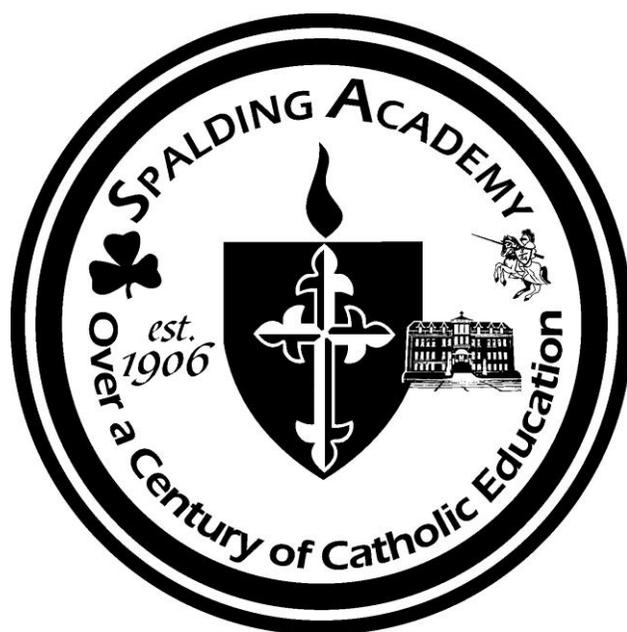


2019-2020  
Spalding  
Academy  
Student/Parent  
Handbook



# Spalding Academy 2019-2020 Student Handbook

## FOREWARD

### Administration and staff

Mission Statement

Philosophy

Guarantee of Objectives

Nondiscriminatory Policy

### History

## POLICY REGULATIONS

### 1.00 Tuition Information

1.01 Tuition Rates

1.02 Fees

1.03 Work-Study/Alternative Tuition

1.04 Tuition Payment Deadlines

### 2.00 Attendance

2.01 School Hours

2.01.01 Early Entrance

2.02 In-school Illness

2.02.1 Concussion

2.03 Admission During the School Day

2.04 Dismissal During the School Day

2.05 Excused Absence

2.06 Unexcused Absence

2.07 Prearranged Absence

2.08 Absence Notification Process

2.08.01 School Board Hearing

2.08.02 Criteria For Board Decisions

2.08.03 Appeal

2.09 Activity Slips

2.10 Tardiness

2.11 Visitors

### 3.00 9-12 Course Information

3.01 Required courses for graduation

3.02 Elective Curriculum

3.03 Spalding Academy Graduation Requirements

3.04 State Graduation Requirements

3.05 Drop/Add Procedures

## **4.00 Grading Information**

- 4.01 Report Cards
- 4.02 Progress Reports
- 4.03 Summative Assessment
- 4.04 Failing Students
- 4.05 Near Failing Students
- 4.06 Eligibility
- 4.07 Honor Roll
- 4.08 Principal's List

## **5.00 Dress Code**

- 5.01 Daily Attire
- 5.02 Dress Attire
- 5.03 Short Attire

## **6.00 School Closing Information**

### **7.00 Lunch**

- 7.01 Cafeteria Behavior
- 7.02 Open Campus
- 7.03 Food and Drink

### **8.00 Organizations**

- 8.01 National Honor Society
- 8.02 Student Council
- 8.03 Letter Club
- 8.04 Extra and Co-curricular Policies

### **9.00 Activities**

- 9.01 Extra-curricular
- 9.02 Co-curricular
- 9.03 Prom

### **10.00 Property Use and Care**

- 10.01 Damages
- 10.02 Computer Equipment
- 10.03 Internet
- 10.04 Library
- 10.05 Telephone
- 10.06 Electronic Devices – Cell Phones/iPods

### **11.00 Safety**

- 11.01 Fire Drills
- 11.02 Tornado Drills
- 11.03 Weapons
- 11.04 Accident or Injury
- 11.05 Sexual Abuse Policy

### **12.00 Pregnancy**

- 12.01 School Attendance/Participation

- 12.02 Married Students
- 13.00 Drugs and Alcohol**
- 13.01 Smoking and Alcoholic Beverages
- 13.02 Drugs
- 13.03 Smoke-Free Environment
- 14.00 Discipline Process**
- 14.01 School Discipline
- 14.02 Conditions
- 14.03 Specific Disciplinary Offenses
- 14.03.1 Bullying/Cyberbullying
- 14.04 Disciplinary Process
- 14.05 Homework
- 14.06 Plagiarism/Cheating
- 15.00 Transportation**
- 15.01 School Sponsored Trips
- 15.02 Bus Regulations
- 15.03 Van
- 15.04 Private Vehicles
- 16.00 Portfolio/Alternative Report**
- 16.01 Alternative Assessment
- 16.02 Portfolio Requirements
- 16.03 Research
- 16.04 Philosophical Expression
- 16.05 Comprehensive Understanding
- 16.06 Physical and Artistic Achievement
- 16.07 Personal Achievement
- 17.00 Maintenance of Student Records**
- 17.01 Cumulative Records
- 17.02 Access to Records
- 17.03 Release of Records

**APPENDIX A**  
Master Calendar

**APPENDIX B**  
Class Bell Schedule

**APPENDIX C**  
Activity Training Rules

## FOREWARD

Dear Parents and Student:

Spalding Academy Catholic elementary and secondary schools wish to welcome you. You can be justly satisfied that you have selected a fine school system to attend. Our school system has a history of service to the Spalding community and a tradition of excellence, which continues to grow each year. This is due in large part to the fine support and encouragement given to the school by the parents of our students. It is also due to the many fine teachers, priests, religious, and lay people who have given of themselves to make our programs the best.

This handbook is designed for your use and easy reference to the items in it. It is no way intended to be all-inclusive. When more information is needed, the board approves and reviews information throughout the year. We will make every effort to get this information to you as it is approved.

We are proud of our school. We look for it to continue as a leader in local education.

In the Peace of Christ,

Father Antony Thekkekara, Pastor

Mr. Greg Logsdon, Diocesan Superintendent

Mrs. Amy McKay, Principal

The Spalding Academy Board of Education: Tim Esch, Jeanie Hitchler, Tom Nekoliczak, Rob Smith, Sara Mahony, Tommy Murphy, Laura Hall, Wendy Carlin, Arlene Molczyk.

### Administration and staff

Pastor: Fr. Antony Thekkekara

Principal: Mrs. Amy McKay

Office Manager: Ann Bernt

#### Elementary

PreSchool Heidi McManaman

Kindergarten Samantha Meysenburg

1st & 2nd Cynthia Mock

3rd & 4th Savannah Short

5th & 6th LouAnn Dawson

Music Maureen Thome

P.E. Russell Gade

Religion Samatha Meysenburg

Kara Reimers

Savannah Short

LouAnn Dawson

Heidi McManaman

Elementary Inst. Sandra Miller

#### Secondary

Theology Kara Reimers

Science Stacey Bauer

English Lisa Petersen

Math Joan McManaman

Social Studies Brandon Wamberg

Business Maureen Thome

P.E./Health Russell Gade

Music Maureen Thome

Art Ron Glaser

Computers Russell Gade

Foreign Lang. Sandra Miller

## **Mission Statement**

The Mission of Spalding Academy is to generate an educational climate where children are formed in the Catholic Christian Faith. We intentionally promote Gospel values in an academic environment that enables every student to grow spiritually and develop as a responsible member of the Church and society.

## **Philosophy**

Spalding Academy is a ministry of sacrifice and service provided by St. Michael's Parish in Spalding, Nebraska. As a Catholic educational institution, we seek to provide a Christ-centered community for the instruction of young men and women. Our K-12 school assists parents in their role as the primary teachers of their children in the ways of faith. We believe that creating a spiritual environment together with sound academic instruction and extra-curricular activities will provide the formation students need to reach their full human potential. To teach and live as Jesus did, parents, faculty, staff, administration, students, and the parish community model Catholic Christian values through service, discipline and sacrifice. We believe in incorporating the God-given uniqueness of each individual into the shared life of the community. Catholic school education helps children learn to respect themselves and others, and appreciate the beauty and wonder of the world around them.

## **Guarantee of Objectives**

Spalding Academy guarantees that its curriculum objectives are being carried out through the evidence collected in each student portfolio. Samples from the beginning to the end of the year will provide evidence of what the students know and are able to do. This document will provide evidence of having mastered and organized facts, and provide authentication of a student's ability to support ideas and statements within a specified format. In addition, it will provide evidence of the student's ability to express philosophical understandings and their applications. The portfolios are a comprehensive scale in order to measure growth and knowledge in specific content areas. The portfolio will also indicate personal achievement and growth for employability or college readiness.

### **Notice of Nondiscriminatory Policy as to Students**

Spalding Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## HISTORY OF SPALDING ACADEMY

Through the vision of the Bishops and particularly Bishop James O'Connor, an Irish Catholic Colonization Association was established which allowed many Irish coal miners in eastern United States to migrate to Nebraska and establish their own homes. Halifax was a part of that colony. Father James Smythe was appointed pastor of the original colony. In 1894 the name of Halifax was changed to Spalding. In 1886 Spalding became a parish in its own right. Father Julius DeVos was named the first pastor. In 1889 Hugh Davlin wrote to Bishop O'Connor and expressed the need for a good Catholic education for the children of the parish.

Within a year, three Sisters of Mercy came to teach in the school. The Mercy Sisters taught in Spalding for eight years. However, in 1899 they were called back to Omaha.

In 1901 Father DeVos was successful in getting the Dominican Sisters of St. Catharine of Siena in Kentucky to staff the school through the help of Rev. H.S. Spalding, S.J. of Creighton University.

In 1902, the ninth grade was added and by 1905, a full four-year program which was accredited by the State University, was offered. Spalding Academy was one of the first schools to ask for accreditation.

By 1911, increased enrollment made it necessary to enlarge the school. Because the parish was deeply in debt due to building three churches, Father Galvin, the new pastor, deeded the school and convent to the Dominican Sisters. The Sisters immediately began to plan for the new building. The cornerstone was laid June 5, 1912. The school was ready for classes March 14, 1913.

In 1918 the Franciscan Brothers closed their school for boys. In 1922 permission was received to make Our Lady of Lourdes Academy co-educational. The curriculum was expanded to include manual training, mechanical drawing, and an athletic program.

In 1927 a three story building was completed providing sleeping quarters for the sisters, a large assembly hall, a large chapel, club rooms, and a music department.

The 1930's was a time of dire poverty. The sisters made every possible sacrifice to keep the school open. At the death of Father Galvin, who served as pastor for thirty-seven years, Rev. James P. McMahon came to Spalding as pastor. His first move was to purchase the Academy from the Dominican Sisters in 1942. Since then, it has served as a parochial school and has been known as Spalding Academy.

In January 1948, Spalding Academy had the honor of being the first Catholic high school in the diocese of Grand Island to become a member of the North Central Association of Secondary Schools and Colleges.

In the 1950's the first lay teachers were hired. In 1974 a program of shared classes with the public school was begun. Classes involved were home economics, music, driver's education, and vocational agriculture. Also in 1974, St. Michael's Parish Center was built to accommodate parish needs, as well as Spalding Academy's need for a gym for its sports and physical education programs.

In 1997, both Spalding Academy and Spalding Public Schools declared their willingness to share sports teams together. They elected the Knight to be the mascot in this cooperative effort. Silver, white and black were chosen for colors. Due to the termination of the S/SA Knights Coop in 2014, Spalding Academy returned to the Shamrock mascot for extra-curricular activities for the 2014-2015 school year.

On October 14, 2001, the Dominican Sisters celebrated their centennial anniversary of dedication to Catholic education at Spalding Academy.

\*The summer of 2008 the last Dominican Sister teaching at Spalding Academy, Sr. Charlene Vogel retired from teaching. That left no Sisters teaching at Spalding Academy. In 2009, the Creighton Magis Program brought three Magis teachers from Creighton University to Spalding Academy to live in the Convent and teach at the school.

-Graciously submitted by Sr. Charlene Vogel (\*added by Amy McKay)

## POLICY REGULATIONS

### 1.00 Tuition Information

#### 1.01 Tuition Rates

##### Grades PK-6

**Tuition: \$4100.00**

Parish Discount: \$2520.00

In-Parish Contribution: \$1580

##### Grades 7-12

**Tuition: \$6000.00**

Parish Discount: \$4100.00

In-Parish Contribution: \$1900

Out-of-parish contribution to be negotiated with Pastor. Maximum tuition to be paid per family: \$4800

Book Rent: \$ 70.00 (This is to cover good use of the book. Book must be returned in near-same condition).

#### 1.02 Fees

Additional fees are charged for the following 9-12 classes.

Account/Small Bus.	\$10.00	Keyboarding	\$10.00
Art	\$20.00	Computer Courses	\$20.00
Physical Science	\$10.00	Biology	\$10.00
Chemistry	\$20.00	Physics	\$20.00
Anatomy	\$10.00	Foreign Language	\$50.00

#### 1.03 Work-Study/Alternative Tuition

Alternative tuition or work-study hours rates are negotiated with Fr. Antony Thekkekara. Every 7-12 grade student is subject to tuition without scholarship. Tuition must be paid for by work-study or on a cash basis. Both cash and work-study may be combined for tuition. Students wanting to pay by work-study must fill out a written application and contract for the number of hours desired. Hours are maintained by contracted job assignments. For example, seasonal snow and ice removal might be contracted for 50 hours; however, every contracted job is on a first come basis for assignment.

#### **1.04 Tuition Payment Deadline**

Those who pay 100% of tuition before Sept. 1 may receive a 5% discount. All other tuition is to be paid by the last day of classes. Payment plans may be set up through the secretary.

### **2.00 Attendance**

#### **2.01 School Hours**

The school day begins at 8:00 AM (tardy bell) and ends at 3:50 PM for students in grades 7-12. Elementary school hours are from 8:00 AM until 3:30 PM. Regular and punctual attendance is mandatory by Nebraska State Law, Section 79-201. It is also necessary for academic excellence that a student be in attendance unless excused for illness, death in the family, or by administrative approval. Students shall receive a minimum of the following hours of class time per year: Elementary: 1032, High School: 1080.

##### **2.01.01 Early Entrance:**

LB1006 states: Except as provided in subdivision (2)(b) of this section, the school board of any school district shall not admit any child into the kindergarten of any school of such school district unless such child has reached the age of five years on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins; and (b) The board may admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying the work of kindergarten. The school board shall update approved procedures as the board deems appropriate.

Parents seeking Early Kindergarten Entrance are to contact the Administration for the necessary procedures which include but are not limited to: written parental request, parent questionnaire, information from individual who has worked with the child, and review by SA Early Entrance Team. This may include recommendation for Early Kindergarten Entrance Assessment.

#### **2.02 In-school Illness**

A student who becomes ill at school should request permission from the teacher to report to the office. If the illness is serious, the principal will have the parents notified. Students must be present in school the day immediately preceding an out-of-school activity in order to be eligible to participate in that activity.

Before returning to school from illness, students should be symptom-free (vomiting, fever, etc.) for 24 hours. Students who leave school due to vomiting are not to return that day.

### **2.02.1 Concussion**

A student who shows symptoms of a concussion will be observed and parents notified. A student who returns to school after a reasonably suspected concussion or brain injury will not be allowed in any supervised activities without two written and signed documents on file at the school (1) return-to-participate medical clearance signed by a licensed health care professional and (2) written permission signed by the student's parents or guardian.

### **2.03 Admission During the School Day**

After starting the school day, a student arriving late must be admitted by the principal or secretary before attending class. A written confirmation must be presented to the instructor from the office.

### **2.04 Dismissal During the School Day**

After starting the school day, a student must be excused by the principal before leaving the school.

### **2.05 Excused Absence**

The student is considered to have an excused absence with written parent/guardian verification upon returning to school. (Parents are asked to call the school office before 9:00 AM if their child is to be absent). If the school has not been notified of the absence, the parent(s) will be called to verify their child's absence from school.

### **2.06 Unexcused Absence**

Any absence not verified by a parent/guardian will be considered an unexcused absence and be subject to disciplinary action. Students will receive a grade of 0% on assignments or tests given on the day of the unexcused absence.

### **2.07 Prearranged Absence**

A note from the student's parent/guardian stating the reason a student will be gone from school is considered a prearranged absence. All arrangements should be made with the school office at least one (1) day in advance of the absence. Reasonable request will be considered for these absences. If the reason for the absence comes at the spur of the moment, a phone call from the parent/guardian to the principal or secretary will suffice for pre-arrangement.

### **2.08 Absence Notification Process**

A notification process has been established to communicate absence status of a student to his/her parent/guardian. The parent/guardian will receive written communication from the school when the student is absent five (5), seven (7) and each subsequent time from each semester class. These absences include the total of all excused, unexcused and prearranged absences.

When a student is absent seven (7) times from a semester class, excused, unexcused or prearranged, a letter will be mailed to the parent/guardian as a reminder of the absence status.

When a student is absent nine (9) times from a semester class, excused, unexcused or prearranged the student and the parent/guardian will meet with the Principal to review the reasons for the absences and to discuss the academic progress of the student.

When a student is absent ten (10) times from a semester class, excused, unexcused, or prearranged the student will forfeit credit for the course(s).

### **2.08.01 School Board Hearing**

When a student is absent from each class in excess of ten (10) times (i.e., ten and one half), the student will forfeit credit for the course(s) unless the student requests to be heard before the Advisory Board of Education. The student and parents/guardians will present the circumstances showing justifiable reasons for all absences. The Board will then make a decision to potentially excuse any or all absences. Under special circumstances any violation of the 10 day absent rule per semester may have the board hearing waived by the administration.

### **2.08.02 Criteria For Board Decisions**

The Board of Education will review all absences and consider each student as an individual case. The Board may consider, but will not be limited to the following criteria:

1. Is each absence properly verified by a parent/guardian?
2. Is the student's makeup work completed on or before the due date?
3. Does the reason for the absence appear to be in the best interest of the student or school?
4. Is the absence contrary to the spirit of this attendance policy?
5. Has the student been disruptive, undisciplined and non-compliant with school rules and regulations?
6. Are other factors deemed appropriate by the Board of Education?

### **2.08.03 Appeal**

All appeals shall be presented to the Superintendent at the request of the aggrieved party within five (5) school days of the receipt of the Board decision for further review.

### **2.09 Activity Slips/Parent Permission**

Students involved in school activities that require them to be away from school for any length of time will complete an activity slip with parent/guardian signature. Activity slips are to be completed and turned in to the activity sponsor/coach prior to leaving for the activity. Students will not be allowed to participate in the activity if this is not followed.

### **2.10 Tardiness**

Tardiness is discouraged. The following regulations will be followed in regard to this matter.

1. Excused tardiness. A student will be issued an excused tardy slip if, upon his/her arrival at school, he/she presents to the principal a note explaining the reason signed by his/her parents. More than two (2) tardies will make a student ineligible for perfect attendance.

2. Unexcused tardiness. All other tardiness will be considered unexcused, and the student will be issued an unexcused tardy slip upon his/her arrival.

3. If a student is late to class, he/she must have a pass from the previous teacher in order to be admitted. If the student has no pass, he/she must go to the office to receive an unexcused tardy slip.

Any student receiving 5 tardies per quarter, excused or unexcused, will have detention and loss of open campus for that day and their parents will be notified. For each subsequent tardy, parents will be notified and the student will receive detention and loss of open campus. If it continues to be a problem, other measures may be taken at the discretion of the administration.

## **2.11 Visitors**

Non-school students and personnel are considered "visitors". All visitors, including parents and family members, must sign in at office upon arrival.

Students planning on having visitors attending school with them must receive approval from the office and their teacher(s) at least one full day prior to the anticipated visitation.

## **3.00 9-12 Course Information**

### **3.01 Required Courses for Graduation**

English:	English I, English II, English III, English IV, and 9 <sup>th</sup> Grade Speech
Math:	Algebra I
Physical Ed:	Physical Education I
Theology:	Theology 9, Theology 10, Theology 11, and Theology 12
Science:	Physical Science, Biology
Social Science:	Geography, American History, American Government, World History
Fine Arts:	Chorus I (9 <sup>th</sup> Grade) and Art I (9 <sup>th</sup> Grade)
Business:	To be selected from business curriculum

### **3.02 Elective-curriculum**

Art:	Art I, Art II, and Advanced Art
English:	Writing, Yearbook or Journalism
Business:	Accounting, Intro to Business, Small Business
Foreign Language:	Spanish I and Spanish II (Other Languages at discretion of Administration)
Ag Science:	Intro to Ag, Animal Science, etc.
Math:	Business Math, Applied Geometry, Pre-Algebra, Geometry, Trigonometry, Calculus, Pre-Calculus, Algebra II

Music: Chorus, Band, Individual Instruction  
 Physical Ed: Advanced P.E., Weight Training, Health and Fitness  
 Science: Chemistry, Physics, Anatomy and Physiology, Environmental Science  
 Social Science: Modern Problems, Psychology, Economics, and Independent Study

### **3.03 Spalding Academy Graduation Requirements**

30 Theology	40 English	40 Voc.Ed/Business
40 Social Studies	30 Mathematics	30 Science
10 Fine Arts	10 Health/PE	

\*All students enrolled at Spalding Academy are required to be enrolled in Theology.

\*All students enrolled at Spalding Academy are required to complete a minimum of 25 hours of community service each year they are enrolled. These hours are to be kept in the office and signed by the supervisor.

### **3.04 State Graduation Requirements, as established by Rule14**

40 English	40 Voc. Ed/Business	30 Social Studies	
20 Science	30 Mathematics	10 Fine Arts	10 Health/PE

Not all colleges have the same entrance requirements. Students in doubt about specific courses should consult the principal or counselor.

### **3.05 Drop/Add Procedure**

For any class which starts at the beginning of a semester, students will have 5 school days in which to adjust their schedule by dropping or adding a different semester class. Students with special circumstances (ie major illness) may drop/add class(es) with approval of Parents, Guidance Counselor, Instructor, and Administrator past the 5 school day limit. Necessary forms can be obtained from the office

## **4.00 Grading Information**

### **4.01 Report Cards**

Report cards are distributed in conjunction with parent-teacher conferences the first quarter, and thereafter, each of the remaining three quarters to the students.

### **4.02 Progress Report**

Paper Progress reports to the parents are sent out once every quarter. In addition to progress reports, online grading system is available for student/parent use throughout the school year.

### **4.03 Summative Assessment**

Student assessment is graded on the quality of work produced and tests taken. The student's academic achievement in relationship to percentile averages is figured using the following system:

## Grade Scale

A+	99 - 100	C+	84 - 86	F	0 - 70
A	96 - 98	C	80 - 83	I	Incomplete
A-	94 - 95	C-	78 - 79		
B+	92 -93	D+	76 -77		
B	89 - 91	D	73 - 75		
B-	87 - 88	D-	70 - 72		

### 4.04 Failing Students

Students that are "Failing" in a course of study are included on a list that is distributed to all instructors. Failing students are notified by the instructor assigning failing. The definition of a failing student is 69% grade point average or below. Parents will be notified when students are listed on Failing List.

### 4.05 Near Failing Students

Students that are "Near Failing" in a course of study are included on a list that is distributed to all instructors. Near failing students are notified by the instructor assigning near failure. Near Failing Student is 75% down to a 70% grade point average. Parents will be notified when students are listed on Near Failing List.

### 4.06 Eligibility

Students failing in two or more classes in one week will be ineligible for any extra or co-curricular activities during the week they are on the failing list.

Students failing in one class in consecutive weeks will be ineligible for any extra or co-curricular activities during the weeks they are on the failing list.

Students on the Near Failing or Failing List will not be afforded free time activities in the building, and will report to teacher after lunch and after school until 4:15.

### 4.07 Honor Roll

Students listed on the Honor Roll must maintain a grade point average of an 87% up to a 93% or above. A student may only have one C as their lowest grade to qualify. Any student with a grade point average of a 94% or above who does not qualify for the Principal's List, may qualify for the Honor Roll.

### 4.08 Principal's List

Students qualifying for the Principal's List must maintain a grade point average of a 94% or above with the stipulation that two advance level courses are taken. All grades must be "B" or above to qualify.

#### Advance Level Courses

Algebra	Algebra II	Chemistry	Geometry	Pre Calc
Biology	Physics	Environmental	Adv. Biology	Economics

Calculus	Anatomy	Psychology	Accounting I & II
Business	English	Trigonometry	Any course receiving college credit

Classes that are not included in grade point averages for honors:

P.E.	Art	Band	Chorus	Work Study
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## **5.00 Dress Code**

### **5.01 Daily Attire**

It is the policy of Spalding Academy that all students are expected to dress appropriately for a learning environment both during the school day and any school activity/practice. Clothing should be clean and in good condition, modest in appearance, in good taste, and project a positive image of the student and the school. All teachers are responsible for appropriateness of student clothing. If your dress offends any staff member, you will be in violation, sent to the office, parents notified, and asked to change. Discipline will be handled by the Administration.

Students shall be well-groomed and clean-shaven. Mustaches, beards, and earrings or other body adornments for gentlemen are not permitted. For women, only pierced earrings in good taste may be worn. Tattoos are not permitted.

**PANTS:** Casual pants, dress pants, and jeans in good repair (no tear/holes) are acceptable. No sweats or wind pants are to be worn except during physical education classes. No excessive baggy jeans or tear-away pants allowed at any time. No excessively tight pants or jeans allowed. Pants must be worn above the hips.

**SHIRTS:** Any tee-shirt, henley, traditional polo, or dress shirt is acceptable as long as it projects a positive image of the student and the school. Spalding Academy, or any sweatshirt can be worn over shirts. Button or pullover sweaters can be worn. No spaghetti strap tops, halter tops, off the shoulder tops, midriiffs, mesh or see-through tops. On Mondays, all PK-12 students will be required to wear the school spirit polo shirt.. On Wednesday, all PK-12 students will be required to wear a school shirt (t-shirt, crew neck sweatshirt.

Shirts and sweatshirts that advertise or promote alcohol, tobacco, drug use, or anything displaying messages that are offensive or contain sexual innuendo are unacceptable. These are contrary to the values of our school and parish.

**SHOES:** Tennis shoes and casual shoes can be worn on regular days. NO flip-flops, sports sandals, football, or track shoes.

**SKIRTS AND/OR DRESSES:** All skirts and dresses must be no more than 4 inches above the knee when kneeling down. No spaghetti strap tops, halter tops, off the shoulder tops, midriffs, mesh or see-through tops. No skorts.

**COATS AND HATS:** No coats will be allowed in the school rooms. Students should come prepared with crew neck sweatshirts or sweaters on cooler days. (Exception to wearing coats or hoodies would be based on temperature of the rooms. Permission will be given by individual teachers). No hats or scarves are to be worn in school buildings.

## **5.02 DRESS ATTIRE FOR MASS DAYS AND SCHEDULED DAYS**

Dress attire is to be worn to school all day on Mass days and on all days it is scheduled. Dress attire may also be required at the administration's discretion. Blue jean material for slacks, skirts, and dresses is not acceptable for dress attire.

Gentlemen: All student gentlemen are required to wear a collared dress shirt, tie, and dress pants. All shirts must be tucked in and a belt must be worn. Dress shoes are required for 7-12.

Ladies: All student ladies are required to wear a dress, skirt, or appropriate dress slacks with an appropriate blouse without wording. All skirts and dresses must be no more than 4 inches above the knee when kneeling down. Shirts are to be tucked in if they exceed the fingertips when arms are at sides or have tails. Appropriate dress shoes are required.

## **5.03 SHORT ATTIRE:**

Uniform black shorts, knee length khaki or walking shorts with polo shirt may be worn from the first day of school until September 30<sup>th</sup> and from April 15<sup>th</sup> to the last day of school.

**NOTE: The administration reserves the right to judge in all cases.**

## **6.00 School closing information**

In the case of bad weather, the Academy will announce the closing of school online and by television on channels NTV, and KOLN/KGIN-TV (10/11) along with SAVE captain notification. If school is in session at such time, all parents and guardians will be telephoned by the office. The student drivers will be sent home with those for whom they are responsible. Drivers who are picking up younger children will meet them in their classrooms.

## **7.0 Lunch**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation

for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

Charge Policy – students may charge their daily lunch to be billed and paid at the end of each consecutive month.

Lunch price: PK-8 \$2.45, 9-12 \$2.70      Reduced Lunch price: \$0.40

Free/Reduced Lunch applications are available from the school office year around.

All applications are kept confidential.

### **7.01 Cafeteria Behavior**

Eating lunch in the cafeteria is a privilege. All students must conduct themselves accordingly or lose the privilege to eat with others. The following regulations are to be observed:

1. Respectful table manners are expected of every student.
2. The tables should be left clean, and all trays, silverware, etc., should be put in the proper place.

### **7.02 Open Campus**

High school students may have open campus privileges during the noon break providing there is no loitering, no harassing of underclassmen, or causing problems for businesses or their patrons, etc. Student vehicles are to remain parked and vacant. Violations of any of the above could result in the campus being closed at noon.

### **7.03 Food and Drink**

Food and drink are not permitted in the school unless a teacher directed activity. Students who have been caught with food or drink items will be disciplined. Students caught in businesses purchasing such during school hours, with the exception of 9-12 open campus, will be in violation and handled according to student discipline.

## **8.00 Organizations**

### **8.01 National Honor Society**

The National Honor Society is a national organization established to promote excellence in scholarship, leadership, character and service.

To be eligible scholastically for membership in this organization, a student must have an average of 90%. The names of students who meet this requirement are presented to faculty members who judge on all four qualities. Students who are rated high in all four areas are then invited to join the society. A student may be elected to the organization at the end of the first term in his/her sophomore, junior and senior year. After admission to the Society, a member will be expected to manifest the qualities which led to his/her acceptance and to maintain a scholastic average of at least 90%. Students who fail to maintain the four established criteria of scholarship, leadership, character and service will be removed from the society. The sponsor and administration will determine if an area is violated and will then follow up with the appropriate action.

### **8.02 Student Council**

The Student Council is organized for the purpose of providing the students a voice in school government. Members include:

1. The office of President and Vice-president: these offices are open to any incoming juniors and seniors.
2. The offices of Secretary and Treasurer are open to any member of the high school student body (9-12).
3. Two elected representatives from each class. Neither shall be the president of his/her class.

### **8.03 Letter Club (A-Club)**

The Letter Club promotes sportsmanship in and out of activities. It is open to high school individuals who have lettered at Spalding Academy.

### **8.04 Extra and Co-curricular Policies**

Students participating in extra or co-curricular activities shall be subject to the policies written in the Training Rules. See appendix.

## **9.00 Activities**

Students involved in activities are subject to all policies and expectations set forth by Spalding Academy and the activity's sponsors as listed in the SACS Activity Handbook.

### **9.01 Extra-curricular**

Boys: Football, Basketball, Golf, and Track.

Girls: Volleyball, Basketball, Cheerleading, Dance/Flag, Golf, and Track.

## **9.02 Co-curricular**

Boys and Girls: Speech, Play Production (One-Act), Chorus, Band, and Quiz Bowl Competition.

## **9.03 Prom**

Sophomores are expected to serve the meal. In case of small numbers, freshmen may be asked to assist in serving. In certain circumstances, students who served as freshmen may be excused from serving again as sophomores at the discretion of the sponsor and administration.

Clean up:

Sophomores are expected to clean up and store supplies the day after prom. In some cases other students may be asked to help with these duties at the discretion of the sponsor and administration.

Prom Dress Code:

All dress should be of modest taste. Girls dresses are to have no chest showing and be no shorter than 4 inches above the knee (including slits). Open back at least 3 inches above hip bones is allowed, and gentlemen are to be in slacks and dress shirt or other appropriate formal attire. *The administration reserves the right to judge in all cases.*

## **10.00 Property use and care**

### **10.01 Damages**

Damages from willful or grossly negligent destruction or damage of property must be paid for at replacement cost by the student before the student receives any or all class credits.

### **10.02 Technology Devices**

Any misuse of a school computer, ipad, or other device will result in the loss of the privilege to use such. Disciplinary consequences or fines for property damage may be assessed. Devices brought in to the school building or at school activities are subject to all school rules. However, the school is not liable for damage to personal electronics.

### **10.03 Internet (On-line Services)**

All students and parents will sign the Internet permission form at the beginning of the school year, which outlines Internet usage, cyberbullying, and disciplinary matters.

### **10.04 Library**

Students may use the library during their unscheduled periods. The library should be the center of the student's study life, and is for quiet study and research. The following regulations are established to achieve this end:

1. Students may use the library during unscheduled periods only with written permission from their instructor. Students that are in a respective study hall may not proceed to the library for the first five minutes of class. Classes needing library resources maintain priority in the library.

2. No class may do research as a group without the instructor present.
3. The library is for quiet study, only whispering when necessary will be allowed.
4. Encyclopedias and other reference items may never be taken from the library. These items may be checked out by an instructor, class period by class period (for one class period).
5. All books must be checked out and returned to the desk for replacement on shelves. Once taken from a shelf, don't attempt to return it to the shelf. Check it in at the librarian desk.
6. Books may be checked out for a period of two weeks. A fine of \$.25 will be imposed on anyone who does not return a book on time. A daily fine may be assessed thereafter for overdue books.
7. Periodicals and newspapers are reference items.
8. All borrowers are responsible for the book's protection from damage. Fines will be proportional to damaged items.

### **10.05 Telephone**

Students may use the telephone or their cell phone at the office with permission. To make a long distance call for a school activity, a student must have approval from the administration. Students will not be called from class to answer phone calls, except in an emergency.

### **10.06 Cell Phone /iPod/ and other electronic devices**

Cell phones can be distracting to the learning process, therefore, cell phones/iPods are not allowed at Spalding Academy without teacher approval. If a cell phone or device is on a student outside of the teacher's direction, then the student is in violation.

- The cell phone must be turned off while the child has it at school.
- The cell phone must remain in a backpack in the child's locker. It may not be in a desk, switch bag, coat, etc.
- The cell phone may not be taken on a field trip.
- The cell phone may not be used on school property during the hours of 7:45 AM – 3:30 PM with the exception of 9-12 students during open campus lunch time.

1<sup>st</sup> violation = teacher confiscates device, office retains it for 3 full school days, parents notified by the office

2<sup>nd</sup> violation = office retains it for 5 full school days, parents notified by office

3<sup>rd</sup> violation = cell phone will be checked into the office daily for remainder of semester and parents will be notified. If it continues to be a problem it will be handled at the discretion of the administration and may result in suspension.

– NO PICTURES/VIDEO, sexting, bullying, or loud use allowed. If violated, students will be handled according to the school discipline policy 14.02 Administration has right to search devices if safety is an issue.

## **11.00 Safety**

### **11.01 Fire Drills**

Fire drills will be held once a month in compliance with state regulations.

### **11.02 Tornado Drills**

A tornado drill will be held twice every year in compliance with state regulations.

### **11.03 Weapons**

Weapons are not allowed on school property to ensure the safety of all staff, students, and other person or interfere with the educational process. Those in violation will be reported to the administration. Parents will be notified and the school discipline process will be followed. Exceptions to the policy are for law enforcement personnel, adults who have it properly locked and stored, and/or students who have prior written permission obtained from the teacher, principal, and parent and the permission should explain how it is transported, locked, and stored. Per state regulation: Expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. For purposes of this section, firearm means a firearm as defined in 18 U.S.C. 921. The administration or the school board can modify the expulsion requirement on an individual basis.

### **11.04 Accident or Injury**

All school related activities are to be supervised by an instructor. No classroom is to be left unattended at any time. Any accidents or sickness should be reported to the office by the supervising instructor immediately, and if the injury is serious, the student should not be moved. Incident Reports will be filed.

### **11.03 Sexual Abuse Policy**

#### **DIOCESE OF GRAND ISLAND SEXUAL ABUSE POLICY**

Regretfully, sexual abuse is part of this day and age. The diocese of Grand Island recognizes this problem in society as a reality. It is the fervent hope of the diocese that by implementation of this policy, particularly in the area of screening and training, that the evil of sexual abuse may be avoided and the people of God, especially our children, may benefit from our ministry. Out of concern for the people we minister to, and out of concern for our own ministries, employees and volunteers, we must make every effort to eradicate such abuses and to help people who have a problem with sexual abuse, both victim and

perpetrator. To this end we establish the following policies regarding sexual abuse and its prevention:

- 1) All ministers, staff, employees and volunteers in any way connected with the Diocese of Grand Island, either through parish, institution, or school, who deal primarily with children under the age of 18 must be adequately screened before they begin their employment, ministry or volunteer work. The screening process shall include, but not be limited to necessarily, personal interview between the person and the pastor, department head or school official involved; a list of references to be supplied to and checked by the person's immediate supervisor; a specific question concerning the existence of any such person's criminal record and, if a criminal record is present, a specific check of such criminal record. If a criminal record is present it must be forwarded to the Diocesan Bishop for his decision as to whether that person may begin employment, ministry or volunteer work with the Diocese of Grand Island. If, during the process, a person refuses to comply with the request for criminal record or fails to divulge a criminal record, either such action will immediately disqualify an applicant from further consideration for employment, ministry or volunteer work.
- 2) Pastors, head of departments and superintendents of schools are required to write a job description for each minister, employee or volunteer who deals primarily with children. Within each such job description the Diocesan policy on the issue of sexual abuse and sexual conduct shall be contained. The Diocesan policy which shall be stated is that sexual behavior, both verbal and nonverbal, is inappropriate in any ministry setting. It will be the responsibility of pastors, heads of departments, and superintendents of schools to provide adequate training regarding appropriate and inappropriate sexual contact to ministers, employees and volunteers who work with children.
- 3) In recognition of the reality that sexual abuse does unfortunately occur in our world and that in many instances such sexual abuse may involve a child as a victim, it is the policy of the Diocese of Grand Island and all of its institutions that a child shall not be interviewed regarding a sexual abuse allegation while such child is attending one of the institutions of the Diocese without prior notification to the parent or guardian of the child or a church official being present for such interview.
- 4) If an allegation of sexual abuse should be made against a minister, employee, staff member, or volunteer connected with the Diocese, that allegation shall immediately be communicated to the Bishop or his representative. If, after initial review, the Bishop or his representative determines further investigation is warranted, appropriate local civil authorities may be notified regarding the allegation.
- 5) Upon notification to the Bishop or his representative of any such allegation the Diocese reserves the right to place any such minister, employee or staff member connected with such allegation upon immediate administrative leave pending further investigation into the allegation by church authorities and/or civil authorities.
- 6) If any such allegation is made involving a volunteer in the Diocese the Bishop or his representative may immediately cease any volunteer work being done by such person in any of the Diocesan institutions pending further investigation into the allegation.

- 7) Each employee and volunteer and applicant for employment or volunteer work in the Diocese shall be made aware of these policies. Such person shall also be told that the Diocese of Grand Island and all of its parishes, institutions and schools consider sexual behavior, both verbal and nonverbal, inappropriate in any ministry setting.

## **12.00 Pregnancy**

Marriage has been provided by God for the creation of new life and for the happiness of men and women. Catholic teaching sees human sexuality, children and family as one in God's creative plan. We expect our students to prepare for marriage and the responsibility of family life, guided by the morality of the Catholic Church, and to practice sexual restraint during the years of adolescence.

### **12.01 School attendance/participation**

Due to Spalding Academy's concern for the physical health of the expectant mother and baby and the mental health of both the mother and father, it is the responsibility of the parents and involved student(s) to report a student pregnancy to the school principal as soon as they become aware of the pregnancy. The school Principal will decide when school personnel will be informed of the pregnancy. The Pastor will be informed immediately if the student(s) has not already done so. Student(s) involved in a pregnancy will be allowed to continue their education at Spalding Academy including the graduation ceremony with the following guidelines:

1. student(s) involved must accept a program of counseling as prescribed by the diocese of Grand Island and prescribed by the student's Pastor.
2. student(s) involved will be eliminated from certain school activities and organizations during the time of pregnancy. After pregnancy, student(s) may be allowed to participate in all school activities except the National Honor Society, and may not be eligible as candidates for Homecoming Royalty or May Crowning. In order to be reinstated, student(s) must have the approval of the administration, counselor, pastor, and parents.
3. Student(s) knowingly involved in the deliberate termination of a pregnancy will be suspended from Spalding Academy until the student can demonstrate that he/she can uphold the morals and values of the Roman Catholic Church and Spalding Academy.

### **12.02 Married Students**

Students enrolled in Spalding Academy who marry are to complete their education in accord with the following guidelines:

1. Catholic students must be married within the laws of the Church and must have complied with Diocesan regulations regarding the teenage marriage. Non-Catholic students must comply with comparable regulations deemed appropriate by the school administration.
2. The student continues to observe academic and disciplinary regulations

3. The school administration determines continued attendance on the part of the student will not have an adverse effect upon the rest of the student body. Those living in a consensual relationship will be grounds for immediate expulsion.

### **13.00 Drugs and Alcohol**

#### **13.01 Smoking and Alcoholic Beverages**

Smoking, drinking or possession of alcoholic beverages and tobacco or e-cigarettes, vaping, are not permitted on school property. It is also prohibited at any school sponsored activity. Violators will be dealt with individually and may lose the opportunity to attend school functions. Anyone participating in a co- or extra-curricular activity see the Training Rules for additional repercussions. See appendix D.

#### **13.02 Drugs**

Students suspected of using or possessing illegal drugs while attending Spalding Academy will be investigated. Authorities and parents will be notified. Anyone apprehended on the school premises or at a school function with drugs will be suspended. Expulsion of the student will be up to the school board. Anyone participating in a co- or extra-curricular activity see the Participation Rules for additional repercussions.

#### **13.03 Smoke-Free Environment**

It is the policy of Spalding Academy that all school buildings and property be maintained as a smoke-free, tobacco smoke and e-cigarette vapors or smoke, environment.

### **14.00 Discipline Process**

#### **14.01 Conditions**

Students may be suspended or expelled for: stubbornly refusing to abide by the standards of good moral and social conduct; extreme infractions of school regulations; conduct detrimental to respect for duly authorized authority; grave dereliction of a like nature. Where a serious offense does occur, or where drastic measures must be taken, the disciplinary process outlined in 14.04 will be taken.

#### **14.02 Specific Disciplinary Offenses**

1. Leaving school without permission, truancy, skipping class or hooky.
2. Damage to school property willfully or maliciously done.
3. Physically attacking or threatening a staff member or fellow student.
4. Use of motor vehicles during the day without administrative permission.
5. Theft of school property or the property of other students.
6. Bring shame or disgrace to the school while representing the school.
7. Academic dishonesty.
8. Violence, force, coercion, threat, intimidation, bullying, or similar conduct.
9. Possessing, selling or use of a controlled substance.
10. Other activities illegal in Nebraska or interfere with the school's purposes.

11. Any other deviate behavior as defined by the administration and board of education.
12. Misuse of electronic instruments in the building (ipods, mp3, cell phones, etc.)

### **14.03 Bullying/Cyberbullying**

Bullying/Cyberbullying is not permitted. Spalding Academy recognizes that bullying and intimidation have a negative effect on school climate and they go against the philosophy of a Catholic education. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. **Definition of Bullying** – Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdown; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; cyber-bullying; and social isolation.
2. **Bullying is Prohibited** - Spalding Academy’s school community shall not tolerate any bullying on school grounds, lunch, or at any school activity on or off the school grounds.
3. **Staff Intervention** - Spalding Academy expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members’ safety. All staff members shall report the bullying on an incident report to be given to the school administration.
4. **Students and Parents** - Spalding Academy expects students and parents who become aware of an act of bullying to report it to the teachers or administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed in #6.
5. **Investigation** – Upon learning about a bullying incident, the principal, or designee, shall contact the parents of the aggressor and the victim, interview both students, and thoroughly investigate the incident.
6. **Consequences/Intervention** – Consequences for students who bully others shall depend on the results of the investigation and may include but not be limited to: counseling, parent conference, detention, suspension, and/or expulsion.

### **14.04 Disciplinary Process**

1. Consultation of Administration, Teacher and Student. This will be a private conference and will not be held in the presence of other students.
2. Temporary Suspension until Parents are Notified. The student will be marked absent during this time. If the suspension is lifted, the student must do all makeup work. The student will not be allowed to participate in any extra- or co-curricular school functions during out of school suspensions.
3. Student and Parent Due Process. Parents and student/s may obtain the right of a hearing and speak to the board of education. The hearing must be requested within three days of

the consultation with the administration. The board of education will meet within seven days at the time of request.

4. Suspension and Expulsion. A student who has been suspended from school is usually readmitted on a probationary status. Any further serious misconduct would result in permanent expulsion from school.

5. Final Readmission or Expulsion. This decision rests with the Board of Education. The student suspended or expelled may not be readmitted to school or be registered in another Catholic school without permission of the Diocesan Superintendent of Schools. If the student is expelled, a report will be sent to the Diocesan School Office within 24 hours of the suspension. No credits rightfully earned by an expelled student will be refused.

#### **14.05 Homework policy:**

Completion directly relates to your academic success in school. Students are expected to complete every assignment. Those not completing work on time are subject to after school work time.

If sick, 2 extra days will be given for each day absent. Elementary will be handled on a case by case basis.

#### **14.06 Plagiarism/Cheating**

Students who plagiarize or cheat on their work will be given a 0% and their parents will be notified. They will have the opportunity to redo their work at 1/2 credit.

### **15.00 Transportation**

#### **15.01 School Sponsored Trips**

If a student on retreat or a team is to spend the night away from home or is to participate in a field trip, permission in writing must be given by the parents or guardians of the student. Sneak days or trips of any type or under any name are forbidden.

#### **15.02 Busing Regulations**

Students transported by bus are to follow these regulations (This includes transportation in all vehicles).

1. All seating will be segregated (boys will sit with boys and girls with girls).
2. Students will remain seated when the vehicle is moving.
3. All students are required to ride the designated transportation to a school function unless special permission is obtained from the principal or superintendent in writing.
4. Students who wish to ride home with their parents must present a parental release in writing. Students will not be released unless the parent is present.
5. The emergency door of the bus is to remain closed and used only in an emergency.
6. Students are to clean up material brought on to vehicles upon home arrival.

NOTE: Students who willfully violate any of the above will follow through with the disciplinary process before being readmitted to ride in school vehicles.

### **15.03 Van**

Students are to follow the busing regulations. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:

### **15.04 Private Vehicles**

Students who drive vehicles to school will park them, or any other licensed vehicle, upon arrival, on the south side of the school building. Parking near the Parish Center should be to the north of the building to allow for elementary loading and unloading. Vehicles will not be driven until the student/s leave for home at the end of the school day. Students will not be passengers in any vehicle unless prior written permission has been given by the parent and administration. Written permission must be obtained from the principal or superintendent to use an automobile during the school day; i.e., run an errand, drive to public school, etc.

### **16.00 Alternative Report (Portfolio)**

Alternative progress reports are in the form of a portfolio. The portfolios are held in the office area and are confidential. Each portfolio serves as evidence for student progress, college readiness, employability skills and educational development. The portfolios are used to provide this evidence and evaluate the curriculum and Spalding Academy's performance.

### **16.01 Alternative Assessment Guarantee**

The progress of each student will be authenticated with evidence of accomplished work done by the student. This evidence will be kept in a student's individual portfolio in the counselor's office. Students as well as parents are welcome to review their portfolios at any time. Confidentiality will be maintained. Administration, teachers, students and parents will only be allowed to view individual portfolios.

Spalding Academy guarantees that its curriculum objectives are being carried out through the evidence collected in each student portfolio. Samples from the beginning to the end of the year will provide evidence of what the students know and are able to do. This document will provide evidence of having mastered and organized facts, and provide authentication of a student's ability to support ideas and statements within a specified format. In addition it will provide evidence of the student's ability to express philosophical understandings and their applications. The portfolios are a comprehensive scale in order to measure growth and knowledge in specific content areas. The portfolio will also indicate personal achievement and growth for employability or college readiness.

### **16.02 Portfolio Requirements**

Specific items will be collected to provide a student profile of skills. All portfolio requirements must be met in order to gain credit in the course of study. Any student unable to complete the minimum requirements will be referred to the administration for alternative methods of evaluation or failure.

### 16.03 Writing Requirement

Each student is required to complete one paper as assigned by instructor for that class in each of the following content areas in order to meet minimum requirements. All papers must meet the requirements stated in their class (cover page, documentation, font, size, format, etc.).

<u>CLASS</u>	<u>GRADE</u>
English IV	(12)
World History	(12)
Environmental Science	(11-12)
English III	(11)
Am. Gov't	(11)
Physics	(11-12)
English II	(10)
Chemistry	(10)
Am. History	(10)
Biology	(9)
English I	(9)
Geography	(9)
English (8th)	(8)
History (8 <sup>th</sup> )	(8)
English (7th)	(7)
History (7 <sup>th</sup> )	(7)

NOTE: All of the requirements from above will be accompanied by a statement of progress or standing by the instructor. At this time, the instructor will turn in all statements of progress accompanied by the student's work to the principal. In addition, any of the above papers may be combined in another content area.

### 16.04 Philosophical Expression

Each student is required to complete one philosophical paper on topic of the instructor's choice following the style outlined by the course instructor.

<u>CLASS</u>	<u>GRADE</u>
Theology	(12)
Theology	(11)
Theology	(10)
Theology	(9)
Religion	(8)
Religion	(7)

NOTE: All of the requirements from above will be accompanied by a statement of progress or standing by the instructor.

### **16.05 Comprehensive Understanding**

Students will complete two tests or major projects each semester to be included in their individual portfolios. These tests will be given at the beginning and the end of each respective semester in all courses that do not include a written requirement for portfolio assessment. NOTE: All of the requirements from above will be accompanied by a statement of progress or standing by the instructor.

### **16.06 Physical and Artistic Achievement**

The following requirements will be assigned to these disciplines:

All PE/Health courses:

Individuals will log quarterly progress to be submitted into their portfolios accompanied by a statement of progress or standing by the instructor.

All music and art courses:

A student statement of progress will be turned in on an individual project or a group project. The statement should describe the project and the student's part in the development of the project. A statement of progress or standing by the instructor will accompany the student statement.

### **16.07 Personal Achievement**

Students will be required to maintain a current resume. The resume must be up dated and submitted to the office by October 1<sup>st</sup> and May 1<sup>st</sup>. Students who fail to complete their resumes will not be given class credit until turned into the office with the principal's approval of work done. A binder cover page must also be submitted. Please see the style manual for specific information.

### **17.00 Maintenance of Student Records**

Spalding Academy recognizes the right of the student, parent or legal guardian to have access to the contents of student records, and to examine and challenge the accuracy of information contained therein. The administrator of Spalding Academy shall be responsible for maintaining, securing, and protecting the confidentiality of all student records.

### **17.01 Cumulative Records**

The cumulative record of each student shall contain: a) Legal name, birth date and place, sex; b) Names, addresses and phone numbers of parents or guardians; c) Student's attendance record; d) Student's grades and record of completed work; e) Student's standardized testing results; f) Record of any health reviews and inoculations; and g) Completed form of activities and awards. The records shall be maintained permanently in

the school archives. Other materials regarding students, such as disciplinary records, psychological testing, etc., shall be maintained in a separate area and shall be destroyed when the student graduates or leaves school.

### **17.02 Access to Records**

Only the following individuals shall have access to student records: a) Administrators, teachers and counselors for the purpose of serving student educational needs; b) Secretaries and aides as designated by the administrator for the purpose of recording, filing or disseminating information; c) Employers and other schools or agencies upon written request of the parent, guardian, or graduate named on the file; d) Officials of the judicial system upon properly issued subpoena or appropriate written permission of the parent, guardian, or graduate named on the file. Parents or adult graduate should be notified of any court ordered release.

### **17.03 Release of Records**

Procedures for the release of records must respect confidentiality. Written parents permission or the written permission of an adult owner of the record must be secured. The school shall record the names of those to whom the records are released and the date of release.

## 2019-2020 Master Calendar

<b><u>AUGUST</u></b>
6,7,8 Greeley County Fair
13 - Grades 9-12 Class registration
14, 15 - Teacher work days
16 - FIRST Day 8:00-1:30
<b><u>SEPTEMBER</u></b>
3 - Labor Day, No School
12 - Activity Day - No classes
<b><u>OCTOBER</u></b>
1 - Diocesan Teacher Convention - No School
9 - Activity Day - SA JH Contest (Gr. 7-12)
19 - End of First Quarter
24 - Parent/Teacher Conferences - No School
<b><u>NOVEMBER</u></b>
9 - Activity Day - State VB - No classes
21 - 1:00 Mass, 2:00 Dismissal
22 & 23 - Thanksgiving Break - No School
<b><u>DECEMBER</u></b>
21 - End of 2nd Quarter, 1:00 Service and Dismissal
Dec 22-Jan 2 - CHRISTMAS BREAK
No School
<b><u>JANUARY</u></b>
3 - First Day of 2nd Semester - 10:00 start
14 - Activity Day - Choral Clinic
26- Feb 3 - Catholic Schools Week
<b><u>FEBRUARY</u></b>
6 - Activity Day - No class
15 - Parent/Teacher Conferences - No School
<b><u>MARCH</u></b>
1 - Spring Break (State GBB) - No School
8 - Spring Break (State BBB) - No School
13 - End of 3rd Quarter
20 - Activity Day - Conference Music & NECC
<b><u>APRIL</u></b>
18 - 1:00 Service and dismissal
19 & 22 - Easter Break - No School
<b><u>MAY</u></b>
8 - Activity Day - District Track
12 - Senior Graduation
16 - Final School Mass - 8:15am
26 - Alumni Banquet

## Appendix B

### Bell Schedules

#### Regular Bell Schedule

7:55-8:00	Homeroom (Tardy @ 8:00)
8:00-8:54	First Period
8:55-9:49	Second Period
9:50-10:44	Third Period
10:45-11:39	Fourth Period
11:40-12:34	Fifth Period
12:35-1:02	LUNCH
1:02-1:56	Sixth Period
1:57-2:51	Seventh Period
2:52-3:46	Eighth Period
3:46-3:50	Homeroom

#### Mass Bell Schedule

8:00-8:10	First Period - Homeroom
8:15-9:00	Mass
9:00-9:36	First Period
9:36-10:11	Second Period
10:11-10:44	Third Period
10:44-11:39	Fourth Period
11:40-12:34	Fifth Period
12:35-1:02	LUNCH
1:02-1:56	Sixth Period
1:57-2:51	Seventh Period
2:52-3:46	Eighth Period
3:46-3:50	Homeroom

#### 10:00 Late Start Bell

10:00-10:30	First Period – Homeroom
10:31-11:01	Second Period
11:02-11:32	Third Period
11:33-12:03	Fourth Period
12:04-12:34	Fifth Period
12:35-1:02	LUNCH
1:02-1:56	Sixth Period
1:57-2:51	Seventh Period
2:52-3:46	Eighth Period
3:46-3:50	Homeroom

#### 2:00 Early Out

7:55-8:00	Homeroom
8:00-8:45	First Period
8:45-9:30	Second Period
9:30-10:15	Third Period
10:15-10:55	Fourth Period
10:55-11:35	Fifth Period
11:35-12:15	Sixth Period
12:15-12:45	LUNCH
12:50-1:35	Seventh Period
1:35-2:00	Eighth Period

## APPENDIX C: Activity Training Rules (see SACS Activity Handbook)

All students participating in any extra-curricular activity at Spalding Academy are to abide by these rules below as well as the Spalding Academy Catholic School Activity Handbook.

1. Use or possession of alcohol, tobacco, or other controlled substances is prohibited and will result in the following:  
First Offense: Suspension from activities for 21 calendar days or 3 contests, meets or games (whichever is greater). Self-reporting by student will result in suspension being reduced to 14 calendar days or 2 contests, whichever is greater.  
Second Offense: Suspension from activities for 28 calendar days or 4 contests, meets or games (whichever is greater). Self-reporting by student will result in suspension being reduced to 21 calendar days or 3 contests, whichever is greater.  
Third Offense: Dismissal from all extra-curricular activities for the remainder of the school year. In addition, the student will be required to participate in a professional evaluation for chemical dependency. If a student becomes a participant in a chemical dependency program, the student may be reinstated in school activities upon completion of the program. Verification of completion of the chemical dependency treatment program must be provided by the director of counseling of the dependency center prior to reinstatement of the student.
2. Curfew will be 10:00 p.m. on weeknights, 12:00 midnight on Friday and Saturday nights, and 9:00 p.m. on the night before any extra-curricular activity in which you are involved. On nights of a contest, curfew will be one-half hour after the bus returns from any away contest or the conclusion of a home contest.  
First Offense: One week of detention for non-athletic activities, and one week of extra conditioning for athletic activities.  
Second Offense: Two weeks of detention for non-athletic activities, and two weeks of extra conditioning for athletic activities  
Third Offense: Dismissal from that extra-curricular activity.
3. The sponsor, coach, or school office must be notified prior to absence from practice.  
First Offense: One week of detention for non-athletic activities, and one week of extra conditioning for athletic activities.  
Second Offense: Two weeks of detention for non-athletic activities, and two weeks of extra conditioning for athletic activities.  
Third Offense: Dismissal from that extra-curricular activity.
4. All speech and track scratches will be done by the sponsor or coach. Failure to participate in an entered event will lead to:  
First Offense: One meet suspension                      Second Offense: Two meet suspension  
Third Offense: Dismissal from that extra-curricular activity.
5. There will be no hazing or initiation. Failure to comply with this rule will result in one week of detention for non-athletic activities and one week of extra conditioning for athletic activities.
6. All suspensions will result in the participant remaining in school if school is in session during the event. If the event occurs while school is not in session, the participant will be expected to travel with the team. Failure to comply will result in dismissal from that extra-curricular activity.
7. Participants in extra-curricular activities must begin during the first week of the activity and will make up practices in which they did not participate.
8. Participants will show respect for these rules, sponsors, and coaches and other participants at all times, or face immediate dismissal from that extra-curricular activity.
9. The rules are for all Inter-Scholastic activities. If students found in violation of any of these rules, their parent/guardian will be notified.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Signing this agreement is your contract stating that you will abide by these terms for ALL ACTIVITIES in which you participate for Spalding Academy Catholic School.