

Student Handbook 2022-2023



Holy Spirit Center
Grades Opt. K-3



St. Lawrence Center
Grades 4-6

KUEMPER CATHOLIC SCHOOL SYSTEM



St. Angela Center
Grades 7-8



Kuemper High School
Grades 9-12

Kuemper Catholic School System's mission is to provide excellent Catholic education of mind, body, and soul to empower all students to achieve to the best of their abilities in fulfillment of God's call.

The Shield

The origin of the Kuemper shield evolves from the legend of King Arthur and his Knights. Chivalry was Knighthood's code of behavior. A true Knight had faith and a deep love of the Christian faith. He was ready to defend, and if necessary, die for the Church. A Knight championed right against injustice and evil, and never surrendered or flinched in the face of the enemy.

The cross which is superimposed on the Kuemper shield is the central point of concentration. Constantine, a pagan emperor, was walking under the stars one evening before a battle he was to fight the next day. As he looked into the sky, he saw a cross surrounded by the words, "In This Sign You Shall Conquer." Constantine, not yet a Christian, understood only vaguely the symbolism of the cross, but he had it placed on the shields of all his men. His victory in battle the next day led to his victory of faith. Later in life he became a Christian.

In this sign, Kuemper Knights too shall conquer . . . conquer themselves and conquer the forces of evil that sometimes surround them.

The scroll to the left of the cross on the shield proper represents Natural Knowledge. The book to the right illustrates Sacred Scriptures. Both together symbolize the Unity of Truth, who is God.

The K, a symbol of all Kuemper students and faculty, appears in the lower half of the escutcheon. Truth in all aspects, wherever it is found, is the object, the goal sought by Kuemper Catholic School System.



School Song: When the Irish Backs Go Marching By

We're going to cheer, cheer, cheer for Kuemper High
 We're going to fight, fight, fight we'll do or die
 We'll cheer the Knights on to fame as we win this game
 Success or failure, we'll be the same
 Becuse we're loyal to our Kuemper Knights
 Who fought so bravely for their rights
 We'r right behind you Kuemper all the way
 We want this victory as ours today

The Lord is my strength and my shield;
 In Him my heart trusts.

- Psalm 28:7

	4
MISSION	7
VISION STATEMENT	7
LONG-RANGE GOALS	7
STUDENT ACHIEVEMENT	7
INTRODUCTION	7
ACTIVITY CODE (7-12)	8
ACTIVITY PASSES	11
AGENDAS/PLANNER	11
ALCOHOL, TOBACCO, VAPE, TOBACCO LOOK ALIKE PRODUCTS, ILLEGAL DRUGS	11
ALERT SYSTEM	11
APPOINTMENTS WITH COUNSELORS, TEACHERS, AND COLLEGE REPRESENTATIVES (Grades 9-12)	11
ASBESTOS	11
ATTENDANCE	11
BULLYING / HARASSMENT	13
BUS RULES	15
CAMPUS MINISTRY (7-12)	15
CELL PHONES/SMART WATCHES (Grades 7-12)	15
CHEATING	16
CHILD ABUSE	16
COLLEGE CREDITS	16
COLLEGE VISITS	16
COMMUNICABLE DISEASES	17
CONDUCT AND CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR	17
CORPORAL PUNISHMENT	18
DANCES / SOCIAL EVENTS / ACTIVITIES (Grades 9-12)	18
DETENTION	18
DRESS CODE	19
DROPPING OFF / PICKING UP STUDENTS	20
ELECTRONIC DEVICES	20
EMERGENCY OPERATION PLAN	22

ENTRANCE / ADMISSION REQUIREMENTS	22
EQUAL EDUCATIONAL OPPORTUNITY	22
EXTRA-CURRICULAR ACTIVITY EXPECTATIONS	22
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY	22
FAMILY NIGHT	23
FATHER KUEMPER HONOR SOCIETY (Grades 9-12)	23
FOOD	24
FREEDOM OF EXPRESSION	24
FUNDRAISING	24
GRADING POLICY (Grades 5-12)	24
GRADUATION	25
GRIEVANCE PROCEDURE	25
HAZING	25
HEALTH SERVICES	25
HOMEWORK	25
INSURANCE	26
INTERNET AND KUEMPER COMPUTER NETWORK	26
INTERROGATION BY AN OUTSIDE AGENCY	27
LETTERING SYSTEM (Grades 9-12)	27
LOCKERS	27
LUNCH PROGRAM	27
MOTOR VEHICLES / MOPEDS	28
PHYSICAL EDUCATION POLICY	29
PLAYGROUND RULES	29
PREGNANCY / ABORTION	29
PUBLICATIONS	30
RESIDENCE	30
SCHEDULE CHANGES (Grades 9-12)	30
SCHEDULE - COURSE LOAD (Grades 9-12)	30
SCHOOL DAY	30

SCHOOL-SPONSORED ACTIVITIES	30
SEARCH AND SEIZURE	31
SERVICE HOURS (Grades 6-12)	31
SHARED-TIME PROGRAMS (Grades 9-12)	31
SNACKS & TREATS BROUGHT TO SCHOOL	31
SPORTS CAMPS / ALL-STAR GAMES	31
SPORTSMANSHIP	32
STATE COMPETITION	32
STUDENT COUNCIL	32
STUDY HALL (Grades 9-12)	32
SUNDAY ACTIVITIES	32
TARDY (7-12)	32
TELEPHONE USE	32
TEXTBOOKS	32
TRIDUUM ACTIVITIES	33
TUITION & FEE PAYMENT – ONLINE PAYMENTS ARE AVAILABLE	33
TUITION GRANTS	33
TUITION TAX CREDIT	33
VANDALISM	33
WEAPONS	33
WEATHER-RELATED ANNOUNCEMENTS	33

MISSION

Kuemper Catholic School's mission is to provide excellent Catholic education of mind, body, and soul to empower all students to achieve to the best of their abilities in fulfillment of God's call.

VISION STATEMENT

The Kuemper Catholic School System will be known as a leader in the development of the whole person- spiritually, academically, and socially.

Recognizing our human dignity and guided by Jesus Christ, our students will be enriched by a sacramental life to become lifelong disciples of Christ. By invoking the wisdom of the Holy Spirit, the Kuemper Family will strive to ensure an environment that includes:

1. Formation of moral students to be prepared for the future through emphasis on critical thinking, problem solving, and decision making skills.
2. Spiritual development that recognizes God's call for each person with a focus on service.
3. Employing continuous improvement strategies to develop excellence in academic achievement, faith formation, and school activities.
4. Empower parents as primary educators by actively involving them in service and support of the schools.
5. Transparent communication by collaborating with parents, alumni, and community supporters to provide feedback on shared results and progress.
6. Accepting the role of stewardship that offers accessibility and ensures financial stability through contributions of parishes, alumni, families, and community.

LONG-RANGE GOALS

All Grades K-12 students at Kuemper Catholic School will:

1. Achieve at high levels in knowledge of their Catholic religion.
2. Achieve at high levels in reading comprehension.
3. Achieve at high levels in mathematics.
4. Achieve at high levels in science.
5. Demonstrate competence in 21st Century skills including 5 C's (Christ, communication, collaboration, creativity and critical thinking).
6. Demonstrate stewardship, leadership, and service in their school, parish, and community.
7. Experience a safe and accepting school community.
8. Be socially responsible, cooperate with peers and teachers/principals, and accept individual differences.

STUDENT ACHIEVEMENT

Student achievement is measured daily in our classrooms in a variety of ways, both formally and informally. Classroom activities, discussions, projects, and tests are some of the tools used to evaluate each student's progress. Additionally, students participate in assessments that enable us to measure our learning success in comparison with others in the state and nation. Our selected comparison measures for reading, math, science and social studies are from the ISASP (Iowa Statewide Assessment of Student Progress), FastBridge Assessments, STAR Assessments, common formative and summative assessments in certain disciplines, plus religion based on ACRE (Assessment of Catechesis Religious Education).

INTRODUCTION

This handbook provides basic information about the Kuemper Catholic School System for both students and parents. The guidelines and other information contained in this book will be valuable to students as they strive to become successful and responsible citizens of our school community. It is the primary objective of the Kuemper Catholic School System to assist students in becoming Christian citizens who exhibit respect and responsibility.

Every student and parent is expected to be familiar with this information. While not every situation or circumstance is covered in this handbook, the observance of these policies will result in good order and a school environment that will be conducive to academic and personal growth. Changes and modifications will be made as necessary and posted on the website. The Board of Education makes the final determination as to the establishment of policies and the administration is responsible for implementation.

Situations that are not explicitly covered in this handbook will be resolved by the Kuemper Administration Team. Rulings will be determined based on the discipline philosophy of the Kuemper Catholic School System. The latest version of this handbook can be found at www.kuemper.org

ACTIVITY CODE (7-12)

An important part of students' education is their voluntary participation in many extra-curricular activities offered. Students who choose to participate accept the responsibilities and rules associated with each activity. The school regards participation in any of the extra-curricular activities as a privilege, reflecting Kuemper's values as a Catholic School. Parents should make sure that students balance their time and energy so that participation in extracurricular activities does not become a detriment to the student's education, family, and parish life.

1. **Academic Eligibility:** To be eligible to participate in any activity or club, a 7th - 12th grade student cannot have a failing grade in their courses.
 - a. Weekly ineligibility list will be compiled each Friday at 9:00 AM, beginning with the third week of the semester.
 - b. The period of ineligibility will run for one week, starting the Friday the report has been run. Students are ineligible Friday through Thursday the next week.
 - If grades improve and the student meets our eligibility requirements after one week, the student will be reinstated.
 - c. Once a student is deemed ineligible, the student, parent/guardian, KCSS Activities Director, and coach will be notified by administration or their designee.
 - d. During the week of ineligibility, the student will be required to attend after school intervention time on both Monday and Wednesday from 3:15 - 3:45 and have their grades back in good standing.
 - Students may participate in practice following intervention time, however, school transportation will not be provided.

Work must be completed and turned in on Wednesdays by 4:00 PM to allow teachers sufficient time to grade student work prior to the ineligibility list being compiled.

2. **Medical Eligibility:** No student shall participate in an athletic activity without filing a completed physical clearing the student for participation. The physical is valid for 12 months.

3. **Concussion Policy:** Every athlete must be in 100% compliance with Iowa Code, Section 280.13C. This means free to participate with no concussion restrictions.

4. **Exemplary Conduct Code:** Students must be eligible to participate under the rules and penalties set forth in the Kuemper.

- The Exemplary Conduct Code is enacted to reflect the idea that all students who represent Kuemper Catholic School make a commitment to higher standards of behavior. These standards reflect the values Kuemper stands for as a Catholic school. The school wishes to work with the parents so that each student gets a very clear message from the home and the school that alcohol and other drugs, tobacco, and tobacco look alike products and criminal behavior are detrimental to Kuemper Catholic School or to the physical, mental, emotional, and spiritual welfare of the student.
- It should be emphasized that this is a school code and not a legal code. Therefore, this code will be applied separately and independently of any legal or court decision on the basis of the evidence of the infraction as determined by school authorities.
- **Exemplary Conduct:**
 - Students whose conduct and/or habits, both in and out of school, during the school year, or during the summer months, regardless of their age, are such to make them unworthy to represent the ideals and principles of this school, shall be in violation of the Exemplary Conduct Code as follows:
 1. **Zero Tolerance** - Students who place themselves in, or remain at, a situation where alcohol or drugs are present, are in violation of the Exemplary Conduct Code. School authorities will use the results of information they have gathered, breathalyzer tests, and police reports to determine violations.
 - a) Kuemper Catholic School believes that our students represent our school and should not be present at parties or other social functions where alcohol or other drugs are being used or consumed illegally by minors whether or not the students involved are actually drinking or using controlled substances themselves. The presence of our students at such parties or in such situations sends a message to others that illegal use of alcohol and other drugs is acceptable. Students confronted with this situation have two choices:
 - (1) Leave immediately. (An intention to leave is not acceptable.)
 - (2) Stay and assume the consequences as listed below.
 2. **Consequences** - Students admitting to or being convicted of a crime, except for a simple misdemeanor; using tobacco, alcoholic beverages or other illegal drugs; selling and/or distributing alcohol or other drugs; or using prescription or non-prescription drugs in an abusive manner are in violation of the Exemplary Conduct Code.
 - a) These penalties include suspension from participation in activities or community service. All suspensions include suspension from attending events. These violations are cumulative for a student's entire academic career. For example: a 1st offense freshman year becomes a second offense on the next violation whether it occurs sophomore, junior, or senior year. For a student not currently in an activity the suspension carries over to their next activity; for those students who never participate in a Kuemper activity their consequence

is outlined in each step below. These offenses are served consecutively, not concurrently.: if a student gets two offenses before their next activity they must complete both consequences before they are eligible.

- (1) **First Violation** - A suspension from attendance at and participation in all school events/activities and notification of parents. The period of suspension will be as follows: The student will be suspended from a number of games equal to 25% of the total number of competitions in the season, for the level of competition they most regularly participate in, or higher. All numbers for the purposes of determining suspension will be rounded up. If the suspensions cannot be served in that season, they will carry over for the next sport. For example: A varsity football player has 12 games in a regular season. That player is suspended from 3 varsity games. Example 2: A JV basketball player has 17 games in a season. They would be suspended for 5 games (4.25 rounded up) of either JV or Varsity competition. If the student is in a non-sporting activity they would be suspended from 1 performance. Example: The student is in the fall play, there are 3 performances and they are suspended for 1 performance. If the student is not involved in extracurricular activities the student will complete 20 hours of community service as directed by Kuemper Catholic School. The 20 hours of community service must be completed within 30 days or the student remains suspended from all activities until the community service hours are completed. A student who indicates they do not and will not participate in activities and completes the service hours, but then within one calendar year goes out for a sport will have to sit 1 competition.
- (2) **Second Violation** - A suspension from attendance at and participation in all school events/activities and notification of parents. The period of suspension will be as follows: The student will be suspended from a number of games equalling 25% of the total number of competitions in the season, for the level of competition they most regularly participate in, or higher. All numbers for the purposes of determining suspension will be rounded up. If the suspensions cannot be served in that season, they will carry over for the next sport. For example: A varsity football player has 12 games in a regular season. That player is suspended from 3 varsity games. Example 2: A JV basketball player has 17 games in a season. They would be suspended for 5 games (4.25 rounded up) of either JV or Varsity competition. If the student is in a non-sporting activity they would be suspended from 1 performance. Example: The student is in the fall play, there are 3 performances and they are suspended for 1 performance. In addition, after a second violation, a student must complete a substance abuse course/screening through New Opportunities in Carroll. Administration will visit with parents and New Opportunities' Behavioral Health Director on lining up the course or screening (SIRBT). This must be completed within 30 days.
 - (a) If the student is not involved in extracurricular activities the student will complete 20 hours of community service as directed by Kuemper Catholic School. The 20 hours of community service must be completed within 30 days or the student remains suspended from all activities until the community service hours are completed. Students must complete their community service hours before they may take their semester exams. In addition, after a second violation, a student must complete a substance abuse course/screening through New Opportunities in Carroll. Administration will visit with parents and New Opportunities' Behavioral Health Director on lining up the course or screening (SIRBT). This must be completed within 30 days.
- (3) **Third Violation** - A suspension from attendance at and participation in all school events/activities for the remainder of the season. If the student is not involved in extracurricular activities or does not miss an opportunity to perform or compete, the student will complete 40 hours of community service as directed by Kuemper Catholic School. The 40 hours of community service must be completed within 60 days or the student remains suspended from all activities until the community service hours are completed. Students must complete their community service hours before they may take their semester exams. In addition, after a third violation, a student must complete a substance abuse full evaluation through New Opportunities in Carroll. Administration will visit with parents and New Opportunities' Behavioral Health Director on lining up the full evaluation. After the evaluation, the student must complete the steps (if any) laid out by New Opportunities after the evaluation. This evaluation must be completed within 30 days.
- (4) **Fourth Violation** - A year long suspension from attendance at and participation in all school events/ activities. The student will complete 60 hours of community service as directed by Kuemper Catholic School. In addition, after a fourth violation, a student must complete a substance abuse full evaluation through New Opportunities in Carroll. Administration will visit with parents and New Opportunities' Behavioral Health Director on lining up the full evaluation. After the evaluation, the student must complete the steps (if any) laid out by New Opportunities after the evaluation. This evaluation must be completed within 30 days.
 - (a) The 60 hours of community service and evaluation must be completed within 6 months or the student faces expulsion from Kuemper. Students may request a hearing by the Review board.
- (5) **Fifth Violation** - The privilege to attend KCSS will be revoked. Students may request a hearing by the Review Board.

3. Special Provisions

- a) Each activity sponsor, director, or coach has the prerogative to add additional requirements to this policy pertaining to the activity with a goal of enhancing a student's life long success. These requirements and

resulting consequences may not conflict with, or supersede, this code as explained in this handbook. Examples of additional regulations would include diet, safety, physical training rules, curfew attendance, etc. A copy of these rules should be filed with the Activities Director before the activity starts and rules are distributed.

- b) A student who self-reports will have to serve a 20% suspension rather than 25%. a one suspension reduction in the penalty for the 1st violation. There is no change in the penalty for the 2nd, 3rd, 4th and 5th violation regardless of reporting or not reporting.
 - c) The period of ineligibility for a violation of the code starts the day the student admits to the violation, or the day it is determined by the school authorities that the student was in violation of the code, whichever occurs first. The administration determines the period of ineligibility.
 - d) In the case of a student out for two activities at the same time. The student will start serving activity suspension on the first date possible, so if one activity starts before the other that is the one you use. If there is crossover of the two activities the next event will count towards the satisfaction of the suspension. Example: Student is in track and soccer, the track season started first so the student is serving the suspension, and before that student has finished the suspension the soccer games start. So, if that student needed to sit one more track meet, but the soccer game came up first, that student would sit the soccer game to satisfy the suspension.
 - e) There shall be a written or phone message given to the home, or a conference between the student, parents, and the coach/moderator/director at the time the penalty is applied to clarify any questions and to help prevent any further violations.
 - f) Information received from students and/or parents who voluntarily seek help from school authorities concerning a student's use of alcohol and/or other illegal drugs before being found to be using or possessing such substances by school or law officials will be maintained in confidence and will not serve as a basis for disciplinary action. However, this does not provide immunity from disciplinary action should the student continue to use or distribute alcohol or drugs.
 - g) The school will act on alleged violations of this code that are reported by legal authorities, by eyewitnesses who are administrators or staff of other schools, by any member of the school's staff, or a student involved in the incident. The school will regularly consult with city, county, and state law enforcement agencies and act upon information released about students relating to the Exemplary Conduct Code. Parents, even though not eyewitnesses, may report their own children. Parents are encouraged to develop character in their student by having the student voluntarily come forward, be honest, and take responsibility for his/her actions.
 - h) In order to protect the reputation of all Kuemper students, information concerning a student's violation of the Exemplary Conduct Code is considered confidential. To protect a student's confidentiality, the administration and faculty cannot respond to specific inquiries about the implementation of this code other than those made by the student or his/her parent or guardian.
 - i) Any student declared ineligible under the prior school district's Exemplary Conduct Code, and then without having completed the full period of ineligibility at that school transfers to Kuemper Catholic School, will not be eligible for interscholastic competition or to represent the school in any activity at Kuemper Catholic School, until the full period of ineligibility has been completed. After the period of ineligibility has been completed, the student is immediately eligible to represent the school as far as any Exemplary Conduct Code is concerned.
 - j) Students who are ineligible may practice with an activity or team as long as they do not become a detriment to the team or activity. If the student's attitude and/or behavior is detrimental to the goals and purposes of an activity, the activity moderator, director, or coach, in consultation with the principal, has the right to dismiss the student from the activity.
 - k) Students refusing to take a breathalyzer test requested by a school or law enforcement official will be considered in violation of the Exemplary Conduct Code.
4. Violations of this policy may impact membership in student organizations. In the event that a situation occurs which is not covered in this code, the principal will provide a ruling based upon the intentions of this code.

5. This Activity Code covers all athletic, extracurricular activities as well as extracurricular fine arts activities such as Speech, etc. It does not necessarily apply to co-curricular activities which occur outside of the school day but are a graded part of a class such as marching band.

6. In order to participate in a competition, students must be present for all class periods, but if tardy to first period so long as they have fewer than 5 total tardies in the semester they may compete. Students must be in attendance from 11:30 a.m. to the end of the day in order to participate in practice on that same day.

7. Practices and rehearsals are to be completed and students must be out of the building/facility no later than 9:30 p.m. Students participating in sports, music, speech, etc., are subject to rules of the respective state association. Students who miss class or work because of participation in activities are required to personally inform their teachers at least one day in advance. Those who fail to do so are subject to the penalties for missed class work listed under the "unexcused absence" section of the handbook.

8. When a student is scheduled to participate in two different activities on the same day, state-sponsored tournaments or contests will take priority. In all other conflicts, the student and Activity Director will conference to decide which activity he/she will participate in and notify the coach/moderator in a timely manner so adjustments can be made. Failure to do so could result in a penalty from

the coach/moderator.

ACTIVITY PASSES

An Activity Pass will be issued during the first week of school to all students in Kindergarten – 12th grade. The pass will be used for admission to regular, non-tournament home events only. The student needs to scan their activity pass at the ticket booth for entry.

AGENDAS/PLANNER

Each student in grades 2-5, receives an agenda/planner at the beginning of the school year. The purpose of the agenda is to help students be organized, manage time wisely, and provide communication about assignments among students, teachers, and parents. Students are to carry and use their agendas on a daily basis. A \$5 fee will be charged for a replacement agenda.

ALCOHOL, TOBACCO, VAPE, TOBACCO LOOK ALIKE PRODUCTS, ILLEGAL DRUGS

Any use of alcohol, tobacco, controlled substances or tobacco look alike products (including vapes and e-cigarettes) for school age children is illegal. The use of these substances is recognized as being extremely dangerous to persons of school age. It is the responsibility of the administration to enforce this policy. Hence, the following shall be regarded as serious violations and are subject to disciplinary action.

- 1) Possessing, using or distributing any tobacco or tobacco look alike products in school vehicles, on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.
- 2) Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.
- 3) Possessing, distributing, using, or being under the influence of illegal drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.
- 4) Possessing, distributing, or using drug paraphernalia on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

A student who is suspected of using drugs may be required to take a drug test. The cost of the test will be assessed to the student. The appropriate administrator shall review each case within a reasonable time after the alleged violation. Disciplinary action may include external suspension, in-school suspension, counseling, school or community service, or expulsion. Students would also be subject to eligibility penalties found in the Exemplary Conduct Code. Students may be expelled from Kuemper Catholic School for repeated violations of this code.

ALERT SYSTEM

Kuemper Catholic School System implements a school alert system to inform parents and students about weather announcements, upcoming events, schedule changes, etc. The school primarily uses text alerts (contact the school office to get opted in) and school Social Media pages to communicate these changes.

APPOINTMENTS WITH COUNSELORS, TEACHERS, AND COLLEGE REPRESENTATIVES (Grades 9-12)

Students should make arrangements using a pre-signed pass in order to meet with counselors, teachers, or administrators during study hall. Study hall moderators will verify by phone that the counselor or administrator is available. Students who wish to visit with a college representative must sign-up in the counselor's office.

ASBESTOS

In all schools in the Diocese of Sioux City friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. The school will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required. The school will appoint and train the appropriate person to be the on-site asbestos manager.

ATTENDANCE

Regular school attendance by all students is essential. Students are unable to obtain the maximum opportunities from the educational program offered without regular attendance at scheduled classes and activities. If a student will be absent from school, parents should notify the school secretary as soon as the parent knows the child will not be attending school that day. If the school has not been notified, the secretary or school nurse will contact the home to verify the absence.

Student absences may be excused by the principal. Excused absences shall count as days of attendance for purposes of the truancy law. Examples of Acceptable Absences for grades 9-12 are found in #'s 1-7 below. Students whose absences are approved shall make up the work missed and receive credit. It shall be the responsibility of the student to complete the work missed.

1. Excused Absences (Grades PK-8)

- a. Absence from classroom activities significantly diminishes student learning. When a student's total absences reach 10 days, the parent/guardian may be contacted by the principal to discuss and plan for the student's future educational placement.

b. **MAKE-UP WORK**

- i. **PK-5:** Speak with your student's homeroom teacher.
- ii. **6-8:** All teachers in grades 6-8 utilize Google Classroom. All student homework assignments can be accessed 24 hours a day via the student's Google Classroom site. Students have two days to make up homework for each day missed.

2. **Absences (Grades 9-12)**

- a. The following absences will be excused if the excuse is provided by the parent/guardian in advance of the absence or on the day of personal illness or by 10:00 a.m. the next school day. Written notes, emails, or phone calls from parents/guardians are acceptable. Although these absences are 'excused'.
 - 1) Personal illness.
 - 2) Family illness or emergency.
 - 3) Funerals. A written parental request must be presented to the office at least 24 hours in advance and arrangements must be made with teachers in each class that will be missed. Advance make-up slips will be required and must be turned in before leaving for the funeral.
 - 4) Medical appointments which must be made during school time.
 - 5) Court appearance if a summons or subpoena has been issued by court and the appearance is validated by Clerk of the Magistrate Court. (Appearances to enter a plea or pay a fine will not be excused; this can be done after school.)
 - 6) Family vacations are excused with advance notice, although we strongly recommend vacations be scheduled when school is not in session.
 - 7) High school students may be excused to work for the immediate family in rare circumstances.
 - 8) College visits for juniors and seniors must be arranged **at least 3 days in advance** with the Guidance Counselor. Non- school days should be used when possible for these visits.
 - 9) State-level tournament games, or sessions, in which Kuemper Catholic High School students are participating. Prior arrangements must be made at school and it must be excused by a parent no later than the day **before** the event. For certain events, students must be expected to check in with the administrator present at the event in order to be counted as excused.

1. **MAKE-UP WORK**

- a. All teachers utilize Google Classroom. All student homework assignments can be accessed 24 hours a day via the student's Google Classroom site. Students have two days to make up homework for each day missed.

Extended absences due to chronic illness or health condition will be handled on an individual basis involving the nurse and the principal.

Following an **excused absence**, the student will be responsible for completing make-up work. Previously assigned work or tests due on the day of the absence will be due on the day the student returns. Work assigned or done the day of the absence will be due one day after the student returns. Students will be allowed one day for each missed day to make up work missed during their absences.

Teachers will require students to complete a make-up slip and hand it in to the main office before being absent for a school sponsored event. If the student is not passing in the class the teacher may refuse to sign the make-up slip. If the teacher does not sign or if the slip is not submitted in a timely way, the student will not be allowed to leave.

Unexcused Absences

The following list of unacceptable reasons for missing school includes, but is not limited to:

- 1) Any absence not properly excused before the occurrence, or at the time in the case of personal illness
- 2) Leaving the building during the day without parental permission and authorization from the office
- 3) Work for an employer
- 4) Hair appointments
- 5) Oversleeping
- 6) Car trouble, service appointments
- 7) Shopping trips
- 8) Senior pictures
- 9) Missing a class or study hall while being somewhere else in the building without a teacher's permission
- 10) False excuses provided by parent/guardian
- 11) Attending a state-sponsored activity (IHSAA, IGHSAA, IHSMA, IHSSA, ISDTA) when a Kuemper individual or team is not participating

Consequences for unexcused absences

- 1) **FIRST** unexcused absence from a class or classes during a semester:
 - a) The principal will meet with the student to problem solve the behavior.
 - b) The student may earn a detention.
 - c) The student will lose check out privileges from all classes.
- 2) **SECOND** unexcused absence from a class (or classes) during a semester:
 - a) The student will earn a detention.
 - b) Absences are posted on the Infinite Campus Parent Portal.
- 3) **THIRD** unexcused absence from a class (or classes) during a semester:
 - a) The student will be assigned an in school suspension at the student's expense.
 - b) A conference will be scheduled with the student, the parent/guardian, and an administrator or counselor.
- 4) **FOURTH** unexcused absence from a class (or classes) during a semester:

- a) The student may be removed from the class with loss of credit and assigned to the study hall.
- b) Additional suspensions will be assigned.

The parent/guardian shall be given proper notification that all credit for the class (or classes) has been lost and they have a right to appeal the decision to the Review Board. If a student accumulates a combination of **12 excused or unexcused absences from any class per semester, the student may lose credit for that class.**

The Administration reserves the right to assess more serious consequences to students who skip all or part of Mass, retreat days, or other special assemblies, regardless of parental consent.

Leaving during the School Day - The main entrance to each center should be the only entrances and exits used during the school day.

The parent/guardian is responsible for notifying the school (principal or designee) if a student must leave the school during the day. If approved, the student will be issued a pass to leave the building, indicating the time of departure and destination. Before leaving, the student must sign out in the main office. When returning, the student must sign in at the main office.

Leaving the building without permission is forbidden

Any student leaving the building at any other time will be considered absent without permission. Students may not leave the building during lunch.

Vacation during the School Year

Families are discouraged from taking students out of school during the school year for vacation. The parents considering taking students out of school for vacation must first contact the building administrator. The student is responsible for collecting his/her assignments before leaving. Should the student have missed work to complete upon returning from vacation, he/she will be responsible to turn in missing work upon their return to school after vacation. It is the student's—not the teacher's—responsibility to see that missed work is completed. Arrangements with the teachers are to be made at the convenience of the teacher.

BULLYING / HARASSMENT

Kuemper Catholic School strives to maintain a learning and working environment that is free from bullying and harassment of any kind. No employee, volunteer, or student of the school shall engage in or be subjected to bullying or harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender, identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

It shall be a violation of this policy and state law for any employee, volunteer or student to bully or harass any employee, volunteer, or student on school property, at any school function, or any school-sponsored activity regardless of its location. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of bullying or harassment.

Violations of this policy or procedure by students will be cause for disciplinary action up to and including expulsion or dismissal from school.

1. Definitions

- a. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- b. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - i. Submission to such conduct is made either explicitly or implicitly to be a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities.
 - ii. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student.
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an employee's or a student's performance, or creating an intimidating or hostile working or learning environment.
 - iv. Sexual harassment includes, but is not limited to the following:
 - 1. Verbal or written harassment or abuse
 - 2. Pressure for sexual activity
 - 3. Repeated remarks with sexual or demeaning implications
 - 4. Unwelcome touching
 - 5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.
- c. "Harassment" and "bullying" means any electronic, written, verbal, or physical act or conduct toward a person which is based on any actual or perceived trait or characteristic of the person, and which creates an objectively hostile environment that meets one or more of the following conditions:
 - i. Places the student in reasonable fear of harm to person or property.
 - ii. Has a substantially detrimental effect on the student's physical or mental health.
 - iii. Has the effect of substantially interfering with a student's academic performance.
 - iv. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services,

- activities, or privileges provided by the school.
- iv. Bullying or harassment includes, but is not limited to:
 - 1. Verbal, physical, or written abuse
 - 2. Repeated remarks of a demeaning nature
 - 3. Implied or explicit threats concerning a person's grades, job, etc.
 - 4. Demeaning jokes, stories, activities
- d. "Trait or characteristic of the student" includes, but is not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender, identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- e. "Volunteer" means an individual who has regular, significant contact with students
- 2. Procedure for Reporting Allegations of Bullying or Harassment
 - a. Any student, parent or guardian of a student, as well as an employee or volunteer of a Catholic School of the Diocese of Sioux City who feels that the student has been bullied or harassed or who feel they have witnessed incidents of bullying or harassment should contact the building principal or any other staff member. Any staff member to whom an incident of bullying or harassment has been reported shall contact the principal/school administrator immediately. Claims made against a principal/school administrator shall be reported to the Superintendent of Schools for the Diocese of Sioux City immediately. (712-233-7589). There is an additional new form for incidents of alleged abuse by school employees in the appendix.
 - b. To facilitate a prompt investigation, the principal/school administrator will have the person making the claim fill out the form for reporting bullying or harassment and instruct the person to recall and record as many details as possible, including identifying any witnesses to the incident.
 - c. The principal/school administrator will then interview any witnesses, having them fill out a report form as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.
 - d. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.
 - e. All found cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the local board-approved schedule of consequences, which may include expulsion. Each Catholic School of the Diocese of Sioux City shall submit to the Department of Education annually a board-approved schedule of consequences.
 - f. All founded cases of bullying or harassment by a school employee or volunteer will be subject to the disciplinary actions outlined in the school's Employee or Personnel Manual and/or the Administrative Manual of the Office of Education, as applicable.
 - g. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded.
 - h. All claims of bullying or harassment, the supporting documentation, final disposition, and disciplinary actions shall be filed in the principal/school administrator's office. The principal/school administrator will report a summary of these claims and resulting actions to the Office of Education. The school will also provide summary information regarding bullying and harassment to other agencies as required by the law.
- 3. Immunity
 - a. An employee, volunteer, student, or student's parent/guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district or accredited non-public school, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.
- 4. Existing Remedies not Affected
 - a. This section shall not be construed to preclude a victim from seeking administrative or legal remedies under any applicable provision of law.
- 5. Threats of Violence
 - a. Threats of violence towards any employee, volunteer, or student are strictly prohibited. All threats will be taken seriously. Such threats may include, but are not limited to:
 - i. Bringing weapons to school
 - ii. Hurting or killing someone
 - iii. Hurting or killing oneself
 - iv. Destroying or damaging property
 - v. Intimidating or encouraging others to commit acts of violence
 - b. If a threat is made, the following actions will be taken:
 - i. Students will be removed immediately from the classroom/school activity
 - ii. Student will meet with the administrator or counselor
 - iii. Students/teachers will be interviewed to confirm the stated threat
 - iv. Parent/guardian will be contacted and may be asked to come to school
 - v. Students may be removed from school/activity for the remainder of the day
 - vi. Student may be referred for psychological counseling
 - vii. Student may be suspended or expelled from school

BUS RULES

Riding to and from School

Kuemper Catholic School follows all Carroll Community School District bus rules and regulations. If a concern arises about the ride on a Carroll Community bus, contact the Transportation Director at CCSD (775-5009). If a concern arises about a Kuemper Catholic bus, call the

transportation director 712-792-3596 and ask for Katie Riesberg. Student safety is of paramount importance when using the district's transportation system. The following rules are implemented for the purpose of getting students to and from school safely:

1. Students will wait in the designated area for buses to arrive at the school bus stop.
2. Students will allow the bus to stop completely before approaching.
3. Students will walk in the designated walking lane; there will be no running or pushing when moving to the bus.
4. Students will find a seat on the bus and stay in it.
5. Students will visit with friends quietly. Yelling and screaming is unacceptable.
6. Food/drink is not to be consumed on the bus.

Activity/Pep Bus Regulations

Students must conduct themselves properly in the interest of safety for everyone. All bus trips must have a school employee or authorized adult chaperone (21-years of age or older). One adult is to be positioned near the rear of the bus. Students traveling to a school event by bus must return on the bus. If a parent/guardian wants to take their child from the site of an activity in a private vehicle, they must make the request in writing to the coach/moderator on their form. An exception is that the parent must make a request to the principal or designee 24 hours in advance (in writing) for the student to ride home with another adult. This policy incorporates rules from the Carroll Community School District and Kuemper Catholic School, and it applies to activity buses, pep buses, and field trip buses. Wifi is available on some CCSD activity buses and should be used for only homework and research. Vans (autos) used to transport students will be driven by a school employee or an adult approved by the principal or designee. All non school owned vehicles must be pre-approved by the diocese. All drivers who are not school employees must also be pre-approved by the diocese.

CAMPUS MINISTRY (7-12)

Kuemper Catholic School regularly provides its students with opportunities for spiritual growth and expression. All of the campus ministry programs are under the direction of the school chaplain and the Theology department. Students and parents should feel free to contact the Chaplain, Campus minister, or their building's faith coordinator

Spiritual opportunities available include the following: annual class retreats (Grades 6-12), Kairos, the Sacrament of Reconciliation, prayer to begin and end each school day, the Rosary, Stations of the Cross, prayer to begin each class, special devotions during the Lenten and Advent seasons, leadership training programs, LIFE (Living In Faith Everyday) Group, and the diocesan-sponsored middle school and high school programs. One Wednesday of each month is designated as LIFE meeting night for KHS students.

CELL PHONES/SMART WATCHES (Grades 7-12)

(Grades K-6 should not bring phones to school, however, if they do they must remain in the student's bag during the school day. For all grade levels, if a student repeatedly misuses their smart watch, then teachers may require them to be turned in as well.)

1. Student's cell phones should be silenced during the school day and should not be used in any way that disrupts the learning environment.
2. Student cell phones MUST be turned into the teacher before each class.
3. Students cannot make phone calls on their cell phone during the school day unless approved by the classroom teacher or office.
4. Students in grades 7-8 can ONLY check their phones at passing time. Cell phones are NOT to be used during lunch. Students in grades 9-12 can check their phones at passing time or during lunch. Examples of unacceptable use of cell phones include but not limited to the following:
 - a. Using a cell phone/mobile device during class time without the stated permission of the classroom teacher
 - b. Placing or receiving phone calls without the stated permission of the classroom teacher
 - c. Using a cell phone to cheat on assignments/tests
 - d. Taking pictures, texting, video, etc. in restroom or locker rooms with cell phones
 - e. Taking a picture or video of any student/staff member without their knowledge and consent
 - f. Using the cell phone to harass another person
 - g. Using a cell phone to stream music or video without stated permission of the classroom teacher
 - h. Using a cell phone to create false profiles or websites defaming someone
 - i. Using a cell phone in any manner which is contrary to school rules and expectations
5. Disciplinary action for unacceptable use of cell phones may include detentions, suspensions, parental involvement and referral to the proper authorities.
 - a. 1st Offense
 - i. The cell phone will be taken from the student and picked up at the end of the school day.
 - ii. Rule clarification and warning given to the student. A detention may be earned.
 - iii. A parent conference may be required.
 - b. 2nd Offense
 - i. The cell phone will be taken from the student.
 - ii. A detention may be earned.
 - iii. The students must notify their parent by phone (or the office if necessary) that the next offense means a parent must pick up the phone.
 - c. 3rd Offense
 - i. The cell phone will be taken from the students
 - ii. A detention may be earned.
 - iii. A parent must pick up the phone from school, the student may not do so.
 - d. 4th Offense

- i. Cell phones must be turned in to the office (verifying service on the phone) at the beginning of each day for the remainder of the semester or four weeks (whichever is longer)
- ii. A detention will be earned and parents notified if a student violates this rule by using another device.
- iii. Possible in-school suspension.

CHEATING

Cheating is defined as an attempt by a student to get something by dishonest or deceitful means. Cheating attacks the very heart of the educational process and the moral virtue of honesty. Therefore, cheating will not be tolerated in any form. The first consideration as a penalty for cheating and/or plagiarism will be a "0" for the test or paper. Repeated violations may result in a more severe penalty. Parents will be notified should a violation occur.

Plagiarism is a specific form of cheating. For any students in grade 10 or lower, the first offense for plagiarism will result in communication with parents about the act of plagiarism and the student will need to redo the work without plagiarizing someone else's work. For these students, a second offense will result in a zero if deemed necessary by administration.

- For any juniors or seniors, plagiarism is a zero tolerance offense and the grade for the task will result in a zero.

CHILD ABUSE

Abuse by a School Employee

Any person who feels that he/she is the victim of such abuse or harassment by any person associated with Kuemper Catholic School should report such incidents to, (there is also a form in the appendix if needed):

- Level One Investigator: **Mr. Ted Garringer**, Principal of Kuemper Catholic High School, 792-3596
- Level One Alternate: **Mrs. Kathi Milligan**, PK-8 Principal of Kuemper Catholic School, 792-3610
- Level Two Investigator: **Carroll Police Department**, 792-3536 (work)

In all situations and at any point, know that you can choose to contact an attorney, the police, the State Department of Education, the State Department of Human Rights, or the Office of Civil Rights.

Abuse by a Non-School Employee

Teachers, by law, must report any suspected incidents of child abuse to the Department of Human Services at 877-683-0323. In fulfilling their obligation to maintain a positive and productive environment, administrators, counselors, and teachers are expected to immediately halt any harassment of which they become aware by emphasizing school policy and when necessary, by more direct disciplinary action described in the Harassment Procedure Plan.

COLLEGE CREDITS

Students have the option of earning college credits while enrolled at Kuemper High School. Students must meet the prerequisites for the course indicated in the course description book, or a minimum GPA of 3.00 to apply for these classes; whichever is more strict. Additional fees may be assessed. See the school counselor with questions.

1. **Advanced Placement (AP) Courses**
 - Upon completion of an AP course, students may take the national exam. Credit may be awarded by a college or university depending on the final score (1-5).
2. **Concurrent Enrollment Courses**
 - Concurrent enrollment allows students to earn course credit at both Kuemper Catholic High School and Des Moines Area Community College (DMACC). Depending on enrollment, courses are taught at Kuemper or at the DMACC campus, or can be taken online.
3. **Independent Classes**
 - Students may take classes from DMACC that meet after school and in the evening. The classes are typically independent of high school classes and credit, and are at the expense of the student's family.

COLLEGE VISITS

It is important for students to visit the colleges they are interested in attending. All college visits must be approved in advance by the Counselor. Every attempt must be made to schedule a visit on a day that Kuemper is not in session. In the event that it is absolutely necessary to visit a college on a regular school day, the student and parent/guardian must present the request to the school three days in advance. The following guidelines apply:

1. A parent/guardian must accompany the student.
2. Students are responsible in advance of the absence for collecting and completing assignments.
3. Juniors and seniors are limited to two school day visits per school year.
4. Students must complete the form provided by the counselor's office.

COMMUNICABLE DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does

not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. The term “communicable disease” means an infectious or contagious disease spread from person to person, animal to person, or as defined by law. A student will be excluded from school and school activities when the student’s condition has been determined to create a health risk to others in the school environment or when the student is too ill to attend school. Such determination shall be made by administration, in conjunction with the school nurse, student’s physician, and possibly the State Department of Public Health.

CONDUCT AND CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Christian Behavior

Students are expected at all times to maintain and exhibit good Christian behavior and courtesy. Included in this is respect for teachers and other school personnel, both in action and words; respect for fellow classmates and self; and respect for both school and personal property. Behavior that will not be tolerated includes abusive language, serious acts of disrespect to teachers, school employees, other students, self, physical or verbal assaults, 3 major referrals, etc. The penalty for such behavior may result in a parent meeting with disciplinary actions taken as deemed necessary by administration.

The dignity of the staff, as individuals, and the respect for the staff in their professional capacity is an important part of the school system. Members of the staff shall have the authority necessary to carry out such school procedures, including the use of reasonable restraint to prevent and to stop any act of interference with the academic, disciplined atmosphere of the school and school environment.

Courtesy

Courtesy to faculty members, fellow students, and guests is always to be observed. Students are expected to be respectful **at all times**. When addressing or speaking to those in authority, the proper title should be used: Father, Sister, Mrs., Miss, Ms., Mr., or Coach.

Conduct

Kuemper Catholic Schools have developed the following system-wide values of expected student behavior:

All Grades will exhibit:

Respect

Effort

Discipleship

and, in addition, grades 7-12 will exhibit:

Generosity

Ownership

Leadership

Determination

Suspension

Suspension is the removal of a student from all classroom and extracurricular activities for a designated period of time. Suspensions will be used only when all other available school resources are unable to cope constructively with student misconduct, or in cases of significant misbehavior.

A student may be suspended up to five school days by the administration for committing gross or repeated infractions of school rules or when the presence of the student will cause substantial interference with the normal operation of the school. The administration may suspend such students after conducting an investigation of the charges against the student and giving the student an opportunity to respond to these charges. Parents will be notified by phone or personal contact with an explanation of the circumstances and school rules pertaining to the suspension.

If practical, efforts shall be made to continue the student’s educational program or an alternative program so that after the matter has been resolved, there will be minimal harm to the student’s future. School work missed during the suspension period will be due on the day the student returns to school. Projects that would become due during the suspension would either be due or made-up upon return to school.

Internal Suspension

Internal suspensions are assigned to students for serious Student Handbook violations or conduct that disturbs the orderly operations of Kuemper Catholic School System. Any student receiving an internal suspension will be responsible for paying a fee for hiring a supervising teacher. Students will not be permitted to take quarter or semester exams until all fines are paid. Students will receive assignments from their teachers and must have all work completed by the end of the internal suspension in order to receive credit for what they missed in classes on the day of suspension.

External Suspension

External suspensions are assigned to students for serious behavior violations, serious acts of disrespect, or threats to other students or faculty. Parents will be notified by the administration explaining the length of the external suspension. Students should take their books with them when they are suspended since they will not be allowed on the school grounds while suspended. Students may make-up the school work they miss while suspended. It is the student’s responsibility to contact teachers by email for make-up assignments. To receive credit for these assignments, all make-up work must be turned in to their classroom teachers on the day they return to school.

Eligibility

Students are not eligible to participate, practice, or be present at practice for extra-curricular activities (on or away from school grounds) on the

days they serve an internal or external suspension.

Review Board (Grades 7-12)

A Review Board is used in cases of serious violations that involve the possibility of removal of the privilege to attend KCSS. The review board is available to provide the student, accompanied by parents or guardians, with an opportunity for a fair and just hearing. The Review Board is made up of three teachers from the student's attendance center. One of these teachers will be chosen by the student.

Expulsion

In cases of more serious offense or in cases of repeatedly unacceptable behavior, expulsion from Kuemper Catholic School is a possibility. Expulsion means that students may no longer attend Kuemper and will lose all credits for the current semester. In no case will students be expelled without being allowed to appeal their expulsion before the Review Board with the option of being accompanied by their parents or guardians. Students have three calendar days after the day the principal notifies them of their expulsion to initiate an appeal. After the third day, students forfeit the right to appeal. Students will be considered expelled during the process of an appeal.

Due Process

Students are afforded procedural due process in all disciplinary actions. At a minimum this means the right to notice of charges against them and the right to present their side of the incident to the principal.

CORPORAL PUNISHMENT

Corporal punishment may not be used to discipline students. However, reasonable restraint may be used upon a student with or without advance notice when the use of such restraint is deemed essential by a reasonable person for self-defense, to preserve order, to end an action that is threatening to others, to protect school property, or to protect others located on school property.

DANCES / SOCIAL EVENTS / ACTIVITIES (Grades 9-12)

School-sponsored dances, social events, and activities are open to students enrolled at Kuemper Catholic High School. All dances are open to students in Grades 9 through 12, with the exception of Junior/Senior Prom which is restricted to grades 11 and 12. (See "Prom" below.) Alumni (max age of 20) or students who do not attend Kuemper Catholic High School, may attend social events as the date of a Kuemper student. Dates must be of the opposite sex. Students enrolled in grades below grade 9 from any school may not attend Kuemper Catholic High School dances or social events. Registration of individuals who are not Kuemper students is required for all dances. Each student must register his/her guest's name and phone number on a sign up list in the main office prior to the event. Students attending dances must stay in the building once they arrive. Parents may be notified if students leave early. Administration and supervisors may use a breathalyzer to randomly test students as they enter a dance. School sponsored dances and social events must have prior approval from the principal and be placed on the school calendar before they can be announced publicly. The length of time for school-sponsored dances will be set by the principal.

Senior Royalty for School Dances

Once a student has been selected as a King or Queen, he/she is not eligible to be included on future ballots. However, students who served as members of the court are eligible. Students who violate the Exemplary Conduct Code during the summer before the school year and/or during the current school year are not eligible for Royalty Courts if they have not completed their Conduct Code consequence. Students who were internally or externally suspended during the school year are also ineligible to be on the court.

Junior/Senior Prom

Attendance at Prom is restricted to juniors and seniors and their dates. Other individuals, such as alumni or students who do not attend Kuemper, as long as they are juniors, seniors, or older (max age of 20), and are of the opposite sex, may attend Prom as dates of Kuemper students with prior approval from the principal. Freshmen and sophomores are not allowed under any circumstances to attend the Junior/Senior Prom. Parents will be notified if students choose to leave thirty minutes before the end of Prom.

DETENTION

Grades 6 and below

Detentions in grades 6 and below are at the discretion of the teacher/administration.

Grades 7-8

When a detention is earned, the student will be required to stay from 3:10 - 3:45 pm within one week of the earned detention date. Following are the rules for detention.

1. Parents will be notified when a student earns a detention.
2. Detention periods are held immediately after school and will run until 3:45 pm on Mondays, Wednesdays, and Thursdays.
3. The detention room will have teacher supervision.
4. The detention room is a place of reflection. No talking or sleeping will be allowed.
5. No food, pop, or gum will be allowed in the detention room.
6. A reflection process will be fully implemented during the detention period.
7. A reflective conversation between the principal, Director of Student Services, and/or counselor will be held following the detention.

Grades 9-12

When a detention is earned, the student will be required to serve a detention period outside the school day. Following are the rules for detention:

1. After school detentions are held two days a week (Mondays and Tuesdays) in a teacher classroom depending on a rotation. Morning detentions are served with the high school office or a designee.
2. Students may serve their detention time by working with or for a teacher or other school employee after school. A detention to be served in this manner will require prior administration approval.
3. The Detention Room is a place of quiet study just as in the study hall. Students must bring books to detention and keep themselves busy. No talking or sleeping will be allowed.
4. No food, pop, or gum will be allowed in the detention room.
5. Repeated failure to report for detention may result in suspension.
6. No technology is allowed except for academic purposes.

DRESS CODE

Kuemper Catholic School has a student dress code for the following reasons:

1. Appropriate dress for school identifies one with and shows one's pride in his/her school.
2. A student's economic status should not be distinguishable based on attire.
3. School dress should be more affordable.
4. School dress must promote an environment conducive to study and appropriate behavior and Christian modesty.
5. Any injured students who feel they cannot wear school uniform MUST meet with administration before coming to school.

Parents and guardians must strive to understand and support the Dress Code. If there is a family reason for a student to be out of uniform, the parent or guardian must call the school office prior to the beginning of classes for the day. The administration reserves the right to interpret the dress code. Its decision is final. Consequences, including potential detention, will be applied to repeat offenders.

Uniform Tops:

1. Polo style with either a long or short sleeve. Polos may not have any manufacturer's logo on the outside of the polo (i.e. Under Armour, Nike, Polo, or any Kuemper label, etc...)
2. Polo must be white or red, properly buttoned, with a collar.
3. Polos worn by 7-12 graders must be of appropriate length so that they are tucked in at all times. This is also the recommendation for grades PK-6.
4. Undergarments should not be seen under clothing.

Uniform Sweater/Sweatshirts:

1. Crewneck sweatshirt in red or gray with the approved Kuemper Shield on the left chest.
2. ¾ zip sweatshirt in red or gray with the approved Kuemper Shield on the left chest.
3. Long sleeve cardigan or V-neck sweater in red or white with the approved Kuemper Shield on the left chest.
4. Hooded sweatshirts are not allowed as a school uniform.

Uniform Bottoms:

1. Students must wear solid black, khaki or navy dress pants.
2. Belts are required for grades 7-12.
3. Dress Shorts and capris may be worn until the second Friday in October and again after the second Friday in April. They must be of appropriate size, worn at the waist, hemmed, and not faded.
4. All shorts must reach at least mid-thigh to be considered appropriate for school.
5. Solid black, khaki, or navy Polyester-blend skorts may be worn by girls in grades PK-6 without tights during short season and with tights during the remainder of the year. Skorts must reach at least mid-thigh.
6. Solid black, khaki, or navy Polyester-blend skirts may be worn by girls in grades 7-12 without tights during the short season and with tights during the remainder of the year. Skirts must reach at least mid-length at least mid-thigh.
7. Shorts must be worn under the skirts.

Shoes:

1. Students may wear either dress shoes or tennis shoes.
2. No open toe shoes are allowed.
3. Socks must be worn.
4. No Crocs, flip-flops, or slippers may be worn.
5. When conditions dictate, students in grades PK-5 must wear boots during recess.

Miscellaneous:

1. No clothing items that depict or promote the use of alcohol, drugs, tobacco, political beliefs, or that demeans another person are allowed.
2. No bare-midribs, spaghetti straps, halter tops, or tank tops.
3. No leggings, jeggings, skinny jeans or yoga pants.
4. No hats or bandanas.
5. Coats or jackets may not be worn inside during the school day unless approved by the principal or designee.
6. Students in grades 7-12 are not allowed to have backpacks/book bags or purses in the classroom. A protective sleeve/device bag is acceptable for the grades 7-12 Bring Your Own Device initiative.
7. Unacceptable body piercings include, but may not be limited to, eyebrows, lip, tongue, and nose. A clear spacer can be worn at school.

instead. This applies to all school activities.

8. Tattoos are discouraged and must not be visible. This applies to all school activities.
9. Non-school related buttons or stickers may not be worn during the school day.
10. All hairstyles must have a conventional/natural color and cut that does not draw undue attention to the student. Boys are to be clean-shaven (no noticeable stubble, mustaches, or beards) with hair trimmed above the eyebrow, around the ears, and above the collar. Parents will be contacted when their boy's child's hair is at an unacceptable length and must inform the school of the scheduled hair cut appointment within 24 hours of being notified.
11. Boys are to be clean-shaven with no noticeable stubble, mustaches, or beards. Boys will be given 24 hours to shave otherwise they will be required to shave at school if they choose to not be clean-shaven
12. Jewelry should be kept to a minimum, and the appropriateness shall be at the discretion of the administration. Excessive jewelry may be considered a safety hazard and students will be asked to remove it.

The uniform is worn throughout the year unless an exception is made on a specific occasion.

Casual Days:

1. Jeans, athletic pants, shorts (during shorts season), and shirts without collars are acceptable. For the sake of modesty the following items are not allowed regardless of the presence of a school logo or name; leggings (7-12), yoga pants (7-12), shorts that do not reach mid-thigh, or tops that are low cut/very snug fitting. All clothing should be in good repair. Bottoms with multiple holes, exposing skin, are not appropriate for casual days. School uniform attire is always acceptable.
 - a. Any student wearing pants/shorts deemed inappropriate according to the handbook guidelines will be required to change into school-issued sweatpants for the day.
2. Those students who join in the spirit of a Casual Day may be expected to make a monetary contribution to support an approved charitable cause.
3. The administration will jointly plan in advance all Casual Days. The majority of casual days will apply to Grades PK-12, but there are a few center specific days.

Kuemper Pride Days:

1. There will be periodic days known as Kuemper Pride days. Acceptable clothing on these days are any Kuemper top along with uniform or casual bottoms that meet the guidelines under casual day above. For the sake of modesty the following items are not allowed regardless of the presence of a school logo or name; leggings (7-12), yoga pants (7-12), shorts that do not reach mid-thigh, or tops that are low cut/very snug fitting. All clothing should be in good repair. Bottoms with multiple holes exposing skin, are not appropriate for Kuemper Pride days.

DROPPING OFF / PICKING UP STUDENTS

PK-6 students should not arrive at any center before 7:35 AM. unless requested. All students will be supervised after 7:35 AM.

Holy Spirit students should be dropped off behind the Holy Spirit building at the south lunchroom door. Drivers should enter at the north playground driveway and exit from the south driveway. No students may be dropped off on East Bluff Street between KHS and Holy Spirit or on Clark Street in the yellow restricted zone. **Any parent wanting to walk their child to the building should park in the Holy Spirit Church parking lot and cross the street at the crosswalk.**

St. Lawrence students should be dropped off and picked up behind the building at the northwest door. Drivers should enter and exit the playground from the west. Do not use the entrance on West Street. West Street is ONLY used for school bus drop-off.

St. Angela students should be dropped off at the loop by St. Angela's door. For safety reasons, no students may be dropped off on Bluff Street between KHS and Holy Spirit.

Kuemper High School students should ONLY enter the high school through the front (main) doors of the building by the high school office unless they are accompanied by a staff member.

ELECTRONIC DEVICES

1. Students are encouraged to bring their own electronic devices to school in grades 7-12 for classroom use only. These devices are the students' responsibility in cases of theft or damage. They should be in a protective case or sleeve. Students will be required to use the Kuemper wireless network and filters while online at school.
2. Students may also use devices provided by Kuemper Catholic School for classroom use. These devices may not be taken outside of the school. These devices must be properly returned at the end of the day for charging and inspection. Students are responsible for all damage to devices once checked out. Students are responsible for the device in their locker if they forget to turn it in as well. Students will be responsible for the cost in parts to repair or replace damaged devices.
3. Kuemper Catholic School does not assume any responsibility for the loss or theft of any electronic device brought to school. The faculty has the authority to confiscate any item brought to school that is disruptive or dangerous.
4. Examples of unacceptable use of mobile devices includes but not limited to the following:
 - a. Using a mobile device during class time without the stated permission of the classroom teacher
 - b. Using a mobile device to cheat on assignments/tests
 - c. Taking pictures in restroom or locker rooms with mobile devices

- d. Taking any picture of a student/staff member without their knowledge and consent
 - e. Using the mobile device to harass another person
 - f. Using a mobile device to stream music or video without stated permission of the classroom teacher
 - g. Using a mobile device to create false profiles or websites defaming someone
 - h. Using a mobile device in any manner which is contrary to school rules and expectations
5. Disciplinary action for unacceptable use of cell phones/mobile devices may include detentions, suspensions, parental involvement and referral to the proper authorities.
- a. 1st Offense:
 - i. Items will be taken from the student and picked up at the end of the school day.
 - ii. Rule clarification and warning given to the student. A detention may be earned.
 - iii. Parent conference may be required.
 - b. 2nd Offense:
 - i. Items will be taken from the student.
 - ii. A detention will be earned.
 - iii. Parents must come to school to retrieve the item.
 - iv. Possible one day in-school suspension.
 - c. 3rd Offense
 - i. Devices must be turned in to the office at the beginning of each day for the remainder of the quarter.
 - ii. A detention will be earned and parents notified if a student violates this rule by using another device.
 - iii. Possible in-school suspension.
6. Student use of personal devices or school devices are governed by the Student Handbook and Acceptable Use Policy of Kuemper Catholic School. Students must read and sign this agreement with his/her parents and return it to school before any technology is used by the student.
- a. The student takes full responsibility for his/her personal device and keeps it in his/her possession at all times. The school is not responsible for the security of the device. The school is not responsible if the device is lost, stolen or broken. The student and his/her parents/guardians are responsible for the proper care of his/her personal device, including any cost of repair, replacement or any modifications needed to use the device at school.
 - b. The student takes full responsibility for his/her school device and will not remove it from the school building. The school is not responsible for the security of the device when checked out. The school is not responsible if the device is lost, stolen or broken while is in the student's care. The student and his/her parents/guardians are responsible for the proper care of his/her school device, including any cost of repair, or replacement.
 - c. The school reserves the right to inspect a student's personal or school device if there is reason to believe that the student has violated school policies or regulations or has engaged in other misconduct while using a school or personal device.
 - d. The student must comply with all teacher and administrator requests related to the use of personal or school devices. This may include the installation of software on personal devices for use in the classroom.
 - e. The student may not use the personal or school device to record, transmit or post photos or video of a person or persons on campus without their permission. Images or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.
 - f. The student should only use his/her personal or school device to access relevant files, software, email, apps and Internet content necessary for instructional use and appropriate and authorized personal use. Confidential files and student records may not be accessed.
 - g. Students and parents should not use personal technology to circumvent school rules on excuses, dismissals, absences and the like. Parents/guardians should call the School Office rather than contacting their children directly.
 - h. Students are discouraged from sharing personal devices or profiles. If a student uses the personal technology device of another student and commits a violation of school policy, both students may be liable for consequences resulting from such use.
 - i. Students may not utilize any technology to harass, threaten, bully, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated.
 - j. Students must be aware of the appropriateness of usage and communications when using any device. If a student is told to stop inappropriateness of usage, that student must cease the activity immediately.
 - k. The use of any personal or school technology is prohibited in locker rooms, restrooms or any other area where an individual would have a reasonable expectation of privacy.
 - l. Students may not use any technology for any unlawful activity.
 - m. Violations of any school policies involving a student's personally owned device or school device may result in the loss of use of the device in school and/or disciplinary actions
 - n. **Earbuds/Headphones:** Can only be used with permission from the classroom teacher or administration.
7. Disciplinary action for unacceptable use of school or BYOD (Bring Your Own Device) devices may include detentions, suspensions, parental involvement and referral to the proper authorities.

EMERGENCY OPERATION PLAN

The school has developed a high-quality Emergency plan that includes drills throughout the year for various emergency annexes. This plan is reviewed annually.

ENTRANCE / ADMISSION REQUIREMENTS

Students enrolled at Kuemper Catholic School shall have an equal opportunity for a quality Catholic education without discrimination due to race, color, national origin, gender, gender identity, sexual orientation, socioeconomic status, disability, or other classifications protected by applicable law in matters of educational programs. The Catholic schools of the Diocese of Sioux City operate on a philosophy that is firmly rooted in the social justice tradition of the Church.

Prior to enrollment, the student must provide the administration with completed health and immunization certificates (Iowa Code: 139.9). Such certificates may be obtained from the main office.

Students who transfer into the school system must meet the immunization and age requirements. The school will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the principal will make the grade level determination. The principal may require testing or other information to determine the grade level and the ability of the KCSS to meet the student's educational needs. The principal will determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the principal's discretion to accept or reject credits and grades. Students who have been suspended or expelled from their previous school district. The board may deny admission if the student is not willing to provide necessary information.

To transfer out of Kuemper Catholic School System, the parent must contact the building principal and business office. The parent should indicate the anticipated last day of attendance. The principal/designee will inform the parent that upon enrollment at the next school, a request to have student records forwarded must be made. Prior to releasing school records all tuition, fees, and fines must be paid.

EQUAL EDUCATIONAL OPPORTUNITY

Students enrolled in Kuemper Catholic School System shall have an equal opportunity for a quality Catholic education regardless of their race, color, sex, sexual orientation, gender identity, national origin, socioeconomic status, marital status, religion, creed, or disability. However, nothing in this policy shall be construed as prohibiting the imposition of qualifications based on religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose.

Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school. Any questions regarding compliance with equal educational opportunity should be directed to the Principal. The educational program fosters knowledge, respect, and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes.

If you feel that you have been discriminated against in any manner or unfairly denied access to a program or activity, contact the equity coordinator and Title IX Grievance Officer for Kuemper Catholic School:

Mr. John Steffes, President Telephone 712-792-3313, ext. 253 or you may contact the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, or the Director of the Chicago Office of Civil Rights, United States Department of Education at 500 W. Madison, Suite 1475, Chicago, IL, 60661, (312) 730-1560. Inquiries may also be directed to the Director of Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

EXTRA-CURRICULAR ACTIVITY EXPECTATIONS

An important part of students' education is their voluntary participation in many extra-curricular activities offered. Students who choose to participate accept the responsibilities and rules associated with each activity. Kuemper regards participation in any of the extra-curricular activities as a privilege. Parents should make sure that students balance their time and energy so that participation in extra-curricular activities does not become a detriment to students' education, family, and parish life. All Kuemper students follow the Exemplary Conduct Code. Students are responsible for transportation to practice sites within the City of Carroll or the immediate area which are not school owned sites.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

Kuemper Catholic School shall provide parents and students access to records directly related to the student; shall permit parents and students to challenge these records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; shall obtain written consent of parents and students before releasing personally identifiable information about the students contained in education records; and shall notify parents and students of these rights.

Student records are confidential records. Parents or guardians have the legal right to inspect the records of their children in accordance with the provisions of the Right and Privacy Act of 1974. Personally identifiable information about students will not be released by Kuemper Catholic School without prior written consent of parents.

The following information may be released to the public in regard to any individual students of the school system as needed: name, address, telephone listing, grade level, enrollment status, participation in officially recognized activities and sports, weight and height, members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness, and other similar information. Any student over the age of 18 or parents not wanting this information released to the

public may make an objection in writing by the first Friday in September to the principal. The objection needs to be renewed annually.

FAMILY NIGHT

Wednesday nights are reserved for family activities. The school buildings will not be available after dismissal for rental by groups where students are involved.

1. Grades PK-8 guidelines

- a. Practice for all activities will end by 6:15 p.m. so that students are gone from the building by 6:30 p.m.
- b. School concerts or parent meetings may be scheduled with advance approval of the principal.

2. Grades 9-12 guidelines

- a. Practice for all activities will end by 6:15 p.m. so that students are gone from the building by 6:30 p.m.
- b. Scheduling local activities on Wednesday night in any Kuemper approved practice facility is prohibited, except for monthly LIFE (Living In Faith Everyday) activities if planned with pre-approval by administration.
- c. Practice for activities prior to a scheduled performance may be allowed with advance approval by administration. (For example, students may be allowed to rehearse on the Wednesday night before musical production weekend.)
- d. Activities scheduled by a state organization will be honored.

FATHER KUEMPER HONOR SOCIETY (Grades 9-12)

Due to the nature of this organization, a national charter and handbook must be followed. The following criteria shall guide the selection process for admittance in the Father Kuemper Honor Society Chapter of the National Honor Society. These criteria should be adhered to as closely as possible, many measures are subjective in nature however consistency is critical to this process. The students will be evaluated on the four pillars of the National Honor Society: Academics, Service, Character, and Leadership. Each category beyond academics will be assigned a point system to help quantify measurement. Students will need to earn specific points in each category in order to be eligible for selection upon providing the requested information. Those point totals are currently being decided but are more of an aid to the selection committee than the potential new member. Once they are finalized they will also be communicated to students.

1. Academics:

- a. Juniors and Seniors with a 3.75 or higher GPA will be recommended for consideration. These students will receive a letter of invitation in the fall. They must then provide the necessary documentation to support their candidacy on the remaining criteria.

2. Service:

- a. Students must show a dedication to service of the community and their parish/church community.
- b. Demonstrated involvement in substantial (either multiple projects per year, or one substantial project) service work not affiliated with required service at Kuemper. School affiliated volunteer service may be accepted, but mandated cannot: i.e. volunteering to help with a food drive counts. Service hours for religion class or the fall service day do not. It is expected that not only does the student do more service than required for their courses, but also different kinds. Teachers can help you brainstorm ideas.
- c. Demonstrated multiple acts of service to their parish/church in a ministry activity not connected with required work for theology courses. Ministry can best be defined as service work specifically aiding the Church to fulfill her mission, such as supporting Masses (serving, lecturing) etc. Defining ministry for yourself can be quite helpful. For example answering the following questions:
 - i. How do I currently support the Church's mission and liturgical life?
 - ii. What are ways I could become more supportive, things I have seen others do that I know I could do?
 - iii. What might be new ways, creative ways to serve Christ?

3. Character:

- a. Students representing Kuemper in this honor society must demonstrate strong character and be a good representative of our school's mission and our Church's teachings. The primary measure of this trait will be through staff surveys and discipline data located within the administrative office. The student should not have had a strong discipline concern (Either one major violation, or repeated minor violations) or been academically dishonest. In addition, the student should not have been vocally defiant to the school community.

4. Leadership:

- a. Students seeking entry into the Father Kuemper Honor Society should demonstrate a clear desire and ability to serve in a leadership role. This is not simply a demonstration of participation in, but of leadership of those groups the student is a member. These may be leadership experiences in the classroom, in sports, in clubs, in the arts, or within the community. The primary evidence of this work will be a narrative by the student on a school provided form, with an area for a signature by an adult(s) who can confirm the student's leadership capabilities. Leadership can include having initiative to support the school, holding and being active in an office, empowering others to be successful, never shirking from responsibility, volunteering to see a task done that others are hesitant to take on. A leader exercises positive influence on peers in upholding school ideals, contributes ideas that improve the civic life of the school, and is effectively able to delegate responsibilities.

Students accepted for membership are expected to maintain the high standards required of the organization. If students fail to meet these standards, they will be warned by the advisor and asked to correct the deficiency. In cases of flagrant violation of school rules or civil laws a member does not necessarily have to be warned and that dismissal, only after careful investigation and discussion of the situation by the faculty council, is an option.

Induction is held in November. Members are expected to be actively involved in all chapter activities, including meetings, service projects, etc.

FOOD

All food and drink must be purchased and consumed in the cafeteria. For sanitary reasons, no food may be stored in lockers. The Snacks & Treats Policy must be followed. Open food found in a locker may be disposed of without warning.

Additionally, food should not be ordered/delivered to school for or during school lunches.

FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. Student expressions made on school premises or as a part of a school-sponsored activity may be attributed to the school; therefore, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the school. This includes the posting of materials on the internet with school computers or personal computers brought into the school. Students who violate this policy may be subject to disciplinary measures.

FUNDRAISING

An annual Fundraising Calendar guides Kuemper's fundraising operations in a strategic way each school year. All fundraisers must be approved in advance by the KCSS administrative team. Funds earned by classes, clubs and other student organizations using the name of Kuemper must remain under the jurisdiction of the business office.

GRADING POLICY (Grades 5-12)

1. Infinite Campus is the KCSS student information management system. Student grades, pertinent academic information as well as important announcements can be found on your Infinite Campus Parent Portal. Kuemper's grading system makes use of "A" through "F" on quarterly and semester reports to express the quality of academic work achieved by students. In some courses, a "P" (passing) is used. The grading policy does not indicate a specific number of A's, B's, etc., to be given.
 - a. A+: Extraordinary mastery of the subject
 A, A-: Mastery of the subject
 B+, B, B-: Above average achievement
 C+, C, C-: Average achievement
 D+, D, D-: Minimum requirements fulfilled
 F: Failure to meet minimum requirements
 P: Passing
 I: Incomplete
2. **Late Work Policy (Grades 7-12):** Students are expected to complete and turn in their work by the deadline assigned by their teacher. When assignments are turned in late, there will be a 3% per day late penalty until the end of the current content unit/chapter. Late/missing assignments will be marked in Infinite Campus with a "M" for missing until the end of that unit/chapter. At the end of the unit/chapter, the "M" will be changed to a zero in the gradebook. The student can still turn in the work after the unit/chapter is completed for partial credit with a floor of 50%. Credit will only be given if the student's work is completed with effort and displays understanding of the content.
3. All teachers are available after school until 3:45 pm (unless they are coaching an activity). It is highly suggested that students with missing work or failing grades remain after school to work with their teacher to get missing items caught up and/or work on getting their understanding and grades improved.
4. If a student has been absent and unable to complete his/her work before the grading period ends, an incomplete (I) grade may be given. Incomplete grades are NOT to be given simply because a student has failed to do the assigned work; an appropriate letter grade will be given. The guideline for make-up work allows one day for each day missed for an approved absence. Students are expected to complete all work within one week of the end of the grading period.
5. As stated above, the letter grade system is used for progress reports sent to parents. The following scale is used to grade a student's work:

a. 99% or above A+	80% - 82% C
96% - 98% A	77% - 79% C
94% - 95% A-	75% - 76% D+
92% - 93% B+	72% - 74% D
89% - 91% B	70% - 71% D
86% - 88% B-	69% or below F
83% - 85% C+	
6. A grade report is communicated to the parents via the Infinite Campus Parent Portal at the completion of each quarter.
7. The following grade points are used for averaging at Kuemper Catholic High School, these are based on semester grades:

a. A+ 4.33	B+ 3.33	C+ 2.33	D+ 1.33
------------	---------	---------	---------

A 4.00
A- 3.67

B 3.00
B- 2.67

C 2.00
C- 1.67

D 1.00
D- 0.67

GRADUATION

The minimum number of credits required for graduation is 52 credits. Students should be aware of the number of credits earned to date in their course work. By carrying a normal load and successfully completing all the required and elective courses, a student will have sufficient credits to graduate at the end of four years. Students who are behind in total credits need to confer with the guidance counselor. At the end of the school year, freshmen should have a minimum of 12 credits; sophomores should have a minimum of 26 credits; juniors should have a minimum of 40 credits.

One credit per semester is awarded for passing work in most courses. (Refer to the Course Description & Registration Guide to determine the number for credits for each course.) Graduation requirements for students who transfer into Kuemper Catholic High School after the freshman year will be evaluated on an individual basis.

Seniors will not be able to participate in Commencement if they do not have enough credits, have not paid their bills, or have not completed disciplinary consequences including Exemplary Conduct Violations. Seniors with outstanding bills or incomplete disciplinary consequences may not participate in Baccalaureate.

Early Graduation

Any student seeking early graduation will need to submit a written letter to the principal outlining the reasons for the request. This letter needs to be submitted at the end of the first semester of junior year. Parents of students requesting early graduation must also submit a letter giving their permission for the request for early graduation. Requests for early graduation will be granted for compelling reasons as determined by the principal. Students granted early graduation may not participate in any extra-curricular, intramural, or Prom activities during the spring semester but will be allowed to participate in baccalaureate and commencement exercises. It is the student's responsibility to make sure all details relating to graduation are completed. Seniors who graduate early will pay the normal tuition and fees for the **entire** senior year.

GRIEVANCE PROCEDURE

Students have the right and the responsibility to express school-related concerns and grievances in a proper manner and through established channels. It is the goal of Kuemper Catholic School to resolve concerns and grievances at the lowest level. Students and parents are encouraged to address problems to the student's teacher or other licensed employee, other than the principal, for resolution. If the teacher cannot resolve the complaint, the student and/or parent may, within 3 days of contact with the teacher, discuss this matter with the principal. If the principal's decision is questioned, the student and/or parents may, within 3 days, bring the matter to the president for a final resolution.

HAZING

A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student. A person who commits an act of hazing is guilty of a simple misdemeanor. Hazing is considered an act of bullying/harassment and disciplinary action will apply.

HEALTH SERVICES

Nursing services are available for sick or injured students during the school day. Students should report to the office for assistance. In case of an emergency, school personnel will make decisions including emergency care until parents can be reached. Any medication (prescribed or over the counter) that a student is to take must be dispensed in the office by the nurse or approved staff member. All medication must be in a correctly labeled bottle for the individual with specific instructions for time and amount.

HOMEWORK

Homework is assigned to reinforce student learning. The following are ways to help complete homework successfully:

1. Write daily assignments in your agenda and check off each assignment as you complete it.
2. Establish a period of time for homework and complete your homework during this time every day.
3. Study in an area that is quiet, comfortable, and free of distractions.
4. Put your completed homework in the appropriate notebook or folder so you can find it.
5. Place all of your school books and papers together in a prominent place so you will take everything to school the next morning.

Homework varies with each teacher, student, and class. Frequently, students will have time in class to begin assignments. Often, homework can be completed during class time and study periods if time is used wisely. Questions regarding homework should be directed to your child's teacher.

INSURANCE

The Kuemper Catholic School does not offer or provide student accident insurance. The following are guidelines:

1. Athletes will need to provide proof of insurance before he/she can participate. The basic way is to sign off that he/she has health and accident insurance by way of a family policy.
2. If there is no family policy to cover the student, there are two options:
3. Students who qualify based on need can purchase hawk-i-health-care. Go to www.hawk-i.org to obtain information.
4. Short Term Medical and Accident Insurance is available for the family. This would allow the students to be covered for activities like a four month policy for football or a three month spring policy for football or a three month spring policy for soccer. Contact a private insurance agent if you are interested in this option.

There is no school requirement that a student show proof of insurance if he/she does not participate in athletics. However, having family medical and health coverage is always a good idea for active, young people, and the purchase of hawk-i or a short term medical policy is totally optional for these families.

INTERNET AND KUEMPER COMPUTER NETWORK

Acceptable use of the internet shall be consistent with the philosophy, goals, and objectives of Kuemper Catholic School. Exploration of the Internet is encouraged, but with rights and privileges come responsibility. Any use of the network which adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of network privileges.

1. User Responsibilities:

- a. Users are reminded that they are representatives of Kuemper Catholic School. They must conduct themselves in accordance with the policies thereof.
- b. Use language that is appropriate for school situations.
- c. Avoid offensive, obscene, threatening, or inflammatory speech.
- d. Access only materials appropriate for fulfilling school assignments. Users are cautioned that there may be materials on the Internet which may be deemed inappropriate for young people, and access to this type of material for any reason is unacceptable.
- e. Adhere to copyright rules and licensing agreements when accessing materials.
- f. To reduce the risk of spreading computer viruses, import files from only known or reputable sources.
- g. Impersonation and anonymity are prohibited.
- h. Any use of the network or Internet for illegal activities is strictly prohibited.

2. Restrictions

- a. Kuemper Catholic School utilizes network filtering. It is the critical component of the Internet protection package since it allows valuable on-line Internet access while restricting access to specific unwanted categories. This filtering is updated on a regular basis to keep the restriction list as current as possible. The use of anonymous proxy servers to circumvent our filtering service is not allowed under any circumstance. Students will have limited access to email through Gmail for educational purposes only. Inappropriate use will result in limitation or cancellation of user privileges and possible disciplinary actions. Social networking sites are prohibited unless approved by a teacher for appropriate school use. Food and drink are not allowed in the computer areas.

3. Network Etiquette - Users must:

- a. Be polite; rudeness is never acceptable
- b. Use appropriate language: do not swear, use vulgarities or other abusive or inappropriate language.
- c. Do not reveal personal addresses or phone numbers.
- d. Do not disrupt the use of the network.
- e. Assume that all communications and information accessible via the network is private property.

4. Privileges

- a. The use of Kuemper's network and the Internet is a privilege not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible disciplinary actions.

5. Security

- a. Security on any computer network is a high priority, especially when the network involves many users. Attempts to tamper with the program, access the network as any other user, or to share a password will result in cancellation of user privileges. Electronic mail is not guaranteed to be private; network administrators have access to any mail. Messages relating to or in support of illegal activities may be reported to the authorities, and disciplinary action may follow.

6. Vandalism

- a. Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the network. This includes, but is not limited to uploading, creating, or transmitting computer viruses.

7. Disclaimer

- a. Kuemper will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained via the Kuemper network and the Internet.

8. Agreement

- a. Students agree to abide by the school's expectations for internet usage at all times when using school resources.. Login name and password are not to be shared with anyone. The student is responsible for his/her account.

INTERROGATION BY AN OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside the school system. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the principal's office. A request will only be granted under the principal's discretion when such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the student and inform them of the request and ask if they wish to be present.

LETTERING SYSTEM (Grades 9-12)

Students may earn a letter (chenille "K") for participation and achievement in various high school activities (music, sports, speech, etc.) The student receives a pin that represents the activity, plus one service bar. Additional service bars may be earned each year for that activity. Each activity has its own lettering requirements which are determined by a joint effort of the head coach/moderator and the activity director. The criteria should be communicated to all participants.

Academic Letter

Students who achieve a 3.90 GPA in each of the four-quarter grading periods in a school year qualify for an academic letter. Academic letters may be earned each year starting with the freshman year.

LOCKERS

Use of school lockers is a privilege and a convenience for students. Lockers are assigned at the beginning of the year and students may not switch without permission. Lockers are property of the school and may be searched by the Administration when deemed necessary.

1. Students may decorate the insides of lockers but may not place advertisements of alcoholic beverages, tobacco products, or other objectionable pictures in the locker. Any pictures should be adhered with blue painter's tape.
2. Nothing can be permanently displayed on the outside of the locker.
3. Writing on the inside or outside of the locker is prohibited. Students are responsible for the care and cleanliness of their assigned lockers and lockers should be cleaned out periodically.
4. Students are to keep the hallway floor around their lockers free from litter.
5. For sanitary reasons, no food or drink may be stored in lockers. Plain bottled water in a clear bottle is allowed.
6. Random locker checks may be performed.

The expectation is that the locker should be in the same condition at the end of the year as when the year started. If the locker is defaced or damaged, the students responsible will be assessed for the repair. Grades and/or diplomas will not be issued until lockers are satisfactorily cleaned at the end of the year. Teachers may not search lockers without permission of the Administration.

Students are discouraged from leaving valuables in their lockers—especially money and electronic items. Although discouraged, combination padlocks may be used on lockers if the combination is reported to the main office. Valuable items may be left in the main office for safekeeping. If a padlock is used on the locker, and a means to open is not left with the office the lock may be manually removed and discarded.

LUNCH PROGRAM

Food services include breakfast, lunch, and an optional ala carte program for grades 6-12. Special dietary needs should be submitted in writing from the student's doctor before school starts or as those needs occur. Parents and grandparents are always welcome to have lunch with the students. Payments for guest lunches may be made in the lunch line.

A computerized system is used to keep track of students' lunch accounts. An account is established for each family and only one payment is needed per family. Payments may be made online or sent to school with students. Notices will be sent electronically to all families whose balances have fallen below zero. High school students will be notified in the lunch line of a low balance. High school students are allowed to pay cash for their lunches.

Financial assistance is available. To apply, complete a financial aid form (found on our website).. Students who receive free or reduced meals are handled in the same manner as those who receive regular priced meals. Application for financial assistance may be made any time during the year by contacting Hannah Heiman at 792-3313.

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

Payment of Meals

Students have a meal account. When the balance reaches \$-35.00 a student may charge no more to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Families may add money to food service accounts online by logging into their Infinite Campus Parent Portal or by submitting a check to any attendance center.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Negative Account Balances

The Kuemper Catholic School System will make reasonable efforts to notify families when meal account balances are low. Additionally, the school will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of a balance once the balance reaches \$8.00. Families will be notified by automated email messages. Negative balances of more than -\$25.00, not paid prior to the end of the school year, will be turned over to the president or president's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

2022-2023 Meal Prices

(PK-3 Lunch - \$2.70) (4-6 Lunch - \$2.80) (7-12 Lunch - \$2.95) (Adult - \$4.00) (Breakfast PK-12 - \$1.70)

2022-2023 Snack Prices (Yearly)

Opt K - \$30.00; Kindergarten - \$40.00; 1st-3rd \$20; 4th-5th - \$40.00

LUNCHROOM BEHAVIOR

Use of good manners and courteous behavior is expected in the lunchroom. Students who choose to be disrespectful may forfeit their privilege to be in the lunchroom.

MATERIALS SELECTION

Any person may raise objections to instructional materials or to library materials. An objection is defined as a verbal or written statement of opposition to instructional or library materials, requesting that the item be excluded or restricted. The complainant shall first contact the teacher for instructional material or the librarian for library material. If the complainant desires to file a formal complaint, she/he will be asked to fill out a "Request for Reconsideration Form" available at the library. Use of any questioned material shall not be restricted during the reconsideration process. Completing the "Request for Reconsideration Form" starts the process of reconsideration that may include a committee appointed by the principal to make a recommendation on the request.

MEDIA CENTER

The media center provides books, periodicals, pamphlets, computers, other materials and equipment. Students who damage or lose materials must pay to have them repaired or replaced.

The media center is intended to be a quiet place for learning. Observing the media center rules will insure a proper atmosphere for its use. The purposes of the media center are:

- Class research, either print or electronic
- Classroom instruction
- Obtaining leisure reading materials
- Individual study

MOTOR VEHICLES / MOPEDS

1. **Mopeds:**
 - a. If a student rides a moped, the parent/guardian must contact the school prior to its use. Additionally, students must park their moped in the Holy Spirit Church's south parking lot in the designated area.
2. **School Permit:**
 - a. The high school principal will not sign school permit forms until the day after a student's last day in 8th grade.
 - b. Reminders for a school permit a student must be at least 14 ½ years old, have had their permit and a clean driving record for at least 6 months, and live at least 1 mile from the school and no more than 50 miles from the school.
3. **Other Motor Vehicles:**
 - a. 9-12 students who drive motor vehicles must park only in the designated areas.
 - b. They may not loiter around or be in the vehicles nor leave the school grounds in their vehicle during the school day without permission from the administration.
 - c. A student may not drive a personal vehicle (exception is mopeds, with written parental approval turned in to the office) prior to the last day of the school 8th grade year.
 - d. All students must register their vehicle in the high school main office. Students are permitted to park in the north parking lot in the marked parking stalls with a parking permit between the hours of 8:30 and 2:30.
 - i. Parking stalls on the west side of the school (main entrance) are reserved for visitors.
 - ii. Students are not to park in the parking lots of Holy Spirit Church. On days when there is a funeral scheduled at Holy Spirit Church, out of respect, students are to observe the on street no parking signs.
 - e. Students who fail to follow the rules set by the administration will forfeit the privilege of bringing a motor vehicle to Kuemper

and may also be subject to additional discipline, including the following fines:

- i. \$5.00 for each violation.
- ii. \$10.00 for any violation that occurs before paying a previous fine.
- iii. Vehicles will be towed at the owner's expense for failure to pay fines, or for repeated or flagrant disregard for rules that govern the use of motor vehicles at school.

4. **Vehicle Search:**

- a. School administration and/or their designated representatives possess the authority to conduct a reasonable search of student vehicles when on school property and/or on property being used by the school.

PHYSICAL EDUCATION POLICY

According to the Healthy Kids Act (Senate File 2425), all physically able students in kindergarten through grade 5 shall be required to engage in a physical activity for a minimum of 30 minutes per school day. Students in grades 6 through 12 shall be required to engage in a physical activity for a minimum of 120 minutes per week. A high school student may be granted a Physical Education Waiver for the purpose of taking academic courses not otherwise available to the student.

Grades 9-12: Students are required to enroll in eight semesters of physical education, unless the student is scheduled in academic courses all eight periods of the school day. The grade earned will be computed in the student's GPA. The program is adapted for students whose physical status will not permit them to participate in the regularly scheduled activities. The school provides transportation to and from physical education activities. Students may not ride in cars to or from physical education activities without permission from the administration.

Students are required to wear shorts and t-shirts that are in good taste. Failure to wear suitable clothing for physical education class will result in an unexcused absence. Any clothing that depicts or promotes the use of alcohol, drugs, or tobacco, is contrary to the values promoted by Kuemper, or demeans any person may not be worn to school or in a physical education class. Lockers are not available. Students are discouraged from bringing valuables such as money, watches, etc., to class.

Students who miss physical education classes will have their absences marked excused or unexcused by the administration. The teacher will arrange makeup classes with the student for excused absences. Unexcused absences cannot be made up. Students are allowed two excused absences per quarter that do not need to be made up. Work missed after these two absences must be made up by either attending additional physical education classes or activity completed outside school time as approved by the physical education instructor.

PLAYGROUND RULES

Student safety is our primary concern on the playground. Organized games are encouraged. Activities that threaten the health and safety of students will not be permitted. Activities not allowed include bullying, pushing, tripping, wrestling, fighting, tackling, or throwing any objects other than playground balls and frisbees. Students are to remain within the designated boundaries of the playground and are to enter the building at the designated door in an orderly manner. Students are to get permission from the playground supervisor to enter the building during a recess.

PREGNANCY / ABORTION

Pressures in our society influence young people toward choosing sex outside marriage. This choice is never acceptable. Despite our best efforts to assist our young people in forming a conscience that is consistent with our Catholic values, it is a fact that some will make choices contrary to these values.

In cases where pregnancy occurs, students are in need of our best efforts to lend support to a decision affirming the value of life. The administrative staff recommends that students and parents contact a counseling agency consistent with a Catholic philosophy of life for assistance in considering an option of adoption or single parenting. Regardless of the student's decision, if she/he chooses to remain in school, she/he may do so without penalty. We need to respond with compassion to the birth mothers and fathers, letting them know they have our support, remembering always that when students reveal their pending parenthood, they are demonstrating a commitment to the principle of right to life.

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

Due to the nature of the unique character of individuals and of each school environment, the integration of student(s) into the school must be handled on a case-by-case basis as determined by the principal. Failure to comply with the terms of this agreement may result in expulsion.

PUBLICATIONS

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

1. Students shall not publish or distribute materials which are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or

cause disruption of the orderly operation of the school.

Within these guidelines, advisors and student staff members shall maintain professional standards of English and Journalism when choosing information to publish in school-sponsored publications.

RESIDENCE

Constant adult supervision of young people is most conducive to a quality learning environment. Students attending Kuemper Catholic Schools should live with parents or guardians who have a vested interest in their student's success. The principal may grant an exception to this rule to a student, not of legal age, who takes up residence for a compelling reason outside the home of their parent or legal guardian. Such an arrangement will be revoked if the interest of the student is put in jeopardy. A change of residence must be immediately reported to the principal. Students of legal age can live independently if approved by the principal. Due to the beliefs and principles of the KCSS, unmarried couples living together will not be considered acceptable.

SCHEDULE CHANGES (Grades 9-12)

All schedules are largely finalized in Spring semester of the prior year. To avoid issues with schoolwide scheduling all student schedule changes should be made before the end of the school year the schedule is received. Schedule changes after the close of the year, during summer, or at the beginning of the following school year will be approved only with strong academic reasons. Absolutely no schedule changes will be made after the 5th school day of the new year. Students who withdraw from a course after the first 5 school days in a semester will receive an F for the course.

DMACC also has their own criteria for changing schedules. Students enrolled in DMACC courses must abide by both Kuemper and DMACC schedule change policies.

SCHEDULE - COURSE LOAD (Grades 9-12)

All students in the high school should carry a course load of at least 6.5 credits per semester (this is the equivalent to 6 classes plus PE each semester). Any student falling below this load will not have enough credits to graduate. This means no student should ever have more than 1 study hall every day, and 1 study hall 2 days a week opposite PE.

SCHOOL DAY

Holy Spirit and St. Lawrence students: School day begins at 8:00 a.m. when students are dismissed to their homeroom from the cafeteria. Dismissal is at 3:10 p.m. for Holy Spirit students and at 3:25 p.m. for St. Lawrence students. Students who ride later buses will remain in a supervised area until they board buses.

St. Angela students: The school day runs from 8:05 a.m. to 3:10 p.m. On Wednesdays, Mass will begin at 2:30 and school will dismiss right after Mass (approximately around 3:15 pm).

High School students: First bell rings at 8:01 a.m. School day begins with the second bell at 8:05 a.m.. Students must be in their classrooms or they will be marked tardy. Students who need to be readmitted to school or receive passes to leave the building should report to the Main Office before the second bell. School is dismissed at 3:10 p.m. On Wednesdays, Mass will begin at 2:30 and school will dismiss right after Mass (approximately around 3:15 pm).

SCHOOL-SPONSORED ACTIVITIES

School-sponsored activities can be defined, in general, as activities that take place or are planned on school time or on school premises, when the name of the school or school services are used, or when an activity involves staff and/or students of the school. The exception to this would be when the school issues a disclaimer stating a particular activity is not being sponsored by the school. Generally, all rules that are in effect during the school day also apply to school-sponsored activities. Safety is the primary concern.

SEARCH AND SEIZURE

School authorities may, without notice or a search warrant, search a student, student lockers, desks, work areas, book and book bags, purses, clothing, or student vehicles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action. The faculty has the authority to confiscate any item brought into school that is judged to be disruptive, dangerous, or contrary to the rules in this handbook.

SERVICE HOURS (Grades 6-12)

All Theology classes require service hours as part of the course curriculum. Service hours are earned by assisting with projects in the parish, at school, or in the community. Examples include working at parish breakfasts or dinners, Relay for Life activities, and community cleanup. Service opportunities will be posted regularly in Theology classrooms. Service hours at home for the immediate family are not accepted; those chores are considered part of the family's responsibilities. The total hours expected for the school year are as follows.

Junior High and High school students will be assigned specific service tasks based on their grade level to help them develop a deeper understanding of service. The final summaries of these activities will be available at the onset of the 2021-22 school year.

Reflection forms must be filled out by students in grades 6-12 and can be acquired from their theology teacher and should not be signed by parents but rather by the supervisor of the service project.. Any forms turned in the last week of the semester may NOT be accepted.

SHARED-TIME PROGRAMS (Grades 9-12)

Students in courses conducted off the Kuemper campus are expected to travel to and from the course in the most direct route possible and in the safest manner possible. Students are expected to abide by all Kuemper regulations and those imposed by their off-campus instructors.

SNACKS & TREATS BROUGHT TO SCHOOL

The Kuemper Catholic School System informs all staff, guests and parents that a significant number of students in attendance have allergies and these allergies have different origins. We also support the goals of the Healthy Kids Act. Thus some general guidelines are necessary with respect to snacks, treats and general food items brought to school.

Guidelines:

1. Teachers in Grades PK-8 will make it clear to parents that there is a student in their son/daughter's room/class with an allergy.
2. The KCSS strongly suggests using non-food items for rewards or birthdays. Examples are pencils, stickers, silly bandz and bookmarks.
3. Snacks and treats brought to school must be prepackaged and have a label so that school employees can read and identify ingredients. Thus no homemade or bakery/commercially made snacks or food items without a label are allowed.
4. Celebrating a birthday is approved. Other classroom parties are to be kept to a minimum. Advanced approval of the principal is required.
5. Major parties like Mardi Gras, Bake Sales and Special Tournaments, (i.e. Dodgeball, Volleyball) will have staff direction and principal approval. Food items will be kept in the cafeteria.
6. The KCSS recognizes that Concession Stand and Booster Club functions outside the academic day are not part of these guidelines.

The following are some examples of commercially prepackaged snacks that could be sent to school: dried fruits such as raisins and banana chips; pretzels; graham crackers; animal crackers; cheese nips; low-fat muffins; low-fat pudding cups; and yogurt smoothies or yogurt parfaits.

The following is a list of items that the Kuemper Catholic School System Food Service Department is willing to provide on a fee basis: Nutri-grain bar, 1 oz. string cheese sticks, 4 oz. Trix Yogurt, 4 oz. juice box, 4 oz. sherbert, snack crackers. An order can be made by calling the Food Service Director at 792-3596, Ext. 135, 48 hours in advance. Inform the teacher as to your plans and the Food Service Department will deliver.

SPORTS CAMPS / ALL-STAR GAMES

Kuemper Catholic School does not sponsor nor is affiliated with all-star games, AAU events, non-school teams, or any travel team or club. Solicitation for support for such teams/events shall not be done in the name of Kuemper Catholic School or any of its organizations. School equipment or uniforms shall not be used. Such groups wishing to use the KCSS facilities must complete the appropriate application for use of facilities and pay the required fee. The school does not encourage participation on a non-school team, an all-star activity, or any camp that interferes with the sport in season.

1. For Grades 9-12 teams or groups, the words Kuemper or Knights as well as a pictorial display of the school mascot may not be used on uniforms, or within printed material, or in any publicity.
2. For teams or groups below the 9th grade, the word Kuemper or a pictorial display of the school mascot can never be used. The word Knights may be used.

SPORTSMANSHIP

It is the clear obligation of contestants and spectators in all interscholastic competitions to practice the highest principles of sportsmanship and ethics of competitions. Here at Kuemper we embrace the Play Like a Champion program from the University of Notre Dame. Our goal is to win the game, while treating game officials and opponents with respect. Losing a game with dignity and respect is also an important lesson to be learned. All cheering should be in support of the Kuemper Knights. Use of profanity, vulgarity, taunting opponents, and taunting officials is never acceptable. Students and adult spectators may be denied attendance privileges to sporting events because of their behavior.

When a spectator is ejected from an interscholastic contest:

1. The individual will not be permitted to attend the next game or meet in that sport.
2. Kuemper Catholic School may impose additional penalties.
3. If ejected a second time, the individual will not be permitted to attend the next four games or meets in any sport.
4. If ejected from the last game or meet of the season, the penalty carries over in that sport/activity to the next school year.
5. The consequence for anyone ejected for 3 or more games will be determined by administration and may include a permanent ban from activities.

STATE COMPETITION

Spectator attendance is an excused absence when a student, group of students, or a team representing Kuemper Catholic High School participates in state competition. Kuemper Catholic High School reserves the right to establish the time of dismissal for students attending a state competition as spectators. Students wishing to attend a state competition as spectators must present a written parental request 24 hours in advance.

STUDENT COUNCIL

The purposes of this organization are to promote better relations between the student body and the administration, to serve as a means of presenting problems of the student body to the administration, to organize student and school activities, and to promote better citizenship and better school spirit. Student council provides a method through which the student body may communicate with the administration. Positive student leadership is an essential element of a successful school.

STUDY HALL (Grades 9-12)

The study hall supervisor will be responsible for taking attendance at the beginning of each study hall period. Students are to sit where instructed by the study hall supervisor. No wandering or seat changing will be permitted. Students are responsible for knowing their assigned seat for each study hall. A pass must be presented to the study hall supervisor if a student wishes to leave the room (go to the restroom, locker, etc.) There should never be more than two students released at a time from a study hall for these reasons. Students must "sign out" on the pad located on the teacher's desk. Students must return to the study hall before the end of the period. Each student must bring study and/or reading materials. The general study hall atmosphere must be such that each student is afforded the opportunity to study quietly. No game playing is allowed. This type of atmosphere should create an environment conducive to helping more students learn to use their study time wisely.

SUNDAY ACTIVITIES

Sunday practices and open gyms cannot be held at any Kuemper facility. The only exception might be when the team/group has a state qualifying or state level competition on a Monday night. Rehearsals are allowed the week of performances with administrative approval. All exceptions must be cleared by the Administration.

TARDY (7-12)

Any student who is tardy will need to go directly to the office to get a tardy slip to give the teacher to enter the room. Any teacher who has held his/her class longer will notify the office or give the students a pass to class. During the day a teacher pass will admit a student to class the same as the office pass.

A student will earn a detention for every 5th tardy. A parent conference may be held to encourage more prompt attendance if necessary.

TELEPHONE USE

With permission during school hours, students may use the school phone or personal cell phones in the main office to call home or make emergency phone calls. Calls may be monitored.

TEXTBOOKS

Textbooks and workbooks are provided by the school. Students are expected to exercise care in handling books. If a student damages a book, the student will pay for the damage. If a book is lost or damaged beyond repair, full payment for the book will be required.

TRIDUUM ACTIVITIES

It shall be the policy of the Diocese of Sioux City and Kuemper Catholic School that no school sponsored activities or practices are conducted after 5:00 p.m. on Holy Thursday and the entire days of Good Friday, Holy Saturday, and Easter Sunday. Such policy shall provide students and employees the freedom to participate in parish liturgies and family activities on these sacred days.

TUITION & FEE PAYMENT – ONLINE PAYMENTS ARE AVAILABLE

Families will register with SMART TUITION, a tuition management service company, in July before the next school year. Payment plans (full, semester, quarterly, or monthly) and payment methods (online, credit card, check, etc.) may be chosen. SMART TUITION will communicate directly with families regarding payment due dates and possible late fees. A SMART TUITION Help Center is available 7 a.m.- 1 a.m. M-F, 9 a.m.-5:30 p.m. Sat-Sun. Families may chat with a representative via online account or call [\(888\) 868-8828](tel:8888688828).

Please note: Parents must have an up-to-date arrangement for continuous payment of tuition or students will not be allowed to enroll for a new semester or school year. Students may not take final exams unless parents have an up-to-date arrangement for payment of tuition. Graduating seniors may not participate in Baccalaureate and commencement ceremonies unless parents are current with their arrangement for payment of tuition.

TUITION GRANTS

Kuemper is blessed with a strong tuition assistance program. Tuition Grants are available for families who have need for tuition assistance through the TADS application process. Since a family's financial position may vary from year to year, applications for Tuition Grants must be processed anew each year. The amount of a grant is based on a professional and confidential assessment by an outside agency of the family's financial position and the amount of money that is available through the Tuition Grant budget.

In addition to the TADS process, parents are encouraged to contact the business office or the school president when a family need exists.

TUITION TAX CREDIT

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

VANDALISM

1. Respect for property, both public and private, is an important Christian value taught at Kuemper.
 - a. 1st Offense: May result in a minimum \$25 fine plus restitution when damage is done to school property.
 - b. 2nd Offense involving school property is the same as the first offense with the exception that a review board hearing is held and the penalty may be extended to six months probation or the privilege of attending KCSS may be revoked.
 - c. Vandalism to a teacher's property will result in a one-day internal suspension and restitution for damages to property.
2. False alarms, tampering with fire safety devices and equipment, smoke bombs, and chemical sprays shall be regarded as very serious acts of vandalism. The penalty for such behavior shall be immediate external suspension from school. Readmission will be considered only after a conference between school officials, the student, and their parents. The school may refer students to legal authorities for appropriate action.

WEAPONS

The possession or use of any weapon, whether manufactured or homemade, real or simulated, is prohibited at school, on school grounds, on school buses, at school activities, and in vehicles that students drive to school and park in the school parking lot or park within two blocks of school. This includes firearms and knives of any kind, regardless of their size or the purpose for which they are designed. Dangerous weapons will be taken from students who bring them onto school property and the parents will be contacted. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action which may include suspension or expulsion for up to one year. The faculty has the authority and duty to confiscate any item brought into school that is judged to be disruptive or dangerous.

WEATHER-RELATED ANNOUNCEMENTS

In the event of inclement weather causing a delay or postponement of school, an announcement will be made via a school message text alert, on the school Social Media pages, and local radio.

Usually, school events scheduled to start before school will delay the same amount of time the school day will be delayed. On an early dismissal, if buses are not able to run, students will remain in their classrooms until CCSD transportation announces that buses may run. Walkers may also stay in the classroom until a parent or designated person picks them up. On days when school is in session and dismisses early due to adverse travel conditions, all middle school activities are canceled. Cancellation of high school practices/activities will be determined by the administration. The parents always have the final decision regarding the safety of travel to school in bad weather and/or road conditions. Kuemper Catholic School honors the judgment of the parent in this matter.

It all began in Mt. Carmel . . .

The roots of Kuemper Catholic Schools go all the way back to 1874 with the Mt. Carmel parish beginning a small pioneering Catholic school. By 1916, each of the thirteen area parishes surrounding Carroll built their own Catholic grade school, and eventually Catholic high schools were also established in Breda, Mt. Carmel, Templeton and Vail.

Rev. Joe Kuemper



Fr. Joseph Kuemper (1855-1923) left his mark and an important legacy on Carroll county's 20th century history. The hard-working German immigrant parish priest and carpenter founded the St. Angela Domestic Science Institute in 1908 – an all-girls boarding high school in Carroll to educate young women in the art of Christian homemaking. It was the first school in the diocese and region to accept students from across parishes – an inter-parochial school. The school was later renamed the St. Angela Academy.



Fr. Kuemper, who also began Carroll's St. Anthony Hospital and three area parishes, arranged the talented Franciscan Sisters of Perpetual Adoration from LaCrosse, Wisconsin to operate his ministries in the Carroll area.

When the all-girls St. Angela Academy closed in 1954, Fr. Leo Lenz (1913-1985), a Mt. Carmel native, led the effort to build a regional Catholic high school as a large addition was constructed and attached to the west side of the St. Angela building.

Kuemper Catholic High School took St. Angela's place as ten area parishes invested in and financially supported the new non-tuition high school. This inter-parochial, co-educational high school began a trend of regionalization and unification as three more area parish high schools unified with Kuemper High School by the early 1960s.

By the mid to late 1970s, the number of religious sisters and priests faculty began declining and student tuition fees began to offset rising operating costs. Catholic grade schools in the area began consolidating in 1964 and by 1990, three merged grade schools remained in the rural areas surrounding Carroll. Holy Spirit and St. Lawrence parish schools in Carroll unified their K-8 grade schools in 1996.

The 2003-04 school year saw a complete Catholic school unification from kindergarten to grade twelve. All students of the area now attend Catholic schools in Carroll. 2004 also marked the 50th anniversary of Kuemper Catholic High School and the 130th anniversary of that first pioneering parish school in Mt. Carmel in 1874.

Over 11,000 St. Angela Academy and Kuemper High School alumni, along with thousands more parish school graduates of the area serve across the world in many vocations. From priests, sisters, teachers and civic leaders to valedictorians of prestigious universities, chief executives of national corporations, and rocket scientists for the U.S. space program, all these Kuemper alumni continue to **serve** in their careers and exemplify today's mission statement of the Kuemper Catholic School System: "to provide excellent Catholic education of mind, body, and soul to empower all students to achieve to the best of their abilities in fulfillment of God's call."

"Dedicated on this day, to the Sacred Heart of Jesus and the Immaculate Heart of Mary, Kuemper High School will strive to promote worthy ideals and to encourage high standards in every phase of life: spiritually, morally, academically and socially. It is dedicated to the purpose of preparing its students for time and eternity, for happiness on earth and in heaven. It aims to develop those characteristics and to instill those principles which will make its graduates vigorous leaders for God and Country."

-Excerpted from the Dedication Program of Kuemper Catholic High School, September 11, 1955



KUEMPER CATHOLIC SCHOOL SYSTEM

Carroll, IA 51401

www.kuemper.org

Central Office

116 S. East St.
792-3596

Holy Spirit Center

Preschool-Grade 3
201 S. Clark Street
792-3610

St. Lawrence Center

Grades 4-6
1519 N. West Street
792-2123

St. Angela Center

Grades 7-8
116 S. East Street
792-8071

Kuemper High School Center

Grades 9-12
109 S. Clark Street
792-3596