

1. Inability to grasp concepts and skills
2. Refusal to do work; unwilling to enter the learning process; unwilling to complete assignments or projects
3. No discernible organization or work or performance; very inconsistent and missing work
4. Seriously flawed/incomplete presentations
5. Confused by analysis
6. No discernible grasp of theory/support

GUIDANCE PROGRAM: The guidance program provides several services designed to help the student make the best use of the time he/she spends in St. Albert Jr.-Sr. High School. Some of the most important services are individual and group counseling, information on careers and college, financial aid and testing programs.

Students wishing to see the counselor must first obtain a pass from the counselor, and, then, have the permission of the teacher of the class, which will be missed. When possible, students should schedule their times to see the counselor when they are most free (e.g. before and after school, during lunch, during a study hall). A teacher may deny permission for a student to see a counselor during a specific class time while looking out for the best academic interests of the student. Exceptions may be made with administrative approval, under certain situations. In that case, an explanation will also be given to the teacher involved.

HIGH SCHOOL GRADUATION CEREMONY: Only students who have successfully completed all requirements for high school graduation and have written evidence of having completed all obligations (sign out sheet) from St. Albert High School will be permitted to take part in the high school graduation ceremony.

HIGH SCHOOL GRADUATION REQUIREMENTS: By Board policy 45 credits are required for graduation. The principal may make exceptions for transfer students or students assigned to the resource center.

Specific requirements are:

1. **Religion:** 4.8 credits* **See Below.** All students take religion classes each year. Special arrangements may be made for pass/fail credit for non-Catholic students. Parents requesting this should contact the principal.
2. **Math:** 6 credits
3. **English:** 8 credits
4. **Science:** 6 credits
5. **Social Studies:** 6 credits
6. **Business:** 2 credits. All students take one semester of intro to computers and one semester of money matters.
7. **Physical Education:** 4.8 credits* **See Below.** All students take physical education classes each year. Students who are excused from physical activities will be assigned substitute work by their P.E. instructor to earn the required credits.

*Prorated as follows:

Religion		Physical Education	
2010-2011	5.2	2010-2011	3.6
2011-2012	5.0	2011-2012	4.2
2012-2013	4.8	2012-2013	4.8

For further information on course offerings and requirements refer to the Course Description Book.

HIGH SCHOOL REQUIRED SERVICE HOURS: All high school students must have a minimum of 40 service hours in order to graduate.

Each religion class will require 5 hours of service which will be explained by the instructor and must be completed prior to the end of the semester. Even if you have reached your 40 service hours, you must continue to do five service hours per semester when you are taking a religion class. The following list shows how the service hours will be completed:

9 th Grade	5 hours	Old Testament
9 th Grade	5 hours	New Testament
10 th Grade	5 hours	Morality
10 th Grade	5 hours	Social Justice
11 th Grade	5 hours	Church History
11 th Grade	5 hours	Prayer & Liturgy
12 th Grade	5 hours	Church Issues
12 th Grade	5 hours	Relationships

The students will perform 40 hours of service before they graduate with 10 hours of service to their school, 10 hours of service to their parish, and 20 hours of service to the wider community. Proper forms must be filled out and signed by a representative of the organization where the service hours were completed. Forms are available from the religion teachers and in the Campus Ministry Office. Forms must be completed, signed, and returned to the religion teachers by the end of the semester.

HONOR GRADUATES: A high school student who earns a 3.5 or higher cumulative grade point average for grades 9-12 will be recognized at commencement as an honor graduate.

A junior high graduate with a cumulative grade point average after the first semester of 8th grade of 3.7 or higher will receive an honor graduate medallion to be worn at the 8th grade graduation.

HONOR ROLLS: Gold, silver and bronze honor rolls will be posted for students in grades 7 through 12 each quarter. Gold honor roll requires a quarter grade point average of 3.8 or higher; silver – 3.5 through 3.79; and bronze – 3.00 through 3.49. Any quarter grade of “F” (except the behind the wheel driving portion of driver’s ed.) will automatically disqualify one from being considered for that quarter’s honor roll.

JUNIOR HIGH PROMOTION: The following requirements for promotion must be met by each seventh and eighth grade student in order to be promoted to the next grade:

At least six of the following subjects must be successfully completed each semester: religion, math, language arts (grammar) and language arts (literature), social studies, science, and P.E. No student can fail both semesters of the same subject and pass on to the next grade.

Failure to meet the above requirement will require attendance at summer school, work under a private tutor or a program set up by the principal and the teacher(s) of the failed class (es). Evidence of successful remediation must be presented to the principal. If successful remediation has not taken place, the student will be retained.

This means that if a student were to fail two classes first semester and/or second semester, he/she would have to go to summer school to make up classes so that they did not have more than one failure each semester in the classes listed above in order to go on to the next grade. A student cannot fail a class two semesters in a row. If they fail both semesters of a class, they have to take either first or second semester of the class over again in summer school.

In order to receive a signed diploma at 8th grade graduation, the student must meet the above requirements. If they do not meet the requirements listed above, they will be able to participate in the 8th grade graduation ceremony, but will receive an unsigned diploma. Upon completion of summer school or other designated work approved by the principal to pass more than one previously failed class, the student will receive their signed diploma and move on to the next grade.

LIBRARY/MEDIA CENTER: The library/media center is established and maintained for the maximum use of all students. It is the primary resource center of the school and is available to all students who use it responsibly. All materials taken from the library/media center must be properly checked out.

MID-TERM REPORT CARDS: Around the mid-point of each quarter, parents will receive by e-mail a notice that mid-term grades are available on Power School for each student. If you do not have e-mail, this mid-term grade report can be mailed to you upon request. If your child receives a D or F on this mid-term report card, this is parent notification that your child is failing or in danger of failing a class. It is the student and/or parent's responsibility to talk to the teacher about what steps need to be taken to improve the grade.

NATIONAL HONOR SOCIETY: National Honor Society recognizes students who have demonstrated outstanding scholarship, leadership, character, and service. Students in grades 10 – 12 who have a cumulative grade point average of 3.50 and have attended St. Albert for at least one semester are eligible to be considered for membership in the St. Albert Chapter of the National Honor Society. All freshmen will be invited to attend a meeting in the fall to learn more about the membership requirements for this organization. Students in grades 10 – 12 with a cumulative GPA of 3.50 or higher will be invited to attend a meeting during second semester. At that time, the students will be instructed how they can provide information regarding service and leadership activities to help support their candidacy for membership.

A Faculty Council, consisting of 5 voting members, representing a wide variety of the educational and activity programs at St. Albert will be chosen by the Principal each year. This Council will be responsible for reviewing the information available for each candidate and making the final decision concerning membership based upon the four criteria of scholarship, leadership, service, and character. Transfer members from another school are accepted automatically as a member, and must meet this chapter's standards within one semester to retain membership.

The Faculty Council will consider the ratings from teachers for each of the eligible candidates in the areas of character, leadership, and service. The council will also look at recommendations from the school administration and will evaluate the information provided by each candidate.

Following are some general guidelines the Faculty Council will use when evaluating an individual's leadership and service:

Leadership: A prospective member may demonstrate leadership by participation and continued commitment in activities at school and in the community.

Service: One of the characteristics of service is a continued dedicated commitment of one's time and talents for the well being of others and the community as a whole. Service may be performed for a non-profit organization in the community, a church, or school.

Students will be given detailed information on how to earn leadership points and how to meet the service requirements at the meetings mentioned above. This information is also available at any time from the National Honor Society adviser.

RESOURCE ROOM: The St. Albert Resource Program assists students with diagnosed learning disabilities. Students will be placed in the program on a first-come-first-served basis. When the program is filled, students will be placed on a waiting list. There is a school board policy stating that we will not accept students whom we cannot adequately serve with our existing programs.

STUDENT SCHEDULES: Students select their courses with the assistance of the counselor. Administrators are also available for this kind of counseling.

Schedules may be changed only for academic reasons. Requests for schedule changes must be made to the counselor. Once schedules have been submitted to us as final, there may be a \$10 fee for a schedule change. Schedule changes require parental approval. The fee will be waived if the change is necessitated for reasons beyond the control of the school or student.

A student who initiates a withdrawal* from a class after the first five class sessions of the semester will receive a grade of “F”. This failing grade will be removed from the student’s record upon successful completion of that course at a later date.

*Being transferred upon department recommendation from one class to a different level of a similar subject (i.e. from Algebra I to integrated math) is an exception.

TESTING PROGRAM: A variety of tests are regularly administered to our students to evaluate their overall academic progress and to evaluate our school programs. Test results will be given to parents. The tests regularly administered are:

- 7th grade - Iowa Tests of Basic Skills
- 8th grade - Iowa Tests of Basic Skills
- 9th grade - Iowa Tests of Education Development
- 10th grade - Iowa Tests of Education Development
- PLAN Test
- 11th grade - Preliminary Scholastic Aptitude Test (PSAT)
- Armed Services Vocational Assessment Battery (ASVAB)
- Iowa Tests of Educational Development
- 11th and 12th grades - College Entrance Tests:
Scholastic Aptitude Tests (SAT)
American College Testing Program (ACT)
(to be arranged through the counselor)

Vocational interest batteries are also arranged through the counselor.

TRANSCRIPTS: It is the responsibility of the college-bound senior to determine if the college he/she wishes to attend requires a second transcript to be sent to the school at the end of the year. The school office must be notified through a form filled out at the end of the year, if this is the case. After the first transcript, a \$5 fee is charged.

IV. STUDENT ATTENDANCE

Your presence on a daily basis is important to the learning activity taking place at St. Albert. Teaching and learning cannot be as effective if frequent absence or tardiness occurs. When necessary absence or occasional lateness is unavoidable, communication with the school is essential.

Parents are requested to call 328-2316 before 8:15 A.M. to notify the school of the reason for the student’s absence. Parents who do not call school when their student is absent will be called by the office. Each student who has been absent is expected, upon return to school, to come to the office to obtain an admit slip by presenting a written excuse from a parent or guardian explaining the reason for the absence.

COLLEGE VISITS: College visits must be scheduled in advance through the counseling office. Make-up work must be arranged and completed the day prior to the college visit. The form to arrange for a college visit may be picked up from the counselor. Only two college visits may be scheduled per school year unless special permission is granted by the principal.

EARLY DISMISSAL: Students may not leave the building or campus during regular school hours for any reason (doctor, dental appointments, etc.) without first presenting to the office a written excuse from parent or guardian and signing out.

EXCUSED ABSENCES: Excused absences are for the following reasons:

1. Illness
2. Funerals: Death in the immediate family or of a close relative or friend.
3. Dental or Doctor Appointments: When these cannot be scheduled outside school hours. By providing the high school office with a signed note from a doctor or dentist for a medical appointment, these days will not count toward the 12 absences/tardies that result in an Attendance Contract.
4. School Activities: Under the direction and supervision of school personnel.
5. Arrangements for absences other than those listed above (examples: Child to work day, vacation, out of town travel, state tournaments, etc.) must be made with and agreed upon by an administrator PRIOR to the absence in order to be considered excused. When the parent and/or student have prior knowledge of an absence they must bring a note explaining the absence to the high school office, receive a make-up report and admit, have all their teachers sign the admit, and return it to the high school office prior to the day of the absence.

Students who do not bring a parent/guardian note, upon returning to school from an absence, will receive an automatic detention off the card. Students who do not bring a parent/guardian note for being tardy to school will receive three demerits on the demerit card.

Note: Even in the case of an excused absence, the day absent still appears on the student's permanent record. The only exception is for school activities and the college visit days allowed for seniors.

Senior pictures are to be arranged only during non-school hours.

The school administration reserves the right to determine whether or not an absence is excused.

MAKE-UP WORK FOR EXCUSED ABSENCES:

1. Make-up work for classes missed due to an anticipated absence, like funerals, dental or doctor appointments, school activities, and other pre-approved absences, etc., must be completed and the make-up slip turned in to the appropriate sponsor the day prior to the anticipated absence.
2. To receive credit for unanticipated excused absences, students are required to do make-up work for all classes missed. Students are given two days to make up work for each class missed, the first day of an absence and one day each for classes missed on subsequent days of the same absence.
3. If a student experiences an unanticipated excused absence and misses any pre-scheduled test, the student on the day he/she returns to classes should make arrangements with the teacher as early in the day as possible and be prepared to take the test that day at a time designated by the teacher (e.g. the regular class period, a study hall period, after school). A student absent for a test review will still be responsible to take a pre-scheduled test on the regularly scheduled day. The student should get any notes missed and/or make arrangements to talk to the teacher before school. Exceptions for extended absences prior to pre-scheduled tests will be made by individual teachers.
4. The procedure stated in #3 is in effect concerning the due date for any long-range assignment missed because of an unanticipated excused absence.

TARDINESS: Tardiness is defined as a late arrival to school or class for an unexcused reason. A student will be considered tardy for class when he/she is not in the classroom when the class bell rings. Teachers may also have individual rules regarding being tardy (i.e. sitting down in your assigned seat), and these must be followed.

The consequence for an unexcused tardy to the first class of the day is automatic detention on the demerit card. The consequence for all other tardies is a demerit.

The daily bulletin will include a list of the students who were tardy the previous day.

TUCKER CENTER: Students that take classes through the Tucker Center may not miss any Mass or Reconciliation held during that class time at St. Albert without administrative approval. Students should contact their Tucker Center teacher to arrange for any missed assignments.

V. STUDENT CONDUCT

The school atmosphere most conducive to learning is one in which order is continually maintained. It is expected that the welfare of others as it affects their right to learn will be protected. Standards of behavior and conduct are intended to support correct decision making as part of the learning process.

It is also important that the school atmosphere be one where respect among students, teachers and staff is emphasized. The manner in which students treat others ought to demonstrate a high standard of Christian conduct. Disrespectful action or disrespectful language are but two examples of unacceptable behavior. The Area Board of Education has approved a Code of Conduct, which designates consequences for unacceptable behavior.

ALL-SCHOOL DETENTION: A detention results from an accumulation of demerits or may be assigned by an administrator for various infractions of school rules or procedures (e.g. for leaving school without permission). If a student accumulates 12 unserved detentions they will automatically be placed on one day of In-School Suspension (ISS) followed by 10 days full probation. The student will have 8 detentions removed for the day of ISS. This time will be spent in quiet time facing the front of the room with students' hands folded on the desk. If a student is assigned an all-school detention it must be served within the next two days.

ALL-SCHOOL DETENTION RULES: The following rules are to be followed for all-school detentions:

1. No communication is allowed (Detention time will be spent as quiet time).
 - a. Talking (or making noises of any sort) once the student has entered the detention room is prohibited.
 - b. Non-verbal communication (i.e., looking around the room, making eye contact, facial expressions, hand gestures, etc.) is prohibited.
2. Detention begins at 7:15 A.M. (Tuesday – Friday)
 - a. If a student is not in the detention room by 7:15 A.M., they will not be allowed to serve on that day and it will be doubled if the detention was last notice.
 - b. Students who are not in compliance with the dress code (including students with 01 P.E. class) will not be allowed to serve on that day.
 - c. Students should store their possessions in their locker prior to detention as possessions may not be brought into the detention room.
3. Students must face the front of the room with hands folded on desk.
 - a. Detention time will not be used to do homework or to leave with another teacher to do work for them.
 - b. Students must remain awake, alert, and attentive or they will be removed and will not receive credit for serving a detention.
 - c. No activity of any sort is allowed.
 - d. Students who put their head down on the desk will be removed and will not receive credit for serving a detention.
 - e. Students who take their hands off the desk will be removed and will not receive credit for serving a detention.
4. Attendance will be taken at the end of Detention.
5. Detention ends at 7:45 A.M.
 - a. Students will be informed when the detention has ended.
 - b. Any student who asks about the time will be removed from detention and will not receive credit for serving a detention.
6. Any act that disrupts detention is unacceptable.

DEMERIT CARDS: The purpose of the St. Albert Demerit Card is to provide immediate and consistent consequences for irresponsible behavior. We want each student to be aware of what behaviors result in receiving demerits. Graduated consequences for student's behavior are implemented through the demerit card. A student must have his/her demerit card on their person at all times when at school or at a school function (dances, games, etc), and they must hand it over without questions whenever asked for by a teacher, administrator, or staff member. If a student does not produce their demerit card when asked, the teacher will report this to the office and an automatic detention will be issued. The cost to replace a lost demerit card is \$5 + two additional demerits.

If a student forgets or does not have their demerit card, a one-day temporary card will be issued without penalty as long as a student, on their own initiative, immediately reports to the office to obtain one. You cannot have a one-day temporary demerit card for two days in a row. If you do, it will result in a detention. If a student receives a demerit while on a temporary card, the teacher will take the card and send it to the office. It is the student's responsibility to get another temporary card. A temporary demerit card will not be issued for consecutive days. If the student does not have their card on the second day they will receive an automatic detention for each day that they do not bring their card or purchase one. If a demerit card is washed and is not useable the student may bring the washed piece(s) to the office and a new demerit card will be issued at no cost. If a washed card is no longer legible the student will receive two demerits on the replacement card. Whenever a replacement card is issued the student will automatically receive two demerits. This is due to the fact that we have no way of knowing how many new demerits were on the washed or lost card.

Improper use and/or falsification of a demerit card will be treated similar to cheating. The student will receive an automatic detention followed by 10 days full probation for the first offense. Each additional offense will result in another detention followed by 15 days full probation.

Demerit cards will show what the demerit was given for, the date it was given, and the initials of the teacher who gave it. Parents will be able to see what demerits their child has obtained at any time by looking at the demerit card.

The following demerit consequences will be imposed for the student actions listed below:

Personal Offenses–1 demerit per offense

(Jr. High Students)

Books not covered
Disorderly conduct/horseplay includes in class/
halls/lobby/school grounds
Does not bring assigned textbook to class
Dress code violation
Food/drink (full or empty) in academic wings
Halls without pass/misuse of pass
Improper possession of backpacks, games,
laser pointers, etc.
Student in an unauthorized area
Tardiness (except 01)
Waste class/study time

Disruption of Class time–2 demerits per offense

(Jr. High Students)

Misbehavior/PDA
Misuse of school property/littering

Personal Offenses–1 demerit per offense

(High School Students)

Books not covered
Dress code violation
Food/drink (full or empty) in academic wings
Halls without pass/misuse of pass
Improper possession of backpacks, games,
laser pointers, etc.
Student in an unauthorized area
Tardiness (except 01)
Waste class/study time

Disruption of Class time–2 demerits per offense

(High School Students)

Disorderly conduct/horseplay includes in class/
halls/lobby/school grounds
Does Not Have Needed Materials
Misbehavior/PDA
Misuse of school property/littering

Automatic Detentions-3 demerits per offense

(Jr. High Students)
 Defiance of Authority/Disrespect
 Improper behavior at liturgies/school functions
 Inappropriate language/actions/pornography
 Sent to office with referral
 Tardy 01
 Unexcused absence from class

Automatic Detentions-3 demerits per offense

(High School Students)
 Defiance of Authority/Disrespect
 Improper behavior at liturgies/school functions
 Inappropriate language/actions/pornography
 Sent to office with referral
 Tardy 01
 Unexcused absence from class

Major Infractions – Handled by Administrators

(Jr. /Sr. High School)

**Bullying or Harassment	Sent immediately to Assistant Principal (Grades 7 – 12)
**Throwing Objects	Automatic Detention
**Sexual harassment	Notify Assistant Principal (Grades 7 – 12) Sent immediately to Assistant Principal (Grades 7 – 12)
**Cheating/Honesty	Notify Assistant Principal (Grades 7 – 12)
**Inappropriate behavior of SA student (In or out of uniform)	Sent to Assistant Principal (Grades 7 – 12)
**Verbal Assault/Threat on another Person	Sent to Assistant Principal (Grades 7 – 12) Notify Assistant Principal (Grades 7 – 12)
**Improper use of demerit card	Notify Assistant Principal (Grades 7 – 12)
**Cell phone out during school day (Teacher is to bring phone to the office)	Automatic detention off the card – first offense student may pick up phone after school in the office after the first offense a parent must pick up the cell phone in the school office with additional detentions assigned
**Missed Detention	Automatic additional detention off the card
**Text messaging (sending or reading)	Automatic detention off the card

**All instances when students are sent to an administrator will be handled under the Code of Conduct.

Matters dealing with a safe school environment and/or criminal activities will be handled by an administrator under the Code of Conduct (pages 10-13).

Consequences of Demerits – Accumulation Penalties

One detention will be assigned at 3, 6, 9, 15, and 24 demerits
 Two detentions will be assigned and parent notification at 12, 18, and 27
 Parent notification, probation, and three detentions will occur at 21
 Parent notification and three detentions will be assigned at 24 and 27
 One-day In-School suspension will occur at 30
 Two-day In-School suspension will occur at 33
 Three-day In-School suspension will occur at 36
 Discussion on removal/expulsion of student will occur at 40

*When a student reaches any of the above amounts of demerits, the teacher will take their demerit card away and give it to the office. The office will then record the demerits. It is the student's responsibility to go to the office and get their demerit card back before school begins the next day. They must also get a one-day temporary pass (to cover them for the rest of that day) after their demerit card is taken away by a teacher.

EXPULSION: Expulsion of a student is the sole responsibility of the Area Board of Education. Normally, other means of correction must have been tried and have failed to bring about proper conduct, or due to the nature of the violation the pupil's presence causes a continuing danger to the safety of other pupils and other means of correction are not feasible. The decision to expel or not is reached only after a recommendation by the principal has been heard and the student and/or parent have had the opportunity for a closed hearing with the board. The board may expel a pupil for committing, or conspiring to commit, or cooperating in offenses related to:

1. Damage to or theft of school or private property.
2. Infliction of or threatened physical injury to another person.
3. Possession or sale of weapons or drugs including alcohol.
4. Disruption of school activities.
5. Failure to abide by school rules (demerit card accumulation of 40 demerits).
6. Starting a fire or bringing materials into the school that would start a fire.

FULL PROBATION: A full probation may be imposed by the principal or his/her designee for infraction of school rules or policies where the infraction of school rules or policies does not necessarily demand suspension. It is also used in conjunction with suspension.

Full probation involves:

1. A parent/guardian conference by phone or mutually scheduled meeting
2. A possible written contract indicating the consequence of being sent or referred to the office for any disciplinary matter during the period of probation.
3. Exclusion from participating in or attending all extra-curricular activities until the probation is successfully completed. This includes athletics, speech, drama, and club activities, dances, etc.
4. Probation time is based on school days the student is in attendance. Any student who is placed on probation or In-School suspension during the summer months will have the following options:
 - a. If placed on probation, serve up to 3 days of work at school, and then complete their remaining days of probation based on the Code of Conduct during the summer months.
 - b. If on In-School suspension, serve the In-School suspension days (as mandated by the Code of Conduct) by working at school and then, complete their probation days as stated in the Code of Conduct.

or

 - c. Wait until school begins in the Fall and serve their probation days as stated in the Code of Conduct.
5. Possible assignment to the counselor or another staff member for assistance in improving behavior.
6. Students may serve a day of their probation whenever Teacher In-Service Days are scheduled. The student will need to come to school at 8 A.M. and do needed work in the school during that day until 3 P.M. in order for it to count as a day of probation.
7. If a student is involved in a sport when they are on probation, any game that they miss due to the fact that they are on probation on a Saturday, Sunday, during vacation or Teacher In-Service days will count as a day of their probation.
8. Any student who self reports an incident that would place the student on In-School suspension or probation will receive 3 days off of their probation time. A student must self-report the incident by 8:05 A.M. or as soon as they report to school the next school day after the incident occurs to be eligible for the reduction of probation days for self-reporting.

IN-SCHOOL SUSPENSION: The principal or his/her designee may specify the imposition of an In-School suspension for a period not to exceed three school days. In-School suspension may be imposed for infractions of school rules or policies. If a student accumulates 12 unserved detentions they will automatically be placed on one day of In-School Suspension (ISS) followed by 10 days full probation. The student will have 8 detentions removed for the day of ISS. Before making a decision to suspend a student, the administrator shall notify the accused student of the charges against him/her and shall afford the accused an opportunity to speak in his/her defense.

In-School suspension involves:

1. A parent/guardian conference by phone or at a mutually scheduled meeting.
2. Exclusion from participating in and attending all extra-curricular activities until the probation is successfully completed.
 - a. It includes athletics, dances, etc.
 - b. A full probation follows In-School suspension
3. Assistance in improving behavior through counseling.
4. All In-School suspension days are served first and then the days of probation will begin. Such as, if you are given 3 days of In-School suspension and 15 days probation, you must serve the 3 days of In-School suspension and then the 15 days of probation begin.
5. Any student who is placed on probation or In-School suspension during the summer months will have the following options:
 - a. If placed on probation, serve up to 3 days of work at school, and then complete their remaining days of probation based on the Code of Conduct during the summer months.
 - b. If on In-School suspension, serve the In-School suspension days (as mandated by the Code of Conduct) by working at school and then, complete their probation days as stated in the Code of Conduct.

or

 - c. Wait until school begins in the Fall and serve their probation days as stated in the Code of Conduct.

LIMITED PROBATION: A limited probation may be imposed by the principal or his/her designee for infractions of school rules where the infraction does not necessarily demand a full probation.

Limited probation involves:

1. Parent /guardian conference by phone or at a mutually scheduled meeting.
2. Possible assignment to the counselor or another staff member for assistance in improving behavior.

OUT-OF-SCHOOL SUSPENSION: Out-of-school suspension is used when other disciplinary methods have failed or when the student's presence is a threat to other students or detrimental to the best interests of the school. Parents will be notified promptly of the suspension and of the facts leading to the decision to suspend. A student or parent may appeal a suspension as per school board policy. Upon return to school, the student is placed on full probation.

TEACHER ASSIGNED DETENTION: A teacher may assign detention to a student for any unacceptable behavior. When a teacher-assigned detention has been given, the teacher assigning the detention shall set the amount of time to be made up and when it is to be made up. (Transportation is the student's responsibility. One day will be allowed in order for transportation arrangements to be made.)

The teacher giving the detention will also be the person in attendance when the detention is made up.

If a student does not make up the detention time as set, the teacher will notify the parent/guardian and the administration, the student's time will be doubled, and a deadline set for when it must be completed.

If a student fails to make up the detention after it's been doubled, the student will be placed on In-School suspension.

TEMPORARY REMOVAL FROM CLASS: Classroom teachers may temporarily remove from class to the office any student who has become a discipline problem. When a student is removed from class to the office by a classroom teacher, the student must report directly to the office. The administrator shall ascertain the reasons for the temporary removal from class. The classroom teacher shall submit a written and/or oral report to the administrator specifying the misconduct or reason for suspension from class. A description of the interventions preceding the students' referral to the office will be included in the report. Either the classroom teacher or an administrator shall also in a timely manner inform the parent/guardian of the situation. Suitable arrangements for readmission to class shall be established during a teacher-student conference, which may include the principal or his/her designee and may also include the parent/guardian. A teacher removal of a student from class to the office shall not exceed three school days without administrative/parent approval. (A teacher who chooses to use removal from class to the hallway as a disciplinary tool is to report the situation to the appropriate administrator the day it happens.)

VIOLATING PROBATION: Violating a Full Probation or Limited Probation will result if a student has any other probationary infractions.

Violating probation involves:

1. Parent Notification.
2. One additional day of In-School suspension (per violation).
3. Probation days will start over following In-School suspension with an additional five days added (per violation).
4. Assistance in improving behavior through counseling.

VI. SPECIAL TOPICS

ALCOHOL: (Please see Code of Conduct) We at St. Albert share in the growing public concern about alcohol use, particularly by those who are not of legal drinking age. We cannot and will not condone its use by students under any circumstances.

To do our part as a school to discourage student use of alcohol, we have taken steps to help assure that students who are at school or school-sponsored activities are not under the influence of alcohol.

St. Albert Jr.-Sr. High will make use of a breath analyzer. This machine has proven to be a reliable and objective method of determining whether an individual has consumed any alcoholic beverage. Not everyone will be checked. Only those who give us reasonable suspicion that they have been drinking will be tested (i.e. appearance, behavior, alcohol-like odor, etc.)

Once we have reasonable suspicion that a student (date) has been drinking, that individual will be required to take the breath analyzer test. **REFUSAL TO TAKE THE TEST WILL BE TREATED THE SAME AS AN ADMISSION OF GUILT.**

A non-St. Albert student who has been drinking will be required to leave. The parents of the St. Albert student whose date is required to leave will be notified of the incident.

GRUB DAY GUIDELINES: In keeping with previous grub day guidelines, students choosing to participate should not wear clothing advertising alcohol or tobacco products. **The only allowable clothing for grub days are t-shirts, sweatshirts, capris, Bermuda shorts (shorts no higher than two inches above the knee cap), jeans, or sweatpants. No other clothing will be allowed. Jeans may not have any cuts, rips, tears or holes in them. Flannel pajama pants are not allowed.** Clothing with writing or slogans must be in good taste. Thus, the following items are not allowed on any grub day: bare midriffs, halter tops, hats, plunging necklines, short shorts, spaghetti straps or tank tops.

GUM: Gum chewing will be allowed in the carpet-free areas of the building as long as it doesn't become a cleaning problem. It is a privilege and can be revoked if it becomes a maintenance problem. It will also be up to the individual teachers if it will be allowed in the classrooms. Gum chewing is not permitted during liturgies and prayer services.

PREGNANCY: Adherence to the following will allow an expectant mother or father to continue attending St. Albert High School.

1. Counseling through Catholic Social Services or a similar approved agency and weekly sessions with the guidance counselor, campus minister or one of our priests.
2. Sufficient academic progress.
3. Regular attendance – (not over four days absent per quarter).
4. Expectant parents will not be permitted to represent St. Albert High School in interscholastic competition, local, conference, district or state contests and/or competition and public performance while there are obvious signs of pregnancy.
5. The baby is not to be on school grounds or at a school-sponsored activity as long as one of the parents is a student at St. Albert High School.

ST. ALBERT PRIDE DAYS: Every Friday is Pride Day. On Fridays students may wear cargo pants, corduroy pants (khaki, navy, black, or gray), or dress Bermuda shorts (khaki or navy) and a St. Albert Pride shirt that is purchased from the school (green or gold). Students **must** wear the St. Albert Pride shirt in order to wear the cargo/corduroy pants or dress Bermuda shorts. The shirt must be worn tucked completely in. White, gray, black, green, or gold long sleeve t-shirts may be worn under the Pride shirt. Dress Bermuda shorts may be worn from the beginning of the school year until the last day of October and from April 1 until the end of the school year. All other dress code guidelines apply.

SENIOR TRIP: St. Albert High School will not authorize or sponsor an overnight senior trip nor a senior skip day.

SEXUAL HARASSMENT: It is the policy of the educational programs governed by the Diocesan Board of Education to maintain a learning and working environment that is free from sexual harassment and/or harassment of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any kind.

Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Diocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal or the superintendent of schools for the Diocese of Des Moines. Detailed procedures to be followed are outlined in Diocesan Board Policy 314 and Regulations 314.1 and 314.2; copies are available in our school office.

VII. DRESS CODE

St. Albert School believes that performance in school is improved by setting standards of dress that reflect pride in one's self and in our school. The uniform dress code that has been established promotes unity in an equitable and economic manner in addition to teaching good grooming habits. Self-confidence is gained by meeting specified guidelines. No one need feel inferior because of dress.

Uniform items may be purchased from Dennis Uniform in Omaha, Nebraska. Girls' sweaters, shirts, or slacks may be purchased anywhere; however, the color **MUST BE THE SAME** as the Dennis Uniform Company sweaters, shirts, or slacks. Uniform clothing may not have any cuts, rips, tears or holes in them. A belt is required if slacks have belt loops. Shirts and blouses are to be appropriately buttoned near the neck. Slacks that have a "Jean Look" are not permitted; this would include some or all of these characteristics: rivets, pockets sewn on the outside, welt seams, tool loops, etc. Slacks may have a rear flap inside pocket or button. Leggings and corduroys are not allowed. Sweaters or sweatshirts are not allowed to be worn around the waist. Sunglasses and non-prescription eyewear are not allowed to be worn during the regular school day (8:05 A.M. until 3 P.M.). Uniforms must be worn the first day of school.

Uggs may only be worn with slack/pants. They must be worn underneath the slacks/pants. The color must be solid black or brown. Uggs may not be worn with skirts, shorts, skorts, etc.

Students are expected to be in full uniform from 8:05 A.M. until 3 P.M. including lunchtime. Students who are wearing P.E. attire for class are restricted to the carpeted area outside of the main gym.

Hair must be well groomed. Hair length should be reasonable and look well groomed. No Mohawks, dread locks, or other extreme hair cuts. No scarves, bandanas, or sports style headbands are allowed. Hair should not be in the student's eyes. The administration has the right to ask any student to get a hair cut if they feel that the student's hair does not look well groomed. If the student refuses to get their hair cut when requested by an administrator, the student will go on In-School suspension followed by probation until the hair is approved by the administration.

Students are not allowed to wear any pierced jewelry that is visible in their school and athletic uniforms during school hours (8:05 A.M. until 3 P.M.) and any school/sports activities except earrings on their ears. This means no nose, chin, eyebrow, etc. earrings are allowed.

Students are not allowed to have any visible tattoos while they are in their school or athletic uniforms.

High School students only: Shoes may be worn that have an open back on them but must have a closed toe. The shoes must look like dress shoes not like bowling shoes or tennis shoes. Administration reserves the right to make final decisions regarding shoe compliance.

Junior high students must have a closed back and closed toe in their shoes.

The following guidelines are set for all junior and senior high students:

GIRLS...Skirt/Skort lengths for girls in grades 7-12 are to be no shorter than 2" above the top of the knee. Any student who is told that their skirt/skort is too short by a teacher or administrator may not wear that skirt/skort again to school until the length is corrected. Students who wear the skirt/skort again after being warned that it is too short, will be sent home to change their skirt/skort and the student will receive a detention for any classes that are missed. Skirts/Skorts may not be rolled up. If a student is caught with a rolled up skirt/skort it will result in a dress code violation, and they will receive 1 demerit. Girls have the option to wear appropriate slacks all year as opposed to just during cold weather months. Girls may wear, under their uniform blouse, a white turtleneck or a white T-shirt with no visible writing, graphics, or trim. The sleeves on any T-shirt or turtleneck may not extend beyond the sleeves of the blouse. Blouses are to be worn tucked completely in and buttoned up except for the top button. No outdoor coats or jackets may be worn during school hours except the St. Albert Uniform Logo jackets. Shoes must be a solid brown or solid black (no trim).

BOYS...Shirts are to be tucked completely in and buttoned to the top. Ties are to be tied at the shirt collar. When wearing a sweater, a tie is also required. T-shirts or undershirts must be white with no visible writing, graphics, or trim. All students are to be clean-shaven with no facial hair. No outdoor coats or jackets may be worn during school hours except the St. Albert Uniform Logo jackets. Shoes must be a solid brown or solid black (no trim).

The administration reserves the right to make final decisions regarding compliance with the dress code. Failure to meet the guidelines of the dress code will result in demerits. In some instances, an administrator will require the violation to be corrected before the student is allowed to attend class. School time missed will be unexcused time.

P.E. UNIFORMS: Are not required. The dress code is as follows:

1. Appropriate T-shirt or top in good condition (not torn) and no obscene, degrading slogans or ads for alcohol or tobacco.
2. Shorts – clean and in good condition. No jean shorts.
3. White socks.
4. Tennis shoes.

2010-2011 Dress Code

Junior High Girls

Skirt/Skort

- Campbell plaid
- No shorter than 2" above the top of the knee

Blouse or Knit Polo Shirt

- Solid color with collar
- Long or short sleeves
- White, light blue, or hunter green

Turtleneck

- No mock turtlenecks
- May be worn alone or under a blouse or sweater
- Solid color
- White

Sweater

- Cardigan or pullover (No hoods)
- Crew neck or V-neck
- Navy with no trim

Slacks

- Must be dress slacks (No leggings, corduroys, or "Jean Look")
- Solid color
- Navy, khaki, black, or gray
- Belt must be worn if slacks have loops (Belts must have a buckle and must be solid brown, solid black, or solid navy)

Shoes/Socks

- Tennis shoes or dress shoes (No open toe no open back)
- Dress shoes must be solid brown or solid black (No trim)
- Must wear socks or tights (any color)

Sweatshirt

- Crew neck (No hoods)
- Dark green w/ S.A. embroidery

Jacket

- St. Albert Uniform Logo jacket
- Black, forest green, or navy

Junior High Boys

Shirt or Knit Polo

- Solid color dress shirt with collar
- Long or short sleeves
- White, light blue, or hunter green

Turtleneck

- No mock turtleneck
- May be worn alone or under dress shirt or sweater
- Solid color
- White

Sweater

- Cardigan or pullover (No hoods)
- Crew neck or V-neck
- Navy with no trim

Slacks

- Must be dress slacks (No corduroys or "Jean Look")
- Solid color
- Navy, khaki, black, or gray
- Belt must be worn if slacks have loops (Belts must have a buckle and must be solid brown, solid black, or solid navy)

Shoes/Socks

- Tennis shoes or dress shoes (No open toe no open back)
- Dress shoes must be solid brown or solid black (No trim)
- Must wear socks (any color)

Sweatshirt

- Crew neck (No hoods)
- Dark green w/ S.A. embroidery

Jacket

- St. Albert Uniform Logo jacket
- Black, forest green, or navy

2010-2011 Dress Code

High School Girls

Skirt/Skort

- Carden plaid
- No shorter than 2" above the top of the knee

Blouse

- Solid color dress shirt
- Oxford style, button down collar
- Long or short sleeves
- White or blue

Turtleneck

- No mock turtleneck
- May be worn alone or under a blouse or sweater
- Solid color
- White

Sweater

- Cardigan or pullover (No hoods)
- Crew neck or V-neck
- Hunter green, red or navy, gray with no trim
- Letter Sweater (white or green)

Slacks

- Must be dress slacks (No leggings, corduroys, or "Jean Look")
- Solid color
- Navy, khaki, black, or gray
- Belt must be worn if slacks have loops (Belts must have a buckle and must be solid brown, solid black, or solid navy)

Shoes/Socks

- Dress shoes only (No open toe but may have open back)
- Solid brown or solid black (No trim)
- Must wear socks, tights, or hosiery (any color)

Sweatshirt

- Crew neck (No hoods)
- Dark green w/ S.A. embroidery

Jacket

- St. Albert Uniform Logo jacket
- Black, forest green, or navy

High School Boys

Shirt

- Solid color dress shirt
- Oxford style, button down collar
- Long or short sleeves
- White or blue

Sweater

- Cardigan or pullover (No hoods)
- Crew neck or V-neck
- Hunter green, red, gray or navy with no trim
- Letter Sweater (white or green)

Slacks

- Must be dress slacks (No corduroys or "Jean Look")
- Solid color
- Navy, khaki, black, or gray
- Belt must be worn if slacks have loops (Belts must have a buckle and must be solid brown, solid black, or solid navy)

Necktie

- No string ties
- No bow ties
- Must be worn daily (your choice of color and appropriate pattern)

Shoes/Socks

- Dress shoes only (No open toe but may have open back)
- Solid brown or solid black (No trim)
- Must wear socks (any color)

Sweatshirt

- Crew neck (No hoods)
- Dark green w/ S.A. embroidery

Jacket

- St. Albert Uniform Logo jacket
- Black, forest green, or navy

VIII. STUDENT ACTIVITIES

ACADEMIC ELIGIBILITY: The State of Iowa has implemented the following academic eligibility requirements which will be followed, in addition, to our existing academic eligibility rules. Students who have an “F” for any course for which credit is awarded at the end of the first or second semester is ineligible to dress for and compete in the next occurring interscholastic athletic contest and competitions in which the student is a bona fide contestant for 30 calendar days from the first competition day. This language applies to all athletic activities except baseball and softball where the ineligibility period is for consecutive weeks following the end of the final grading period. For the purposes of this sub rule, a “bona fide contestant” means a student who presently is or previously has competed in the interscholastic athletic activity to which the student’s period of ineligibility herein applies. The bona fide contestant language is intended to address an athlete, who has never been out for a particular sport, going out to work off their ineligibility period of 30 calendar days to ensure eligibility during a sport in which they have been a regular participant. As an example, a student has been a bona fide contestant in football only throughout his/her career and has an “F” in a credit course at the end of the 1st semester of his/her junior year. This athlete **can not** choose to go out for track in the spring of his/her junior year to work off the ineligibility period to become fully eligible for football. Because this athlete has only been a bona fide contestant in football, his/her ineligibility period will be served during the football season. This definition **shall not** apply to a student in the ninth grade. As an incoming freshman, the athlete can participate in any sport throughout the year and work off a period of ineligibility. However, beyond their freshman year the bona fide contestant language will be applied. Athletes are also governed by standards requiring all contestants to be enrolled and in good standing in a school that is a member or associate member of the organization sponsoring the event (IHSAA/IGHSAU). In addition, all contestants must be under 20 years of age. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is eligible to compete during the summer following twelfth grade.

In addition to the state requirements St. Albert also has an established academic eligibility policy. Our purpose in establishing this policy is to serve as an incentive for students participating in extra-curricular activities to maintain minimal academic standards.

Any student who receives an F in at least two classes is automatically ineligible for any extra-curricular activities for the following quarter. If a student receives an F in one class for that quarter, he/she will remain eligible for the following quarter.

Attendance at practice for a student who is academically ineligible is left to the discretion of the coach/sponsor. The student may not, however, participate in an actual performance, contest, interschool competition, etc. Camps, clinics, tryouts, etc. are not considered actual performances and the student will be able to participate in those activities.

It is possible that eligibility be granted to a student that has passed a minimum of 5 classes. The student in this situation must request in writing to have his/her case reviewed. If some sort of problem is the basis of the review, it is required that the diagnosis of the problem be made by a professional agency outside the school and that the person/family be involved in a treatment program. The diagnosis and treatment must be in place before the review committee can restore any type of conditional eligibility.

A grade of incomplete does not affect eligibility. If a mark of incomplete at the quarter becomes an F, the student becomes ineligible at that time.

The policy will cover students in grades 7-12. Transfer students will not be subject to the policy until the first time they receive quarter grades from St. Albert.

A student who receives two F’s for a quarter grade forfeits eligibility on the calendar day following the day grades are due in the office.

If a student becomes ineligible after fourth quarter grades, he/she will not be allowed to participate in any summer/fall extra-curricular activities until successful completion of a comparable class either through summer school, or an independent study. This course must receive prior approval by school officials.

Interpretation of Academic Eligibility Policy as it applies to band and chorus is as follows:

- If an activity can't take place without our band or chorus then it's considered an integral part of the curricular experience and academic eligibility does not apply (i.e., the Christmas and spring concerts). This stipulation requires that the performance is an actual part of a class and a grade is being given for the performance. If it is not an integral part of the class and no grade is being given, the student will not be allowed to participate.
- If an activity can take place – even though it may not be the same quality without our band or chorus, it is subject to academic eligibility (i.e., the musical, conference band, clinics, contests, ball games, pep band, etc.). Academic eligibility also applies to any music activity not held on our campus.

GENERAL ACTIVITIES: Interested students may audition for or participate in any of the following activities:

Athletics	Dance Team	Instrumental Music	Speech
Battle of the Books	Destination Imagination	Mathcounts	Student Council
Chamber Choir	Drama	Math Club	Vocal Music
Cheerleading	History Day	Science Team	Yearbook

The interscholastic athletics offered are as follows:

<u>BOYS</u>		<u>GIRLS</u>	
Baseball	Golf	Basketball	Softball
Basketball	Soccer	Bowling	*Swimming
Bowling	Track	Cross Country	Tennis
Cross Country	*Swimming	Golf	Track
Football	Wrestling	Soccer	Volleyball

*Swimming teams are combined with students from Council Bluffs Public School and Lewis Central School

SPECIFIC ACTIVITIES:

1. Religious Activities: One of our most fundamental reasons for existing as a school is to provide an atmosphere for our faith to grow and mature. Therefore, the following opportunities are made available for everyone:
 - a. Mass during the school day on Holy Days
 - b. Mass once a week for all students grades 7 – 12
 - c. Reconciliation scheduled through the year and always available upon request
 - d. Personal counseling if desired
 - e. A reflection day for each class (Grades 7 – 12)
 - f. Campus Ministry

2. Student Council: The Student Council is a cross section of the entire student body. It convenes regularly to deal with matters of mutual interest to students, faculty and community. Elections are held in the Spring of each year. In addition to the three officers (president, vice-president, secretary/treasurer), it is composed of five representatives from each class. The president, vice-president, and secretary/treasurer are juniors or seniors. To become a candidate, a student must file a petition signed by 15 students and 5 faculty members, and must have at least a 2.00 grade average for the previous semester. The petition is filed with the student council sponsor. If needed, a preliminary run off is held. Student Council adheres to the academic eligibility policy.
3. Awards Assembly: During the late spring, an awards assembly will be scheduled to recognize those students who have excelled in various school activities besides sports. Athletic banquets will be held to honor athletes.
4. Formal and Semi Formal Dance Dress Code and Behavior:
 - a. Any student inappropriately dressed will not be permitted to enter a dance.

Girls: Girls may wear dresses that are strapless or feature spaghetti straps. Bare or open backs are acceptable; however, bare midriffs are not permitted. Dress shoes are suggested, although rubber sole athletic shoes are permitted. Under garments should not be visible. See-through apparel is not permitted. Garments that are extremely tight, short, or extremely low cut are also unacceptable. Jeans and shorts of any kind are not permitted

Boys: Boys should wear dress slacks, khakis, suit, or tux. Boys should wear shirts with a collar. T-shirts are not permitted. Dress shoes are suggested although rubber sole shoes and athletic shoes are permitted. Jeans and shorts of any kind are not permitted.

Dates/Guests: Students who choose to bring an outside guest are responsible to properly inform and clarify the Dress Code to their date/guest. The administration reserves the right to make final decisions regarding compliance with the dress code.
 - b. Dancing that is commonly known as “dirty dancing” or “bump and grind” where close physical contact of a suggestive sexual nature is not permitted. Any student participating in such dancing may be asked to leave the dance.
 - c. Non-St. Albert students who are not specifically invited guests (dates) of St. Albert students may not attend school dances.
 - d. Students/dates must have tickets or purchase tickets at the door in order to be admitted. They may not come only to have their pictures taken and then leave. If this occurs, parents will be contacted immediately.
 - e. Any student/date who leaves the building during a dance will not be readmitted nor may they loiter on the grounds.
 - f. Alcohol/controlled substance use: See Special Topics
 - g. Any guest, regardless of age, is subject to the same rules as St. Albert students.
 - h. A uniformed Council Bluffs police office may be on duty at St. Albert dances.

TRANSPORTATION TO AND FROM SCHOOL TRIPS (ACTIVITY AND FIELD):

All activity and field trips should be made in the following conveyances only:

1. School bus or van.
2. Commercial carrier.
3. Passenger cars with the following provisions:
 - a. School administrator must approve each trip.
 - b. Passenger cars shall each carry one adult either as a driver or chaperone.

Activity Trips – Transportation to:

Participating students arriving at any activity by any means other than authorized by the coach, teacher, or sponsor are ineligible for that activity, and will not be allowed to participate.

Activity Trips – Return from:

Each student is required to return from all activity trips by the same conveyance he used to arrive. (Exception – a parent, upon personal request to the director of that activity, may secure permission for the student to return with him/her)

WEDNESDAY NIGHT PRACTICES/ACTIVITIES: Students are excused from practices or other school activities on Wednesday nights in order to participate in parish/religious activities or classes.

IX. PARTICIPATION RULES

We at St. Albert Jr.-Sr. High School believe that participation in extra-curricular activities is a valuable way to learn Christian living skills. There are many lifelong rewards to be gained by taking part in individual and group activities. Consistent with the enjoyment of those rewards is the responsibility to prepare to the best of one's ability to represent oneself and our school. This contract is intended to assist participants in athletics, music, speech, drama, cheerleading, and dance team, both in and out of season, with meeting those responsibilities.

As a participant in St. Albert's school activities, I understand that the following rules, regulations, and procedures are to be observed through the entire year.

- I. I understand that I am subject to all school rules as contained in the Parent/Student Handbook and Code of Conduct. According to those rules, I will be excluded from participation for:
1. Being suspended—until the subsequent probation is successfully completed.
 2. Being placed on full probation—until the probation is successfully completed.
 3. Failing to comply with the Iowa High School Athletic Association Code. (Posted in locker rooms)

Attendance at practice is at the coach's discretion.

II. I also agree to follow the academic eligibility requirements on pages 24-26 in the Student/Parent Handbook.

1. School Attendance and Discipline:

- a. To take part in or practice for any school activity on a school day, I must be in attendance before the beginning of the 4th class period of the school day unless I am excused by the assistant principal or principal. (e.g. for a funeral, doctor's appointment, etc.) and I must also obtain an excused admit slip from the office for any class period missed. Please note that mass is considered a class period.
- b. If I am sent to the office from class or study hall for a disciplinary reason, I may be ineligible to participate in any contest that day. Eligibility will be determined by the administration. If I am ineligible for a contest, I must inform the coach of my activity.
- c. In the case of arriving home after 12:00 midnight from an out of town competition, the activity sponsor may excuse the student participants' absence from first period classes the following day. All student participants should report to school by 2nd class period of the school day. Please note that mass is considered a class period. The activity sponsor should notify the office of the permission.

2. Practice Sessions:
 - a. I agree to attend all practice sessions. Only absences excused by the head sponsor of my activity are acceptable. Coaches will set team rules that address dismissal from a team.
 - b. I agree to serve all acquired detentions during the assigned time or I will not be eligible to practice or perform. I understand I am responsible for any tardies to or absences from practice as a result of my detentions and that such practice irregularities will be subject to the discretion of the head sponsor of my activity.
3. I assume complete responsibility for all clothing/equipment issued to me and will pay replacement costs for any item(s) damaged or lost. I will not be eligible to begin practice for my next activity until all equipment and uniforms are turned in.
4. I agree to cooperate with my sponsor in all respects.
5. I agree to control my anger and never use any profanity or obscene gestures as a means of venting my anger.
6. I agree to respect all decision of the officials.
7. I agree to maintain my hair and appearance in neat and trim fashion and dress according to established guidelines for all out-of town activities.
8. I agree that as a participant of one or more activities, regardless of whether or not that activity is in progress, I am responsible for any actions that can cause any embarrassment or negative repercussions to the school.
9. I agree to refrain from the use and/or possession of ALL tobacco products.
10. I agree to refrain from the use of ALL alcoholic beverages or controlled substances except as prescribed by a licensed medical professional.
11. I understand that it is my responsibility to respect the property of others. I agree that I am responsible for any of my own actions that cause vandalism, destruction of property and theft of others' property. All property should be locked in the locker room or given to the coach to hold for security reasons.
12. I agree to comply with the rules regarding transportation to and from activity trips.
13. I understand that each coach/sponsor may establish codes of conduct, which are in conformity with school rules but particular to the specific activity.

The staff member in charge of an activity has the responsibility to inform participants of these rules. In addition, that staff member has the authority to administer participation rules. Violations of these participation rules are to be brought to the attention of the activities director. When this results in disciplinary action being taken by the activities director, the participant's parents will be notified in writing. A participant who has been declared ineligible by the activities director/assistant principal may request in writing to have his/her case reviewed by the principal.

The following consequences are in effect if a student is determined to have violated tobacco or alcohol/controlled substance abuse rules.

I. Possession/use of tobacco in any form

1. 1st offense (in season): 1 day In-School suspension – 15 school day exclusion from all extracurricular activities.
2. 2nd offense (in season): 3 days In-School suspension – 20 school day exclusion from all extracurricular activities and dismissal from the team.

II. Consumption, use, possession or transmission of illegal drugs or alcohol or misuse of prescription drugs or inhalants

1. 1st offense (in season): 3 day In-School suspension – 15 school day exclusion from all extracurricular activities.
2. 2nd offense (in season): 3 days In-School suspension – and dismissal from the team.

IX. SCHOOL SONG:

**Cheer, cheer for St. Albert
We never give up, never say die.
Cheer our team on to their goal.
We'll stand behind you, green and gold.**

**St. Albert Falcons, fight, fight, fight.
Fight for what we know is right.
While our loyal team goes marching
Onward to victory.**

V-I-C-T-O-R-Y, onward victory.