

**Address**

615 Monroe Street  
 Fairbanks, AK 99701  
 Phone: 907.313.3062  
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**School Office Hours**

7:30 am – 3:00 pm

**Monroe Catholic  
 Junior-Senior High School  
 Administration and Administrative Staff**

Position	Name
Bishop of the Diocese of Fairbanks	Most Reverend Steven Maekawa, O.P.
Director of Schools	Frank Ostanik
Principal	Patrick Riggs
Religion Coordinator	Kathleen Kohler-Balko
Athletic Director	Abram Siddall
School Counselor	Annie Krause
Information Technology Director	Matt Gray
Educational Technology Support	Ryan Burke
Executive Administrative Assistant	Stephanie Wallace
CSF Administrative Assistant	Felina Kelly
Custodian	Bill Weis
Facilities	Dave Obermeyer
School Health Assistant	Angie Rich
Dean of Safety and Student Services	Lorna Illingworth

**Faculty**

Position	Name	Position	Name
Art	Nancy Krzymowski	Math/Science	Christine Keill
Band/Orchestra	Stuart Hudson	Math/Science	Patrick Riggs
Conditioning	Abe Siddall	Math/Science	
English/Yearbook	Martha Bristow	Physical Education	
High School English	Sean Patterson	Religion	Kelle Lynch-Baldwin
Junior High English	Katie Villafranca	Religion	Nicholas Shamrell
IT	Ryan Burke	Science	Susan Coronel
Librarian	Kerry Halvarson	Spanish I/II	Linda Sobarzo
Math	Michelle Atkins	Social Studies	Robert Bonestroo
Math	Gregory Lemieux	Social Studies	Dominic Scott
		Social Studies	George Peterson

**Parent-Teacher Organization Officers**

Position	Name	Position	Name
President	Rebecca Pogar	Vice President	Denise Werle

# TABLE OF CONTENTS

<b>History</b> .....	8
<b>Mission, Beliefs, and School-Wide Expectations</b> .....	10
Mission statement.....	10
Belief Statements .....	10
Pillars of a Monroe Education .....	10
<b>Parental Support and Involvement</b> .....	11
<b>Parent-Student Contact during School</b> .....	11
Addresses and Contact Information.....	12
Calendars.....	12
Student Information System (SIS) .....	12
Conferences.....	12
Proper Channels of Communication with Teachers and Administration .....	12
Procedure When a Conflict Arises.....	12
Teacher .....	13
Principal .....	13
Director of Schools.....	13
Board of Directors.....	13
<b>ATTENDANCE</b> .....	13
General Procedures Regarding Absence .....	13
Tardiness .....	14
Excessive Absences .....	14
Prolonged Absence.....	15
Guardianship .....	15
Open Lunch .....	15
<b>Visitors</b> .....	15
<b>DUTIES OF SUPERVISION</b> .....	16
Supervision of students outside school hours.....	16
Journals .....	16
<b>CAMPUS MINISTRY</b> .....	16
Mass .....	16

Retreats .....	17
Service .....	17
Annual School-wide Service Projects .....	17
Student Ministries .....	17
Altar Servers .....	17
Eucharistic Ministers.....	17
Student Retreat Team Leaders .....	18
<b>COUNSELOR SERVICES .....</b>	<b>18</b>
<b>STUDENT BEHAVIOR .....</b>	<b>18</b>
Expected Behavior for Students .....	18
<b>DRESS AND GROOMING .....</b>	<b>19</b>
Consequences for Noncompliance.....	19
General Prohibitions/Requirements .....	20
Dress Code Descriptions by Categories .....	20
Tops .....	20
Pants and Shorts .....	21
Skirts and Dresses (for females) .....	21
Footwear.....	21
Mass Day Dress.....	21
Exceptions.....	21
FORMAL DANCE DRESS CODE: .....	21
<b>DISCIPLINE POLICY .....</b>	<b>22</b>
Search and Seizure .....	22
Detention .....	22
Suspension .....	23
Suspension by Teachers.....	23
Suspension by Principal .....	23
Responsibility of Parents During Suspension:.....	23
Probation.....	23
Expulsion .....	24
Cause for Expulsion.....	24
Recommended Transfer of Students For reasons other than discipline .....	25
Due to parental behavior .....	25

Corporal Punishment .....	25
Discipline Issues.....	25
Drugs, alcohol, and controlled substances .....	25
<b>Tobacco, Nicotine, and vaping or electronic cigarette violations</b> .....	26
<b>Weapons</b> .....	27
<b>Harassment or Bullying</b> .....	27
School Facilities and Their Use .....	27
Respect for Property .....	27
Freedom of Expression.....	27
Assembly of Students .....	27
Food and Drink .....	27
Student Use of Technology .....	28
Acceptable Uses .....	28
Unacceptable Uses .....	28
Use of the Internet .....	29
Personal Computing Devices .....	29
Cell Phones/Music Devices.....	30
Cyberbullying.....	30
Skateboards/Scooters .....	31
Academic Learning Center .....	31
Lockers .....	31
Parking.....	31
<b>ACADEMIC POLICIES AND PROCEDURES</b> .....	31
Student Expectations .....	31
Homework.....	32
Graduation Requirements.....	32
Course Requirements: Junior High School .....	33
Seventh and Eighth Grades.....	33
Course Offerings: Senior High School.....	33
Freshmen .....	33
Sophomores.....	33
Juniors:.....	34
Seniors: .....	34

Electives.....	34
Changes in Class Schedule.....	34
Credit for High School Course Requirements Completed in Junior High .....	34
Diplomas.....	34
1. Monroe Diploma.....	34
2. Monroe Liberal Arts Diploma.....	35
3. Monroe Scientific Diploma .....	35
Grading Scales and Honors.....	35
Citizenship.....	35
Cumulative Course Grades .....	37
Teacher-Assigned Grades.....	37
Administrator-Approved and Administrator-Assigned Grades .....	37
Retakes .....	37
Audits.....	37
Outside Credit .....	38
Grade Point Average (GPA) .....	38
Rank.....	39
Honor Roll.....	39
Report Cards and Progress Reports.....	39
Academic Honesty Standards.....	39
Consequences for academic dishonesty .....	40
Scholarships and Awards.....	40
Records and Transcripts .....	41
<b>ACTIVITIES &amp; EXTRACURRICULARS .....</b>	<b>41</b>
Eligibility .....	41
Academic.....	41
Appeal Procedure Regarding Eligibility .....	42
Appeal for Restoration of Eligibility (Probationary) .....	42
Conditions of Appeal .....	42
Attendance .....	42
Rules for Participants .....	42
Physicals .....	43
Dances .....	43

<b>HEALTH AND SAFETY</b> .....	43
Mandated Reporting .....	43
Staff Reports.....	43
Staff Interviews .....	43
Social Worker/Law Enforcement Interviews.....	43
Parent Notification and Contact .....	44
Student Medical Information: Life threatening conditions.....	44
Administering Medicines to Students .....	44
Long-term administration of prescription medication (more than 10 school days).....	45
Short-term Administration of Prescription Medications (10 days or less) .....	45
Self-Administration of Inhalers and Auto-injectable Epinephrine .....	45
Nonprescription Medications .....	46
<b>Discipline Related to Medicine</b> .....	46
<b>Immunizations</b> .....	46
<b>Communicable Diseases</b> .....	46
Concussions.....	47
<b>Emergency Procedures</b> .....	47
<b>ADDITIONAL INFORMATION</b> .....	47
National Honor Society .....	47
Eligibility and Selection .....	47
Expectations of Members .....	48
Student School Supplies .....	48
Valuables and Personal Belongings .....	48
Tuition and Fees .....	48
Insurance .....	48
Bus misconducts.....	49
Field Trips and other School-related Events.....	49
Permission slips.....	49
Transportation of Students.....	50
Severe Weather.....	50
<b>Media Contacts</b> .....	50
<b>Special Needs Policy</b> .....	50



## HISTORY

Both **Monroe Catholic Junior/Senior High School** and the street in front of the school are named in honor of Father Francis Monroe, SJ. Prior to coming to Alaska, Fr. Monroe was the first librarian at Gonzaga University in Spokane, Washington. He arrived in Alaska in 1893. In 1899 he was stationed at Eagle City, but followed the miners to Fairbanks in 1904 and founded Immaculate Conception Parish. That same year he built Immaculate Conception Church at the corner of Wendell and 1st Streets. During the winter of 1911, he moved the church across the river to its present location on Cushman. He remained as pastor until 1921. In 1939, at the age of 85, his health deteriorated so much that he had to return to Spokane. He died on January 9, 1940.

Monroe Catholic High School began in the basement of Immaculate Conception Church in September 1955, with an enrollment of nine students in the 9<sup>th</sup> grade. Fr. Bernard McMeel, SJ was the first principal. In September 1956, Bishop Francis Gleeson dedicated the \$420,000, 13-classroom high school building. Fr. (later Bishop) George T. Boileau, SJ, was the first superintendent. The cornerstone of that building was etched with the Society of Jesus motto "A.M.D.G.," *Ad maiorem Dei gloriam*, for the greater glory of God.

In February 1957, Monroe opened its first gymnasium on the corner of Betty and Ina Streets, financed by the Monroe Boosters. This "new" gym was a surplus Quonset building obtained from Ladd Air Force Base by Fr. Larry Nevue, SJ.

In 1958-59, Monroe had a full four-year program of studies in place, a student body of 71 students, ten faculty members, and its first six graduates.

A library, and a classroom across the hall from it, were added about 1960; the Boileau Hall gymnasium was built in 1966. In August 1967, Monroe, like all of Fairbanks, was inundated by the flood. With the help of volunteer teachers, the school was able to save all the library books, textbooks and supplies from damage, and restore the building to a usable condition in time to open classes in September. The entire gym floor was taken up piece by piece and re-laid by Jesuit Brothers.

The Catholic School Board held its first meeting April 24, 1968.

In 1970, Bishop Whelan felt the need to increase financial support for our schools and asked Fr. McGuigan, SJ, to organize the first HIPOW (Happiness is Paying Our Way) auction. Under his initial leadership, and with the help of many volunteers and the support of the Fairbanks community, HIPOW continues to raise money for the operation of Monroe and Immaculate Conception Schools.

In the spring of 1992, the decision was made to change the division of the Catholic Schools from the K-8 Immaculate Conception School and the 9-12 Monroe Catholic High School to a K-6 elementary program and a 7-12 secondary program. In August of 1992, the Most Rev. Michael J. Kaniecki, SJ, presided over the dedication ceremony of the newly organized Monroe Junior-Senior High School.

In April of 2000, construction was completed on a major addition. New facilities include a library, computer lab, music room, administrative center, multi-purpose area, student commons and, most importantly, the new Holy Family Chapel to serve the entire student population. In addition, substantial renovations to locker and lab spaces were completed.



On May 9, 2013, the Catholic Schools of Fairbanks returned to its historical roots and became endorsed by the Oregon Province of the Society of Jesus. At the endorsement ceremony, Father Pat Lee, SJ, Provincial of the Oregon Province said, “We recognize that the Ignatian spirit on which the Catholic Schools of Fairbanks was founded is alive and well, continuing to animate the mission of the schools ... with the Endorsement Relationship we celebrate here today, there will be new opportunities for collaboration and growth with the schools of the Oregon and California Provinces, schools throughout the country, and indeed the entire world. The Catholic Schools of Fairbanks will bring its rich tradition of service to the people of Fairbanks, and we hope will be enriched by schools who share its mission. We give thanks to God, whose grace remains the foundation of these schools, and whose spirit remains its lasting hope. *Ad maiorem Dei gloriam!*”

## MISSION, BELIEFS, AND SCHOOL-WIDE EXPECTATIONS

### MISSION STATEMENT

The Catholic Schools of Fairbanks is a pre-K through 12 family that engages the world through the integration of knowledge and wisdom. We are guided by the Jesuit principles to become Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice.

### BELIEF STATEMENTS

**WE BELIEVE** the life and message of Jesus Christ as shared through the Gospel is a foundation of our school community, encouraging all members to accept the call to leadership and service in church and society.

**WE BELIEVE** our school is a center of knowledge, cultural enrichment, and disciplined thinking.

**WE BELIEVE** all students can learn, achieve, and succeed with the team effort of student motivation, parent support, and teacher guidance.

**WE BELIEVE** the school must foster academic, spiritual, social, and cultural development of the whole child.

**WE BELIEVE** in the importance of developing a community that prays together, learns together, and plays together.

**WE BELIEVE** reflective self-evaluation is essential to continual growth and progress, both individually and collectively.

### PILLARS OF A MONROE EDUCATION

These pillars of a Monroe education impact every aspect of education at Monroe. Each graduate has come to understand the importance of the following ideals:

- Open to growth
- Intellectually Competent
- Religious
- Loving
- Committed to doing justice

## **PARENTAL SUPPORT AND INVOLVEMENT**

Since by far the greatest influence on a child's thinking and behavior is his/her parents, the school cannot attain excellence in education without active support from the parents. As it is said during the baptism, you, the parents, "... will be the first teachers of your children in the ways of faith. May you be the best of teachers." It is the parents' responsibility to encourage in the child a positive attitude toward learning and to guide the child in becoming an academically successful and morally responsible human being.

This includes the following:

1. Supporting the spiritual development of your child by attending Sunday Mass or if non-Catholic, attending worship services of your faith.
2. Fostering in your child a Christ-like concern for all classmates and their reputations.
3. Sending your child to school on time.
4. Upholding the policies and rules of the school.
5. Supporting the authority of school personnel by refusing to criticize them in the presence of children.
6. Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.
7. Sending your child to school in proper attire.
8. Being available for conferences.
9. Assisting your child to establish a specified time and place to complete homework.
10. Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel.
11. Displaying courteous and respectful behavior at all school activities.

## **PARENT-STUDENT CONTACT DURING SCHOOL**

If a parent needs to contact his/her student during school hours he/she must call the office. Students will not be called to the office phone except for an emergency. Students will be given messages left at the office. Please do not call your student on his/her cell phone as **cell phones are not allowed to be visible or powered on during instructional time** except by special permission from the teacher in order to avoid disruption to the school learning environment.

**Do not visit teachers in their classrooms except by appointment.**

## ADDRESSES AND CONTACT INFORMATION

To keep school records current, parents are requested to notify the school of any address, telephone, email, or custody change ASAP. If your mailing address is different from your residence address, we should have your box number as well as your residence address. In cases of emergency, this information needs to be readily available. Please also ensure the school has an emergency contact other than parent/guardian on file, should it be impossible to reach you.

## CALENDARS

Calendars detailing important upcoming events and meetings that affect parents and students are available on website, ([www.catholic-schools.org](http://www.catholic-schools.org)) in our weekly bulletins and through the classroom teacher.

## STUDENT INFORMATION SYSTEM (SIS)

FACTS is the Student Information System (SIS) used by CSF. Through our SIS, parents and students will have access to the most recent grades available for current classes as well as an account of the student's historical grades. The use of FACTS is mandatory by all staff in order to create consistent and equitable access for parents and students of the Catholic Schools of Fairbanks. FACTS will also be the schools Learning Management System (LMS) and all assignments (except for pop-quizzes, potentially) will be posted to the LMS. Students will have a link to FACTS on their iPad and are expected and encouraged to check regularly for current grades, assignments, updates, and class information.

## CONFERENCES

Parent/Teacher/Student Conferences are held after the end of the first quarter and during the third quarter. At any time during the marking period, parents or teachers may request an additional conference.

## PROPER CHANNELS OF COMMUNICATION WITH TEACHERS AND ADMINISTRATION

In order to keep the channels of communication clear and direct and to promote an open Catholic community we ask the following of parents/guardians:

1. Contact your child's teacher if there is any problem concerning your student's academic progress, behavior, child-teacher relationship, or classroom procedure.
2. Contact the principal if there is concern about the administration of the school.
3. Contact the Director of Schools if there is concern about a school policy, school expenditures, admissions policies and procedures, plant improvements, or the direction of the schools.
4. Contact the Board of Directors if you would like to provide input regarding a school policy, expenditures, parent participation in the school, or the direction of the schools.

## PROCEDURE WHEN A CONFLICT ARISES

It is important that the following procedures be adhered to so the rights of all are ensured. The parties involved should make an attempt to solve differences of opinion or conflict at that level. *Appeals to a higher authority may not be considered unless an attempt at resolution has been completed.*

#### TEACHER

If a conflict arises between a teacher and a student, or a teacher and a parent, the parent should request a conference with the teacher as soon as possible. Every effort must be made to resolve the issue at this level. The teacher is required to keep a written comment regarding the conference on file. This should include the student name, date of conference, parent and/or teacher concern, outcome and follow-up by teacher.

#### PRINCIPAL

If communication with the teacher does not meet parent satisfaction, the parent should contact the principal to schedule a conference to relay his/her concern. The principal will make appropriate efforts to consult all parties and will schedule a conference if appropriate. After considering input from the appropriate parties, the principal will render a decision. The principal is required to keep a written comment regarding the communication on file. This should include the student name, date(s) of communication(s) and any related conference(s), parent concern, comments and follow-up action by principal.

#### DIRECTOR OF SCHOOLS

If the decision of the principal does not meet parent satisfaction, the parent should contact the Director of Schools. The Director of Schools will contact the necessary parties for input and will schedule a conference as appropriate. The Director of Schools will work with all parties involved to produce the best possible solution, adhering to school philosophy and policy. The Director of Schools' decision will be presented in writing to the parents, with a copy to the school administration.

#### BOARD OF DIRECTORS

If the decision of the Director of Schools does not meet parent satisfaction, the parent may make a written appeal to the Board of Directors. The Board of Directors will consult all parties involved, review the case and render a final decision, adhering to school mission and policy.

## **ATTENDANCE**

Regular attendance is expected and essential to the student's success. This is reflected in state laws that insist parents and school authorities must see to it that students are not absent from school.

1. Each student is expected to attend every assigned class and assigned study hall every day of the school year.
2. Routine medical appointments, etc. should be made out of school hours whenever possible.
3. Vacations, trips, etc. should be scheduled only when school is on break or out of session as missing class time puts additional stress on students, families, and teachers.

Because class attendance is such a crucial component of a student's success at Monroe, it is necessary that there be specific guidelines regarding student absence.

#### GENERAL PROCEDURES REGARDING ABSENCE

1. **A student who misses any class will not participate in any school-related extra-curricular activities/athletics on that day,** unless prior exception has been made.
2. For each absence a phone call and/or note from the parent is required before re-admitting the student to school. Parents are asked to call the school office by 8:00am on the day of the student absence.
3. **Students who leave school during the school day for any reason must check out through the office before they leave and as soon as they return.** (The exception is only for upperclassmen with an Open Lunch permission slip on file with the office)
4. When a student misses a class for any reason, he/she must see the teacher on the day he/she returns to class to learn what assignments must be made up. In such cases, teachers will supply reasonable assistance appropriate to the circumstances in helping the student to catch up. Missed tests are to be made up outside of class time so that the student does not miss additional instruction. Students will have one day for each day of absence to make up missing work unless alternate arrangements are made with the teacher.
5. Semester exams are scheduled well in advance. Students are expected to take these exams on the assigned dates and at the assigned times.
6. Unexcused absences are treated as a disciplinary matter, resulting in detention and, perhaps, suspension.

#### TARDINESS

1. A student arriving at school after 8:00 a.m. is considered tardy, as is a student who is not seated in class when the bell rings, unless permission was otherwise given.
2. Students who receive three unexcused tardies during a quarter will be assigned to detention.
3. Tardiness to class after the lunch period may lead to loss of the Open Lunch privilege.
4. Students who are more than 10 minutes late for class shall be considered absent from that class.

#### EXCESSIVE ABSENCES

1. If a student is absent seven times in a single semester, in a particular class, that student shall be considered excessively absent, and the parent notified.
2. If a student incurs more than ten absences, in a particular class, in a single semester without preapproval, credit will be withheld in that class and the parent notified.
3. For purposes of this policy, students who miss classes while participating in school-sponsored activities such as retreats, field trips, team competitions, etc., shall not be counted as “absent.”

4. Academic credit may be restored through an appeal to the administration. The student must provide documentation to the principal of the circumstances that have made such absence unavoidable. The principal will review the information and notify the student and the parents, in writing and by telephone, of his/her decision regarding credit.
5. An appeal of the principal's decision may be made to the Director of Schools within three working days. A written appeal of the Director of School's decision may be submitted to the CSF Board of Directors within five working days. The decision of the Board of Directors is final.

## PROLONGED ABSENCE

Vacations, trips, etc. should be scheduled only when school is on break or out of session, because long absences are detrimental to a child's scholastic development and it is nearly impossible for teachers to prepare equitable work for the child to complete independently. Prolonged absences can be extremely stressful to students, families, and teachers.

The principal **and** classroom teachers must be informed in writing of a prolonged, planned absence (more than 5 consecutive days) at least one week in advance of the absence. Parents are responsible for facilitating the learning of missed lessons and seeing that the work is completed and returned to the teacher upon return (or by the date specified by the teacher). Students are responsible for completing missed assignments.

## GUARDIANSHIP

Proper guardianship must be established and maintained for all students. Students may not attend school if they are not in the care of a proper guardian. When Parents/Guardians are away for any length of time, proper guardianship must be established. *If temporary guardianship is established the school must be notified in writing.* The notice must include the temporary guardian's full name and contact information, plus the dates/duration of temporary guardianship.

## OPEN LUNCH

Monroe has an open lunch policy. The current policy permits students in grades 10, 11, and 12 to leave the campus during the lunch period. Students who wish to avail themselves of this privilege must have a signed permission slip on file in the office.

Open lunch is a privilege that may be revoked; tardiness after lunch is one of the reasons for the revocation of the open lunch privilege. Students will not be allowed to eat in classrooms during instructional time. Students accruing three tardies after lunch will have their privilege revoked for a period of 20 school days. Any subsequent lunch tardy will result in the revocation of the privilege for the remainder (or 20 school days) of the semester.

## VISITORS

Unless the visit is prearranged, no visitors are allowed during the school day. Visitors must check in with the principal or office secretary before visiting during the school day. The school reserves the right to prohibit any person from being present on Monroe premises at any time.

Between 8:00 am and 3:00 pm, parents and visitors must report to the office and pick up a visitor/volunteer tag before going to any classroom.

*Parents and other guests must remain in the foyer in front of the office or in the chapel at all times unless special permission is given.*

## **DUTIES OF SUPERVISION**

### **SUPERVISION OF STUDENTS OUTSIDE SCHOOL HOURS**

**Considerations of safety and security make it necessary that students not be placed in unsupervised situations while at Monroe.**

Students should not be present on the grounds of Monroe Catholic Junior-Senior High School except during the school's normal hours of operation (7:30am - 3:00pm) and during supervised activities. Students who are at school after 3:00pm will be required to be under the direct supervision of a teacher, a coach, or to be in academic assistance. Students will remain in there until he/she leaves the school or released to the supervision of another staff member. Student misbehavior after school will result in disciplinary actions, a call to parents for immediate pick up or a revocation of the privilege of staying after school.

### **JOURNALS**

Journals may be used when appropriate and relevant to the subject area. Teachers will not encourage or invite students to share personal or intimate information. Journals will be open for viewing by each student's teacher and parent. Teachers will report to the student's parents, counselor, and the principal any information in the journal that may concern the life/health/safety of an individual. Teachers will inform students that their journals will not be confidential.

## **CAMPUS MINISTRY**

### **MASS**

We celebrate weekly liturgies in Holy Family Chapel on Wednesdays at 9:25 am for junior-senior high school and Fridays at 8:15am for grade school.

#### **Expected behavior at Mass**

1. Show reverence for God and respect for one another.
2. Participate in the Mass by praying, singing and answering the responses.
3. Look at the altar and the priest during Mass, especially during the Consecration.
4. Be respectful during the sign of peace.
5. Use song and mass books appropriately and with respect.



6. Following Mass, sit down quietly until dismissed by the teacher.
7. Wear appropriate dress for Mass days (see Dress Code).
8. Maintain social distancing

## RETREATS

Retreats allow students to take time from their everyday routines to examine their lives and spirituality. CSF holds retreats as an integral part of the religion curriculum beginning in fifth grade through senior year in high school. Day retreats for students in grades 5-10 are held once a year during school hours, usually at St. Raphael's Catholic Church. Our eleventh-grade students attend a weekend retreat called the *Junior Encounter* and the senior class experiences both a two-day retreat in the spring and a leadership retreat in the fall. Students will not be able to attend without a permission slip.

## SERVICE

Service is central to the Catholic Schools of Fairbanks. We are preparing students to live a life of service in church and society. In grade school, teachers incorporate various class service projects throughout the year. Students are required, in religion class, to complete a certain amount of community service hours each year. The required number of hours for each grade are as follows:

7 <sup>th</sup>	10 hours	8 <sup>th</sup>	15 hours
9 <sup>th</sup>	20 hours	10 <sup>th</sup>	30 hours
11 <sup>th</sup>	35 hours	12 <sup>th</sup>	50 hours

## ANNUAL SCHOOL-WIDE SERVICE PROJECTS

MCHS junior/senior high students and staff participate in RAMS Day in November. RAMS stands for Radical Acts of Mercy and Service. This happens on the day before Thanksgiving. We all go out to various agencies in the community to offer our services, from putting together food boxes at the Food Bank to making pies at the ICC soup kitchen.

Monroe also has a fall food collection for the Food Bank, and a penny drive during the school year. Various other service projects are sponsored by clubs and student activity groups as approved by administration.

## STUDENT MINISTRIES

All students are encouraged to participate in our school Masses as a greeter, reader, gift bearer, singer, or musician. Students may also be invited to write and/or read a prayer or reflection.

**ALTAR SERVERS**—Catholic students in grades 3-12 who are active members in their Church are invited to be trained as altar servers who assist the priest during our school Masses.

**EUCCHARISTIC MINISTERS**—Catholic high school students who are at least 16 years old, have celebrated the sacrament of Confirmation, and receive the Eucharist regularly are invited to be trained as Eucharistic Ministers who will assist the priest at Communion during our school Masses.

STUDENT RETREAT TEAM LEADERS—High school students are selected by the administration to act as peer ministers in leading retreats throughout the year. **Student retreat leaders will not be used this year.**

## COUNSELOR SERVICES

Counseling services are integral to the overall educational program and help students achieve school success. School guidance counselor services blends the expertise of a professional educator with a mental health perspective; understanding and responding to the variety of challenges that may face our student population. In general, CSF school guidance counselor services provide school guidance for students on a group and individual level, responsive services for students at the individual and group level (including referral services), and collaborative, system-wide support across grade levels and departments.

A student should schedule a meeting with the counselor if he/she has questions about the following:

1. Improving academic performance
2. Discipline issues
3. Schedule changes
4. Standardized test score results
5. Any issues involving peer aggression and/or BULLYING
6. Application for colleges
7. Scholarships
8. NCAA requirements
9. UAF and other college courses for dual credit

## STUDENT BEHAVIOR

Classroom rules and school rules are posted in classrooms and halls as a means of teaching positive behavior. Behavior expectations for students are an extension of the school's mission and its intention to grow students along the five pillars of our Jesuit education, being open to growth, intellectually competent, religious, loving, and committed to doing social justice. Administrators and teachers will discuss the specifics of these rules with students. Copies of the Student Handbook are available online at all times. Parents are required to sign and return the form on the final page of this handbook, acknowledging receipt and review. Students grade three (3) and higher are also required to sign.

### EXPECTED BEHAVIOR FOR STUDENTS

1. Be courteous and respectful to all.
2. Be women and men for others.

3. Follow directions of adults promptly.
4. Use hands, feet and objects appropriately.
5. Respect property of people and school.
6. Attend all classes on time; be ready to work, with necessary learning materials, and complete assignments.
7. Refrain from expressing personal prejudices against any individual or group.
8. Walk inside the school building and to assigned area.
9. Use appropriate language and voice in the school building.
10. Dress appropriately (according to school dress code).
11. Refrain from inappropriate displays of affection.
12. **Keep cell phones out of sight in the classrooms and hallways during school hours.**
13. Represent Monroe values at all school events and functions.

## **DRESS AND GROOMING**

Students and parents/guardians share the responsibility for proper dress and grooming. We expect that parents and guardians will assist and support the staff of MCHS in their administration of appropriate dress and grooming norms. Although dress and grooming are a means of expressing individuality and self-respect, students must realize that they are also responsible to the school community for their appearance and cleanliness. Clothing or grooming that detracts from the dignity of the students and the purpose of the school will not be permitted. In workplaces, job interviews, and professional conferences, written and unwritten expectations for proper dress are the norm, and students will be better prepared to meet these expectations with a school dress code.

Dress Code policies apply to our students when participating in all school activities on or off campus.

## **CONSEQUENCES FOR NONCOMPLIANCE**

Students not in compliance with the school dress code will need to

1. A warning will be issued.
2. Correct the problem immediately;
3. If the problem cannot be corrected, call parents for a change of clothing; and
4. ***Severe violations will require the student to remain in the school office until the problem is corrected.***

Additionally

1. The first two violations will be a warning and a letter will be sent home parents.

2. The third violation will result in a detention.
3. Subsequent violations will follow the guidelines for progressive discipline.

Dress Code Violations are cumulative through the academic year.

## GENERAL PROHIBITIONS/REQUIREMENTS

To maintain an effective educational environment, the following guidelines apply while students are at school:

1. Students may not wear an item of clothing or engage in a form of grooming that, in the opinion of the administration, distracts from the educational purposes and environment of the school.
2. Clothing must be clean, **not torn or frayed**, and appropriately fitting. Clothing may not depict inappropriate or anti-religious designs, captions, pictures or logos, such as those that promote alcohol, drugs, violence or sexual activity.
3. Sheer and/or see-through clothing are not allowed.
4. Long underwear or **pajamas may not be worn** as outer garments.
5. Military camouflage clothing is not allowed; military wear is not allowed.
6. Hats, bandanas, sunglasses, etc. are not to be worn in the building. **Hoods on hooded clothing are to be down while in the building.**
7. Make-up may only be worn in moderation.
8. Blankets and pillows will not be allowed.
9. Students may not wear visible tattoos, body- or face-painting.
10. Students may not wear body piercings (exception: pierced ears are allowed).
11. Students may not wear excessive jewelry.
12. **Hair is to be clean, groomed, out of the eyes; hair may not be spiked or dyed unnatural colors.** A small streak of red or pink is allowed to show support for cancer awareness.

## DRESS CODE DESCRIPTIONS BY CATEGORIES

### TOPS

Students may wear three types of shirts or tops:

1. Those with collars, buttons and sleeves (capped sleeves are allowed),
2. Collarless shirt with sleeves and a neckline that does not reveal cleavage,
3. Turtleneck or mock turtlenecks with sleeves.

All tops must be of appropriate fit and must be long enough to remain tucked in when both arms are raised above the shoulder.

#### PANTS AND SHORTS

Pants must be of appropriate fit, come above the hipbone and be worn there. *Pants must be hemmed and free from holes.. Athletic pants, sweats or athletic shorts, yoga pants, military pants, pajama pants, wide or baggy pants are not allowed.*

#### SKIRTS AND DRESSES (FOR FEMALES)

As an alternative to the above, female students may wear skirts with an approved top. Skirts and dresses should be just above the knee or longer when standing up straight. Skirts and dresses should not be excessively tight. Dress necklines must not reveal cleavage.

#### FOOTWEAR

Shoes must be worn at all times. All shoes must be closed-toed. Excessively high or spiked heels (i.e. over 2 inches) are not allowed.

#### MASS DAY DRESS

On Mass Day students are expected to “dress their best” to show respect for the holy space that we share and the importance of the Eucharist to the Catholic faith. These rules are in addition to the normal, daily dress code. *Slacks or khaki-style pants, nice shoes, with a button-down shirt are the minimal expectation for dress your best. Alternatively, young women may opt to wear dresses or skirts that go to the knee or longer and cover the shoulders, sides, and back.* Outdoor jackets, hoodies, and sweatshirts are not part of Mass Dress. *Mass attire should be worn for the entire day unless otherwise directed or for a class such as Physical Education or Conditioning.*

#### EXCEPTIONS

The principal may approve selected days or events as Team Days or Spirit Days, during which specific modifications may be made to these standards.

If the administration permits shorts during warm weather, approved styles are limited to Dockers/Cargo style shorts to the knee. Athletic shorts and cut-offs are not permitted for school dress.

#### FORMAL DANCE DRESS CODE:

Senior Ball and Prom are formal events where formal dress and behavior are expected. Students must adhere to the following dress code at all school dances. School officials will be at the entrance and will turn away students inappropriately dressed.

1. At formal dances, formal attire it to be worn. Strapless gowns and gowns with spaghetti straps are permitted provided they do not exhibit exaggerated cleavage. Dresses that are both backless and sideless are not acceptable. A dress must cover the female’s sides and must be above the waistline in back. No transparent clothing is acceptable.
2. Scarf-type tops with only string closures in the back and tops that show bare midriff are not allowed.

3. Skirts or dresses must be at or below the students' fingertips when their arms are naturally resting at their sides. Excessively tight dresses and skirts are prohibited as they DO "ride up" while students are dancing. Slits in dresses must not exceed the "fingertip" rule.
4. See-through clothing of any type is prohibited.
5. Men must keep their shirts on and buttoned. Undergarments are not appropriate outerwear for a dance.
6. No baseball hats or sunglasses.

Appropriate dress

Dress Shirts  
 Dress Slacks  
 Evening Gowns

Inappropriate Dress

Tee shirts/ Sweatshirts  
 Jeans of any color or style

Final decisions about appropriate attire are at the administrations' discretion.

## DISCIPLINE POLICY

Our regulations and procedures aim to establish the conditions necessary for achieving the purpose and ideals of the school. If the school is to function successfully and if students are to benefit from the schools' program, it is essential that students, parents and faculty understand and support school regulations and school authority. *In choosing the Catholic Schools of Fairbanks, both parents and students are choosing the Catholic Schools' philosophy, regulations and procedures.*

### SEARCH AND SEIZURE

*School lockers are school property and may be searched by school authorities.* If reasonable suspicion exists to necessitate a search, students and their belongings on school property (including but not limited to backpacks, cars, phones/mobile devices) may be searched in disciplinary situations.

### DETENTION

Students may be assigned to detention when their behavior violates school regulations or procedures. Detention is held on Tuesdays and Thursdays for a period of 30 minutes from 7:00 am to 7:30 am. Students are expected to serve detention on the next scheduled Tuesday or Thursday morning after the infraction. Students have the obligation to make alternative arrangements for transportation or activities should they be assigned to detention. In emergency situations or in circumstances of extreme hardship, parents may call the office to arrange alternative scheduling of detention. Students who fail to report to detention without prior approval are liable to receive further disciplinary action.

1. The first two detentions in a quarter will be served before school the Tuesday or Thursday following the day they are assigned.
2. The third and fourth detentions of a quarter will be served as a Saturday School Detention, assigned by the principal.
3. The fifth and sixth detentions in a quarter may result in a one-day suspension or additional time served outside the regular school day.

4. Further detentions accumulated in a single quarter will result in more serious consequences, including but not limited to probation, suspension, and expulsion.

## SUSPENSION

Suspension is the removal from one or more classes and/or activities for a stated number of days, but not to exceed ninety (90) school days. Suspension shall be used as an administrative and guidance technique according to the following:

1. As a method of effecting a behavior change after other approaches have been unsuccessful.
2. As a means of alleviating school or classroom situations when the administration believes that the continued presence of the problem will have an undesirable influence on other students.
3. As an administrative solution to a situation wherein a student breaks a significant school regulation or commits a serious misconduct.

**SUSPENSION BY TEACHERS:** Teachers may suspend, for good cause, any student from the class for a time not exceeding the one period during which the suspension is ordered and shall immediately report the suspension to the principal of the school and send the student to the principal for appropriate action.

**SUSPENSION BY PRINCIPAL:** The principal may, after a review of circumstances, suspend a student from school for the remainder of a day or for any period of time up to ninety (90) full days. In all instances, parents shall be notified of the action. A conference involving the parents, the student and the principal may be requested. For any suspension of three (3) days or more, the principal must notify the parents, by letter, of the action taken and the reasons for the action. A copy of the letter will be sent to the Director of Schools and the Board of Directors.

**RESPONSIBILITY OF PARENTS DURING SUSPENSION:** Parents are notified that the school assumes no responsibility for the supervision of a student during the period of suspension.

## PROBATION

Probation is defined as a period of restriction that allows a student a second chance to assume responsible direction for his/her own behavior and academic success. When a student's application and/or conduct falls below the minimum standards of acceptability, that student not only jeopardizes his or her own future success but creates an unnecessary hardship for the other students in the school. While we recognize that taking ownership of one's motivation is itself a learning experience, we also must make it clear that a student's persistent refusal to meet the minimum standards of application and conduct, the minimum standard of the pillars of a Monroe grad@grad constitutes grounds for dismissal from Monroe.

The following guidelines indicate the framework according to which a decision to dismiss will be made.

At the end of the second quarter or during second semester of 7th grade, if a student has three or more grades of "U" in citizenship on a quarterly report card, that student shall be placed on probation. The probationary period shall be two quarters; at the end of that time, the student's quarterly report may have no more than one grade of "U". Failure to comply shall result in the dismissal of the student from Monroe.

During the 8th, 9th and 10th grades, if a student has three or more grades of "U" in citizenship on a quarterly report card, that student shall be placed on probation. The probationary period shall be one quarter; at the end of that time, the student's quarterly report may have no more than one grade of "U". Failure to comply shall result in dismissal from Monroe.

During the 11th and 12th grades, if a student has two or more grades of "U" in citizenship on a quarterly report card, that student shall be placed on probation.

The probationary period shall be one quarter; at the end of that time, the student's quarterly report may have no more than one grade of "U". Failure to comply shall result in dismissal from Monroe. In addition, a student who is subject to such probation for a second time may be liable to dismissal from Monroe Catholic. Written notification of a student's probationary status will be sent to the parents.

## EXPULSION

Expulsion is defined as dismissal from the Catholic Schools. Re-admittance will be allowed only by approval of administration and the Board of Directors.

### CAUSE FOR EXPULSION

A student may be expelled when either of the following has occurred:

1. All other reasonable means of correction have failed to bring about acceptable behavior.
2. The nature of the student's offense is so grave that no other means of correction is deemed adequate.

### *PROCEDURE FOR EXPULSION*

The principal's examination of the issue at hand shall include an opportunity for the student to relate his or her version of the matter to the principal prior to the principal's determination of the appropriate administrative action.

1. The principal shall expeditiously refer the student's case to an advisory council composed of the principal (or his/her designated representative), the counselor, and at least one of the student's teachers.
2. The advisory council must either recommend:
  - a. Another means of correction
  - b. Expulsion
3. Whichever recommendation is decided, the principal will notify the student and parents of the decision and the reasons for it. The principal will advise the student and parents of their right to appeal the decision to the Director of Schools and Board of Directors. Subsequently, the principal will send the same decision, reasons and advice to the student and parents in writing and a copy of this letter will be sent to the Director of Schools and Board of Directors.
4. When the student and/or parent does not appeal the decision at the designated board meeting, the Board of Directors will ratify the expulsion.
5. When the student and/or parent does appeal at the designated meeting, the Board:
  - a. May take testimony from the student, parent, principal, teachers or other involved parties.



b. Will go into executive session to discuss and then sustain or overrule the expulsion.

6. If the board overrules the expulsion it must give in writing to the principal, parents, and student the specific conditions for the student's probationary re-admittance to the school.

## RECOMMENDED TRANSFER OF STUDENTS FOR REASONS OTHER THAN DISCIPLINE

The school may dismiss a student and recommend transfer to another school for reasons other than class or school discipline. A recommendation of transfer is a determination by the school administration that continued attendance either will not benefit the student or will make demands on the school that the school cannot meet. The following procedure is used for a student who is unable to benefit from schoolwork by reason of ability, emotional instability or the uncooperative attitude of the parents.

1. There is consultation between the teacher and principal as early as possible;

2. Conferences are held with the parent(s) concerning the possibility of dismissal and to discuss possible actions, alternatives and solutions. If a course of action is agreed upon, a timeline for evaluation of student progress will be established.

3. Follow-up conferences are held with the parents to evaluate the progress of the student.

4. At the conclusion of the improvement timeline, if dismissal and transfer is necessary, the principal will meet with the parents to inform them of this decision. Written documentation of compliance with the above procedures is to be retained on file in the principal's office and a letter will be presented to the Board.

## DUE TO PARENTAL BEHAVIOR

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend dismissal of a student and transfer to another school when parents are consistently uncooperative and conduct themselves in a manner that is disruptive to the harmonious relationships in the school. After a reasonable effort to elicit parental cooperation, the principal may recommend student dismissal and transfer in accord with the terms stated in the above paragraph. Documentation of the basis for this action and of all consultations with the parents must be retained on file.

## CORPORAL PUNISHMENT

Board policy prohibits the use of corporal punishment.

## DISCIPLINE ISSUES

### DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCES

It is the intent of the Catholic Schools of Fairbanks to maintain a drug-free and alcohol-free school environment so learning can take place. It is also the school's intent to educate students, so they are aware of the issues and problems related to the use of drugs and controlled substances. All consequences listed below are in addition to the TAD (Tobacco, Alcohol, and Drug) Policy from ASAA (Alaska School Activities Association).

A student shall not use, possess, or be under the influence of alcohol, marijuana, or other controlled substances on any school property or at any school-sponsored activity. Violation of this policy will result in immediate suspension.

When evidence indicates that a student is in violation of this provision, on the first offense he or she will be suspended from school for a minimum of ten school days, will receive 10 hours of community service, and will be placed on probation for the remainder of the semester. Family counseling may be recommended. For a second and subsequent offense(s), the discipline will, at minimum, be suspension for the remainder of the school year and may include expulsion. Law enforcement will be notified if laws have been violated.

Any student distributing or selling alcohol, a narcotic, depressant, hallucinogenic, drug paraphernalia, stimulant drug, or other controlled substance, either on or off school property will be suspended immediately from school, pending further investigation. When further evidence indicates that the student is in violation of this school provision, he or she may be expelled from the Catholic Schools of Fairbanks. Law enforcement will be notified.

Any student who, because of alcohol or drug use, is denied admission to, or has been dismissed from another school, may be denied admission to the Catholic Schools of Fairbanks.

When reasonable suspicion exists that a student possesses, is using, or is under the influence of drugs, alcohol, or any unauthorized substance, school administration may conduct a search of the student's lockers, car, and belongings.

When reasonable suspicion exists that a student possesses, is using, or is under the influence of drugs, alcohol, or any unauthorized substance, school administration may require that a student immediately submit to a urinalysis, alcohol or other drug test. Refusal to submit to, failure to submit to, or tampering with a urinalysis, alcohol, other drug test, or search will result in disciplinary action as if the results were positive. The school staff shall make a reasonable attempt to contact parents prior to requiring a urinalysis, alcohol or other drug test. Evidence of reasonable suspicion shall be made available to the parent upon request.

Narcotic drugs are defined in A.S. 17.10.230.

Depressant, hallucinogenic, and stimulant drugs are defined in A.S. 17.12.150.

### **TOBACCO, NICOTINE, AND VAPING OR ELECTRONIC CIGARETTE VIOLATIONS**

Use, possession, or distribution of tobacco, electronic cigarettes (or any other vaping paraphernalia), or unauthorized nicotine by students, while on any school property or at any school-sponsored activity, is prohibited and will result in disciplinary action. Solicitation, sale, barter, or exchange of tobacco, electronic cigarettes, or nicotine by students on school property or at any school-sponsored activity is also prohibited. The first offense will result in a 3-day short term suspension. The second offense of the school year will result in a 3-5 day short term suspension. The third and subsequent offense will be a minimum 10 day suspension and may result in expulsion.

When reasonable suspicion exists that a student possesses, is using, or is under the influence of drugs, alcohol, or any unauthorized substance, school administration may conduct a search of the student's lockers, car, and belongings.

When reasonable suspicion exists that a student possesses, is using, or is under the influence of drugs, alcohol, or any unauthorized substance, school administration may require that a student immediately submit to a urinalysis, alcohol or other drug test. Refusal to submit to, failure to submit to, or tampering with a urinalysis, alcohol, other drug test, or search will result in disciplinary action as if the results were positive. The school staff shall make a reasonable attempt to contact parents prior to requiring a urinalysis, alcohol or other drug test. Evidence of reasonable suspicion shall be made available to the parent upon request.

**The Catholic Schools of Fairbanks will enforce the ASAA Tobacco, Alcohol, and Drug Policy. Parents will be given pertinent information by our coaches. Please contact the Athletic Director with further questions.**

## **WEAPONS**

Students are not to bring any weapons, knives, or look-alikes to school, onto a school bus, or to any school-related activity. Possession of such may result in suspension or expulsion. The weapon, knife or look-alike will be taken and kept in the office until a parent or law enforcement agent can pick it up.

## **HARASSMENT OR BULLYING**

Harassment or bullying in any form is counter to Christ's teachings and will not be tolerated at Monroe. Students engaging in peer on peer harassment (real or in jest) will not be tolerated at The Catholic Schools of Fairbanks and are subject to administrative discipline, including possible suspension or expulsion from Monroe. Harassment includes, but is not limited to, any verbal, written, physical conduct, or electronic communication relating to race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social or cultural background, gender identity, or sexual orientation that is sufficiently severe, pervasive, or persistent that it substantially interferes with or limits an individual's academic performance, athletic activity, or creates an intimidating, hostile, or offensive academic or social environment.

Allegations of harassment should be reported immediately. Reports may be submitted to the counselor or principal. Students engaging in peer on peer harassment are subject to administrative discipline, and depending on the severity and frequency, possible suspension or expulsion from Monroe. CSF is bound by the policies and procedures of the Diocese of Fairbanks regarding sexual harassment.

## **SCHOOL FACILITIES AND THEIR USE**

### **RESPECT FOR PROPERTY**

Everyone must show a sense of concern and responsibility for the maintenance and upkeep of the school. Anyone who damages or defaces school property, even accidentally, is expected to repair, replace or pay for the replacement of the property. Students are expected to help keep the school clean and may be called on to help from time to time.

### **FREEDOM OF EXPRESSION**

Students of Monroe Catholic Junior-Senior High School are encouraged to form and express their thoughts and feelings and are expected to respect the rights and human dignity of others in their behavior and their expression. Printed material that is created, produced, or distributed on school grounds, or that can be perceived as representing the Catholic Schools, even if posted off school property, must be reviewed and approved by the administration or appointed designee.

### **ASSEMBLY OF STUDENTS**

The student body of Monroe Catholic Junior/Senior High School assembles for liturgy, special presentations and announcements, and activities. The administration, faculty, and students work together to plan and participate in all assemblies. The Student Government is the coordinating and representative body through which all student-initiated assemblies are organized.

### **FOOD AND DRINK**

During lunchtime, students are expected to eat in the commons area and are responsible for helping to keep that area clean. Students will be assigned, on a rotating basis, to help clean up the commons after lunch. Students may not eat lunch in classrooms without the explicit permission and supervision of a teacher in such circumstances as a club meeting, homework help, etc.

## STUDENT USE OF TECHNOLOGY

The Catholic Schools of Fairbanks provides a technology rich environment to enhance student learning. Technology is an integral part of a student's educational experience and must be used in support of the learning objectives of the school. The school is responsible for educating students regarding appropriate and safe use of technology resources. Students shall use technology, including the Internet, in a safe, responsible and ethically appropriate manner. Violation of this policy is subject to school discipline.

This policy applies to the students' use of all technology in all settings and instances that affect the school community, including but not limited to the following:

1. A student's use of his or her own technology device;
2. Student's use of his or her personal email account, social network, web page, blog or any other use of the Internet/Intranet to post information;
3. A student's use of CSF technology.

*Acceptable Use Agreements* must be signed by all employees, students and guests before access to technology can be granted. Neither students nor Signees should not expect any privacy in the contents of their personal accounts on the school system. The administration reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of a crime to law enforcement.

## ACCEPTABLE USES

Acceptable student uses of technology are those uses that support educational purposes and enhance learning opportunities in order to meet the instructional standards for class learning. A thorough discussion of the acceptable use is given in the Acceptable Use Policy signed at the beginning of the year.

## UNACCEPTABLE USES

Unacceptable uses of technology are those uses that are counter to the goals and objectives of the Catholic Schools of Fairbanks for optimizing the learning environment, or blatant misuses of technology resources. Students should report any instances of unacceptable use, cyberbullying, or system security breaches to the administration. It is unacceptable to use technology in violation of federal, state or local law, school policy, or regulation.

Examples of unacceptable uses of technology include, but are not limited to, the following:

1. Knowingly accessing or visiting, obscene, pornographic, or sexually explicit sites or materials;
2. Transmitting, sending or knowingly accepting inappropriate material using technology;

3. Using hardware and/or software that disrupts or interferes with the safety and welfare of the school community;
4. Altering the pre-set school software applications;
5. **Using a photograph, image or likeness of any student, or employee without express permission of that individual and of the principal;**
6. Maintaining or posting material to a Web site or blog that threatens substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school.
7. **Attempting to access websites that are blocked by school filters**
8. Sharing passwords or using another user's password or attempting to circumvent the network security systems.
9. Accessing personal email accounts, blogs, chat rooms, or other social networking sites without the permission and supervision of an instructor.
10. Plagiarizing with aid of technology will not be tolerated.
11. Copying, downloading or sharing of copyrighted materials without the owner's permission
12. Using technology in any way that distracts or detracts from the learning objectives of the teacher.

Any technology use occurring off school property (including home, other private property, business or commercial establishment, or public space) that disrupts or interferes with the educational process or safety and welfare of the school community, including cyberbullying of a school community member, is subject to school discipline that may include the loss of access to school technology, detention, suspension or expulsion.

## USE OF THE INTERNET

The Catholic Schools of Fairbanks provides student access to the Internet as a means to enhance education. In accordance with the Acceptable Use Policy, the following limitations are imposed on student use of Internet resources.

1. During the instructional day (8:00 am to the start of lunch and the end of lunch to 3:00 pm), students are prohibited from accessing or attempting to access social networks, personal email, message boards, or hosting personal web pages unless authorized and supervised by a teacher or administrator for instructional purposes.
2. Student file sharing must be approved and directed by the teacher.
3. Students are prohibited from playing Internet games during the instructional day unless otherwise directed by a teacher or administrator for educational purposes.

## PERSONAL COMPUTING DEVICES

1. A student may bring his or her personal computing device to school; however, instructors reserve the right to deny student use during instructional time.
2. A student who wishes to connect his or her personal computing device to school network must be granted permission from the school's Technology Support Specialist and the principal. Since students are

provided with a school-issued iPad and accessories, permission will only be given for a demonstrated need.

3. All rules and procedures that pertain to school computers apply to personal computing devices that are brought to school. Students should not have the expectation of privacy while using their own computers at school. The school reserves the right to search a student's privately-owned computing devices if there is reasonable suspicion that the student has violated school rules.

4. **The school will not be responsible for damage, loss or theft of any privately-owned computing devices.**

## CELL PHONES/MUSIC DEVICES

Cell phones, walkie-talkies, pagers, iPods, CD players, MP3 players, etc. **are not to be used without the explicit permission of the classroom teacher, turned on or in sight during the instructional day, as they will be confiscated by the teacher and turned into the office.** The first time a cell phone is turned into the office, the student may pick it up at the end of the day. On the second offense, parents will be required to retrieve the cell phone from the office. The only time a student may use these devices during the school day is during the lunch period. The phones in the faculty workroom and the faculty lounge are not available for student use. Students may ask to use the phone at the front office. Students may also ask to use a classroom phone while the teacher is present. Phone calls on school phones are limited to a couple of minutes.

**Note: Please do not call your child's cell phone during the school day**

Parents, if you need to contact your student during school hours, call the office and leave a message. **Do not call your student on his/her cell phone, as student cell phones are not allowed to be visible or powered on during instructional time.** If your child's phone disrupts class, he/she faces disciplinary measures, even if it's you calling or texting.

## CYBERBULLYING

The Catholic Schools of Fairbanks is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyberbullying, by students, staff, or third parties is prohibited and will not be tolerated by the school.

**Cyberbullying is the use of any electronic communication device to convey a message in any form (e.g. text, image, audio, or video) that defames, intimidates, harasses, insults or humiliates another in a deliberate, repeated, hostile or unwanted manner.** Any communication of this form, regardless of time or place, which disrupts or prevents a safe and positive educational or working environment at the Catholic Schools of Fairbanks, may be considered cyberbullying.

The Catholic Schools of Fairbanks will take any report of cyberbullying seriously and an administrator will investigate reports promptly. Students and parents are encouraged to report an incident immediately to

a staff member, who will take appropriate action. Individuals who make a report should also preserve evidence of the cyberbullying.

Students whose behavior is found to be in violation of this policy will be subject to loss of technology privileges and discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to sanctions as determined and imposed by the administration or Board. Any perceived criminal conduct will be reported immediately to local law enforcement.

### SKATEBOARDS/SCOOTERS

For insurance reasons, skateboards, scooters, and longboards are not to be used on the school property.

### ACADEMIC LEARNING CENTER

The Academic Learning Center is provided for the support of our academic programs. Leisurely browsing should not distract those involved in serious study. Drinks are limited to water in a container with a lid. Students may borrow materials from the Academic Learning Center as long as they observe the proper checkout procedures and return the materials on time. Generally, current magazines and reference books may not be taken out of the Academic Learning Center without the explicit consent of the supervising staff member.

### LOCKERS

Lockers are the property of the school and may not be permanently or inappropriately decorated. Students are issued a locker and a lock from the office. Students are not to change lockers or locks without approval from the office. Students are responsible to see to it that their lockers remain clean and locked at all times. The school is not responsible for theft from or damage to items in lockers. **Students are encouraged to leave their valuables at home.** Students should immediately report any needed locker repairs to the office. *School lockers are school property and may be searched by school authorities.*

### PARKING

Student parking is provided in the lot on the east side of the school. Students who wish to drive to school must register their car(s) with the office. *Students must park in an orderly way and must drive no faster than five miles an hour in the parking lot and no faster than the posted school zone speed limit of 20 miles an hour in the neighborhood.* Ordinarily, students are not allowed to leave class to start their cars during cold weather, and plug-ins are not provided for students. Students must promptly register their car with the front office.

*Parking on campus is a privilege that can be revoked if conduct is unsafe, inappropriate, or illegal.*

## ACADEMIC POLICIES AND PROCEDURES

### STUDENT EXPECTATIONS

The following are minimal expectations of student behavior at Monroe Catholic:

1. Be on time and have all materials required for class (books, paper, pencils, etc.).
2. Be awake, attentive, and participative in class.
3. Complete all class and homework assignments on time, in accordance with the directions of the teacher, and in a neat an acceptable form.
4. Be regularly present, especially on test days, and take the initiative to make up work missed when absent.
5. Be willing to accept direction and correction from the teacher in a spirit of mutual respect.
6. Seek extra help from teachers if any grade falls below 70%.
7. Communicate with teachers promptly in the event of an illness or vacation.
8. Use time assigned for study.

## HOMEWORK

Monroe Catholic Junior-Senior High students are enrolled in as many as seven courses each semester. The academic and behavioral standards in our school are high and students are expected to take responsibility for their work at home and in school. Students will be assigned an average of two to three hours of homework each night, or approximately 30 minutes for each class, which must be done in an acceptable manner and turned in on time. If a student finds themselves falling behind or struggling with assignments, it is their responsibility to speak with the teacher.

## GRADUATION REQUIREMENTS

Students must earn a minimum of 26.5 credits to receive a Monroe Catholic Diploma.

Students are required to enroll in at least four (4) credit courses each semester.

Enrollment in courses at the University of Alaska or other accredited institutions (with prior approval of the principal) may be applied toward the 7-course requirement.

As a condition for graduation from Monroe Catholic, a student must be in attendance (enrolled) at Monroe for the full second semester of his/her senior year. Exceptions to this policy may be granted only by appeal to the Board of Directors.

The course credits required for graduation from Monroe Catholic are:

The course credits required for graduation from Monroe Catholic are:

Religion	4.0 credits
English	4.0 credits
Math (including 2 years of Algebra)	3.0 credits
Science	3.0 credits



Social Studies	4.0 credits
Foreign Language	2.0 credits
Physical Education	1.0 credit
Electives	5.0 credits
Health	0.5 credit

## COURSE REQUIREMENTS: JUNIOR HIGH SCHOOL

### SEVENTH AND EIGHTH GRADES

1. Religion
2. Language Arts/Computers
3. Mathematics
4. Science
5. Social Studies
6. Physical Education/Art
7. Elective

## COURSE OFFERINGS: SENIOR HIGH SCHOOL

### FRESHMEN

1. Introduction to Catholicism/Hebrew Scripture
2. English 9 - Foundations of Literature, Grammar & Composition
3. Geometry, Algebra I
4. Biology
5. Alaska History/World History I
6. Physical Education/Health
7. Elective

\* 0.5 Credits of Physical education must be fulfilled by taking a P.E. elective or verifiable participation in a school or community sport or prearranged activity.

### SOPHOMORES

1. Christian Scripture
2. English 10 - Introduction to Critical Reading & Writing
3. Geometry or Algebra II/Trigonometry
4. Integrated Science 10
5. World History II/World History III
6. Elective / Foreign Language
7. Elective

#### JUNIORS:

1. Christian Ethics
2. American Literature
3. Geometry/Pre-Calculus
4. Science Elective (required)
5. U. S. History (Honors is an option)
6. Elective/Foreign Language
7. Elective

#### SENIORS:

1. Social Justice
2. World Literature (Honor is an option)
3. Economics/Government
4. Elective (A fourth year of mathematics is recommended)
5. Elective (A fourth year of science is recommended)
6. Elective
7. Elective

#### ELECTIVES

Each year, there are a variety of elective choices for which a student can register.

For students in grades 10-12, some electives are offered for dual credit (Monroe and UAF) via a partnership with the University of Alaska Fairbanks.

#### CHANGES IN CLASS SCHEDULE

Changes in class schedule may occur within the first two weeks of the semester and only after extraordinary circumstances and with approval from an administrator.

#### CREDIT FOR HIGH SCHOOL COURSE REQUIREMENTS COMPLETED IN JUNIOR HIGH

If a student completes a course prior to being registered as a high school student (during junior high), this class/classes may be used to fulfill graduation requirements, but the student will still need to complete 26 credits during the high school career. Exceptions to this policy must be approved by either the principal or the Director of Schools.

#### DIPLOMAS

Monroe Catholic High School offers three different types of diplomas. Each of the diplomas is conferred with “honors” for students who earn an overall grade average of 85% or higher and with “high honors” for a grade average of 90% or higher.

##### 1. MONROE DIPLOMA

Students who meet all the minimum requirements for graduation from Monroe Catholic will receive a Monroe diploma.

## 2. MONROE LIBERAL ARTS DIPLOMA

To earn a Liberal Arts Diploma, the student must complete:

- Two years of one foreign language
- A total of 1.5 credits from the following options:
  - 1 year or 2 semesters of an approved LA elective (band, orchestra, drama, creative writing, yearbook)
- 1 semester of an ART elective
- Studio Art (or other approved Art elective), yearbook
- An approved GIS elective equivalent

In addition, the student must maintain an overall average of at least 80%.

## 3. MONROE SCIENTIFIC DIPLOMA

To earn a Scientific Diploma, the student must complete:

- Two years of one foreign language.
- Four years of math in high school, to include algebra, geometry and precalculus, or a course of study culminating in calculus exclusive of the geometry requirement.
- Four years of science to include at least two of biology, chemistry and physics. At least two credits of science must be at the honors level.

In addition, the student must maintain an overall average of at least 80%.

## GRADING SCALES AND HONORS

### CITIZENSHIP

The Citizenship evaluation is based on the behaviors displayed by the student. The image of the Monroe graduate at graduation is not a static image, but rather the image of a mature student who has accepted the need to continuously develop and reflect in five areas. A graduate at graduation is: **open to growth, intellectually competent, religious, loving, and committed to doing justice**. At the same time, this mature student is aware that any path of growth will have setbacks and disappointments—each student's path will be unique to that student's level of religious and moral development.

Just as we expect Monroe students to grow into the world after Monroe, we expect them to model the development of the Monroe graduate at graduation in the classroom. The Citizenship evaluation quantifies this:

**Outstanding** citizenship – The student goes above and beyond the qualities listed as commendable. See the complete description below.

**Commendable** citizenship – The student is well-behaved, uses time wisely, and is well-prepared for class.

**Satisfactory** citizenship – The student is well-behaved and follows instructions.

Citizenship **Needs Improvement** – The student exhibits behavior that disrupts the learning of the student or the student’s classmates.

**Unsatisfactory** citizenship – The student’s behavior consistently disrupts the learning of the student or the student’s classmates.

To earn an evaluation of **Outstanding**, the student must, in the estimation of the teacher, exhibit development as a Monroe graduate at graduation in that classroom milieu. As such, beyond the requirements for a score of **Commendable**, the student must exhibit a willingness to grow in each of the five areas of the grad at grad image:

**a) Open to Growth**

- i) Student is learning how to accept both personal talents and personal limitations.
- ii) Student is learning how to manage time for a balanced lifestyle.
- iii) Student is becoming more flexible and open to other points of view, learning from teachers, other adults, and peers with differing points of view.
- iv) Student accepts responsibility for his or her own actions.

**b) Intellectual Competence**

- i) Student shows a curiosity to explore ideas and issues beyond the requirements of the assignment.
- ii) Student begins to understand the student’s rights and responsibilities in the classroom.

**c) Religious**

- i) Student is beginning to evaluate moral choices, reasoning through moral issues with growing support and understanding.
- ii) Student is mindful of the presence of God in all things.
- iii) Student begins to understand that faith in Jesus requires being a “man or woman for and with others.”
- iv) Student is learning the Church teachings on moral issues and social justice.

**d) Loving**

- i) Student is growing in self-acceptance.
- ii) Student has begun to identify and grow beyond personal prejudices and stereotypes.
- iii) Student takes into account the values and feelings of others when making decisions.

**e) Committed to Doing Justice**

- i) Student is growing more aware of selfish attitudes and tendencies which lead one to treat others unjustly.
- ii) Student is beginning to see that Christian faith implies a commitment to a just society.
- iii) Student is growing in their compassion and understanding of the marginalized in society.

Both the student and the teacher recognize that the image of the graduate at graduation is a work in progress, even after graduation, even for adults, and that an **Outstanding** student is working toward these

character traits, rather than has attained them. For every person along this path, there will be setbacks and disappointments – each path is unique to the religious and human growth of the individual. The teacher will assess Citizenship as it applies to that teacher’s classroom environment, looking for willingness to consider and grow, rather than attainment. At the same time, a score of Outstanding is to be earned by rising above the mere fulfillment of classroom requirements.

Academic Grades at Monroe Catholic Junior/Senior High School are defined as follows:

Exceptional Achievement	90 - 100%	(A)
High Achievement	80 - 89%	(B)
Satisfactory Achievement	70 - 79%	(C)
Unsatisfactory	60 - 69%	(D)
Failing	0 - 59%	(F)

### CUMULATIVE COURSE GRADES

Monroe Catholic High School utilizes a comprehensive grading system for those classes that cover a sequential curriculum. Therefore, as long as the student receives a passing grade of 60% or higher for the second semester (of a year-long course), he/she will receive one (1) full credit for the year. The following courses use the comprehensive percentage grading system: All Math courses and all Language courses.

### TEACHER-ASSIGNED GRADES

**INC (Incomplete)** may be issued by the teacher when the student has not completed the requirements of the course. Incompletes must be made up within 10 school days of the next grading period. Any incomplete not changed by the end of the ten (10) days automatically becomes an “F” unless there are extenuating circumstances approved in advance by the building principal. During the time an incomplete is on a report card, it will be treated as an “F” for the computation of the GPA and for the determination of eligibility for extracurricular activities.

### ADMINISTRATOR-APPROVED AND ADMINISTRATOR-ASSIGNED GRADES

**WD (Withdraw)** is used when a student withdraws from a course after the first ten (10) school days of the semester. The grade WD will not affect the GPA nor will any credit be awarded. However, the WD will be placed on the student’s permanent transcript.

**RETAKES** are possible when the student wishes to obtain a better grade in a course. The original grade will appear on the transcript, but no credit earned will be indicated. The original grade will not be figured into the GPA. Students will receive credit only once for a single course. The retaken course will also appear on the transcript and the grade earned will be figured into the GPA (whether or not the grade is higher or lower than the original grade). The credit earned for the course will appear on the transcript under the retaken course. If a student fails a retaken course, the credit for that course will be a zero (even though the student may have passed the original course). In the case of a failed retaken course that is required for graduation, the student will be required to take the course again.

**AUDITS** are possible by administration approval and on an individual case basis only.

OUTSIDE CREDIT will be awarded for courses taken at an accredited educational institution with the approval of the Director of Schools, Principal and Academic Counselor. Monroe Catholic High School utilizes a conversion table for outside credit grades, as most courses will be assigned a letter grade versus our standard percentile grade. For all outside credit letter grades, the following conversions will be used when computing cumulative percentages and class rank:

<b>A+</b>	<b>98%</b>
<b>A</b>	<b>95%</b>
<b>A-</b>	<b>92%</b>
<b>B+</b>	<b>88%</b>
<b>B</b>	<b>85%</b>
<b>B-</b>	<b>82%</b>
<b>C+</b>	<b>78%</b>
<b>C</b>	<b>75%</b>
<b>C-</b>	<b>72%</b>
<b>D+</b>	<b>68%</b>
<b>D</b>	<b>65%</b>
<b>D-</b>	<b>62%</b>
<b>F</b>	<b>58%</b>

### GRADE POINT AVERAGE (GPA)

Grade point averages (GPAs) are computed by first assigning a “grade point” to each percentage earned by completing a course. The number of “grade points” will then be summed for all courses. The total “grade points” is divided by the total number of classes attempted to arrive at the Grade Point Average (GPA).

<b>General Course Grades</b>	<b>Grade Point</b>
90-100%	4.0
80-89%	3.0
70-79%	2.0
60-69%	1.0

## RANK

The student rank (within his/her class) is computed at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarter based on cumulative percent and can be obtained from the Academic Counselor.

## HONOR ROLL

Honor roll lists are computed at the end of each quarter and reported to the Fairbanks

Daily News Miner as well as posted throughout the school news media.

- Academic First Honors: Grade average of all courses taken at Monroe within that marking period of 90% or higher, with no D's or F's.
- Academic Second Honors: Grade average of all courses taken at Monroe within that marking period of 85% to 89%, with no D's or F's.
- Pass/Fail Grades, which are limited to work (study) release or class aide, will not be averaged into GPA, Honor Roll, or eligibility standing. Incompletes at the quarter must be made up and assigned a grade within two school weeks of the end of the quarter or the grade will become an "F".

Exceptions to this policy must be approved by the principal or Director of Schools.

## REPORT CARDS AND PROGRESS REPORTS

Academic achievements, as well as citizenship are evaluated on report cards at the end of each quarter. For high school classes the semester grade for each course is based on the two quarter grades and the cumulative final examination, with each quarter grade counted as 40% and the final exam worth 20% of the final semester grade. Students working as an Aide for a class period will not be required to take an exam. For junior high classes the semester grades are derived from the average of the two quarter grades. Report cards are typically available in the SIS by the end of the first school week after the end of the quarter.

## ACADEMIC HONESTY STANDARDS

Academic honesty is essential to the traditions, ideals, and goals that define the kind of education offered at the Catholic Schools of Fairbanks. Teachers at each grade level will teach their students about both academic honesty and academic dishonesty.

ACADEMIC HONESTY consists of truth-telling and truthful representations in all academic contexts; attempting to help someone cheat, fabricate or plagiarize as described above. For example, to tell a classmate who is going to take a makeup test what kinds of questions were on the test would facilitate the classmate's academic dishonesty. However, since copying class notes is not cheating, to let someone who missed a class lecture copy one's own lecture notes would not facilitate academic dishonesty.

Generative AI For any assignment, written or otherwise, whether final submission or first draft, the majority of the material must be the student's original and authentic work, unless it is specifically stated otherwise in writing as part of the assignment. *When generative AI is used, students must clearly identify any writing or other media that originated from generative AI, even if that writing was paraphrased, and provide citations.* Generative AI is not to be used on tests or quizzes without explicit permission to do so.

(Examples of possible consequences include but are not limited to the following.)

### CONSEQUENCES FOR ACADEMIC DISHONESTY

The junior high years are formative years for young people in their understanding of the components of academic dishonesty. Consequences for academic dishonesty and for facilitating academic dishonesty in junior school may vary depending on the situation, the type of dishonesty and whether the dishonesty is first-time or repeated, and the severity of the student action.

High school students are preparing for post-secondary education, the military or work. Honesty is a critical life-skill. Therefore, consequences for academic dishonesty at this level will typically be more severe than for junior high students. Academic dishonesty will jeopardize a student's ability to be selected to National Honor Society or for scholarships and awards offered by the school. Any type of academic dishonesty may lead to suspension from the class or from school. Repeated offenses may result in expulsion from school.

Examples of possible consequences include, but are not limited to the following:

1. The teacher talking with the student and his/her parents;
2. The student writing a letter of apology acknowledging his/her understanding of the action;
3. The student receiving a zero for the assignment or test with the requirement that the assignment/test be redone without credit;
4. The student being sent to the principal's office resulting in parents being called with further consequences as described above.
5. Academic dishonesty may result in failure of the class and/or suspension from school;
6. A record of academic dishonesty will be kept in the student's file;
7. Repeated offenses may result in expulsion from school

**Obtaining knowledge is an exciting adventure. Knowledge is a building block of life.**

*Without honesty knowledge would be neither taught nor learned. Our Mission Statement requires honesty. Creativity without honesty becomes self-indulgence, intelligence without honesty degenerates into mere mental power. Self-knowledge without honesty cannot rise above self-deception, and the desire for truth becomes a craving for the rewards of those who have honestly found the truth. Without honesty, a concern for others may easily serve as a disguise for manipulation. The commitment to justice requires honesty, for to cheat, to fabricate, or to plagiarize is to act unjustly. Professional expertise requires honesty: cheating or plagiarizing denies the essence of what it means to be a professional in any field.*

### SCHOLARSHIPS AND AWARDS



Monroe Catholic presents a number of awards and scholarships for excellence in academic achievement. In addition, contributions to school activities, student merit, and service to others are recognized.

## RECORDS AND TRANSCRIPTS

Student records (transcript, health and shot records, standardized test results) are confidential. When a student applies to college or transfers to another school, he or she should request that the necessary records be sent to the new school. A student and/or his/her parents may also request a copy of the student's records for personal use. **No report card, transcript copy or any other record will be released to or for a student whose tuition payments are in arrears.** Student records are maintained in order to provide students with appropriate instructional services. Pertinent information contained in these records is available to the appropriate school personnel, to the student's parents and to the student, in accordance with the law, yet is guarded as confidential. These records are periodically reviewed, and outdated information is removed and destroyed. Requests to examine these records should be made in writing twenty-four hours in advance.

## ACTIVITIES & EXTRACURRICULARS

Students are encouraged to participate in extracurricular events and activities. The intent of these programs is to foster skills in the activity itself and instill responsibility and skills in communication, decision-making, and social interaction. Staff and faculty will conscientiously communicate objectives and progress toward reaching the goals to participants and parents/guardians. Activities offered at Monroe include, but are not limited to athletics (including basketball, baseball, football, soccer, softball, cheerleading, cross-country running, hockey, track, and volleyball), student council, NHS, and Academic Decathlon.

**During a pandemic or local outbreak and in keeping with the health, safety, and well-being of our students, all activities and extracurriculars will be continuously reviewed in reference to best practices and consultation with doctors and public health officials. Activities may be altered or canceled as a result of that review.**

## ELIGIBILITY

All students in grades 7-12 must meet the following eligibility and attendance requirements in order to participate in any competitive activity or sport or to participate in a school sponsored activity. These requirements are particular to Monroe Catholic Junior/Senior High School and are in addition to the requirements set by the Alaska School Activities Association, of which we are a member school.

## ACADEMIC

Students must have passed at least four core courses in the semester immediately preceding participation in sports or activities. All 7th graders and all 9th graders are immediately eligible upon enrollment if they are enrolled and in attendance at Monroe during the first quarter of their first year in junior or senior high, respectively. (ASAA regulation)

In addition, Monroe eligibility is based on quarter, not semester, report card grades. Students who wish to participate in activities or sports must not receive any more than three grades of "D" and can have no "F" grades recorded on the quarter report card immediately preceding the season or commencement of the activity, nor on any report card issued during the season or while participating in the activity.

A student who receives any "F" or more than three "D" grades for the quarter will become ineligible immediately upon notification that the official grades have been recorded and checked. The student will remain ineligible until the next quarter's grades have been officially recorded and show that the student is eligible to participate.

Parents and students are urged to carefully monitor progress reports and grades through the SIS in order to address any academic difficulty faced by the student before the end of the quarter.

### APPEAL PROCEDURE REGARDING ELIGIBILITY

The following is the appeal procedure regarding academic eligibility to participate in a competitive activity or sport or as a member of Student Government:

1. Each student is allowed the opportunity to appeal for restoration of eligibility one time each school year.
2. Appeal must be made in writing and received by the principal and athletic director within three days following official recording of grades.
3. Student will be notified of appeal approval/disapproval, by principal, within one week of appeal.
4. The student must have an overall grade average of 70% or above to be eligible for the appeal process.

### APPEAL FOR RESTORATION OF ELIGIBILITY (PROBATIONARY)

Restoration of eligibility (probationary) is based on, but not limited to the following:

1. Overall grade average, as well as individual grade for each class
2. Grades from current and previous quarter/semester
3. Citizenship
4. Detentions received current and previous quarter/semester
5. Suspensions served current and previous quarter/semester
6. Attendance-number of absences and tardies current and previous quarter/semester

### CONDITIONS OF APPEAL

1. Upon approval of appeal the student is eligible to practice with the team.
2. The student is not eligible to travel or participate in competitions/games for a minimum of three weeks following the quarter grades.
3. Grades will be monitored and checked at the end of the third week and sixth week of the new grading period. The student must meet eligibility criteria (Handbook pp. 30) to participate/practice/compete with the team.

### ATTENDANCE

**In order to participate in an activity, a student must be in attendance a full day.** Students will be not be considered in attendance for the full day if they are more than fifteen minutes late to the start of the day. Activities occurring on non-school days will require attendance for a full day on the last school day prior to the activity. Exceptions to this rule should be requested of the administration prior to the absence; they will be granted only in extraordinary extenuating circumstances. Students are expected to be on time and prepared for class on school days following evening activities or road trips.

### RULES FOR PARTICIPANTS

All Monroe Catholic school rules apply to our students whenever they are participating in a school activity, whether at home or away.

1. All athletes, cheerleaders, team managers, club members, academic team members, etc. are required to ride the school transportation to and from all events where school transportation is provided. (Exceptions to this policy due to extraordinary circumstances may be requested in advance from the Athletic Director.)
2. On a school-sponsored trip that requires the participating students miss school, each coach or activity advisor will set aside time for the students to study. The students are required to use the study time provided to keep up with their schoolwork.
3. When a school-sponsored trip requires that students travel on a Sunday, the coach or advisor will make arrangements for the team or group to attend a Sunday liturgy together.

## PHYSICALS

Sports physicals are required of all athletes and cheerleaders at Monroe Catholic Junior/Senior High School. (When possible, physicals will be offered at the school and are good for one calendar year.)

## DANCES

Monroe Catholic Junior/Senior High School sponsors a number of dances for our students. At high school dances, guests enrolled at other schools are allowed to attend if a Monroe student registers them with the office and acts as their host. Requests for guests at Monroe dances must be made in advance and approved by the principal. Forms are available at the office and must be completed and approved 24 hours prior to the dance. Students are expected to behave in an appropriate manner during dances; dancing that is overly intimate or recklessly violent is not acceptable.

## HEALTH AND SAFETY

### MANDATED REPORTING

Monroe Catholic Jr./Sr. High School abides by the Child Abuse laws of the State of Alaska. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Office of Child Protective Services within 24 hours.

### STAFF REPORTS

Any employee who suspects that a child has experienced physical or sexual abuse or physical or emotional neglect shall notify school administration and make a report to the Office of Child Services. Any doubt about reporting suspected child abuse and neglect is to be resolved in favor of protecting the child.

### STAFF INTERVIEWS

At all times, the validation of suspected child abuse or neglect is the responsibility of the Office of Child Services. In cases where abuse or neglect is apparent, it is not necessary to speak with the child prior to initiating the report to the Office of Child Services. When appropriate, school staff members may initially talk with the child to determine if a report to the Office of Child Services is indicated.

### SOCIAL WORKER/LAW ENFORCEMENT INTERVIEWS

In cases of suspected physical or sexual abuse or of physical or emotional neglect, the child may be interviewed at school by the OCS assigned social worker or a law enforcement officer without the prior permission of the parent or

guardian. An appropriate staff member shall attend the interview unless the student objects, or the social worker or the law enforcement officer determines this will interfere with the investigation, per A.S. 47.17.027(a).

#### PARENT NOTIFICATION AND CONTACT

Alaska Statute 47.17.027(a), provides:

If the department or a law enforcement agency provides written certification to the child's school officials that

(1) There is reasonable cause to suspect that the child has been abused or neglected by a person responsible for the child's welfare or as a result of conditions created by a person responsible for the child's welfare;

(2) An interview at school is a necessary part of an investigation to determine whether the child has been abused or neglected; and

(3) The interview at school is in the best interests of the child, school officials shall permit the child to be interviewed at school by the department or a law enforcement agency before notification of, or receiving permission from, the child's parent, guardian, or custodian.

A school official shall be present during an interview at the school unless the child objects or the department or law enforcement agency determines that the presence of the school official will interfere with the investigation. Immediately after conducting an interview authorized under this section, and after informing the child of the intention to notify the child's parent, guardian, or custodian, the department or agency shall make every reasonable effort to notify the child's parent, guardian, or custodian that the interview occurred unless it appears to the department or agency that notifying the child's parent, guardian, or custodian would endanger the child.

#### STUDENT MEDICAL INFORMATION: LIFE THREATENING CONDITIONS

When a child joins the Catholic Schools of Fairbanks, parents are asked to submit a child's medical record. All parents of children with a specific health condition, such as a life-threatening food allergy or asthma, are provided an action plan to give to their child's pediatrician to complete and return to the school. From this information, the school keeps its student health register that is available for all school staff. Action Plans are then sent to parents on an annual basis to update. If medication changes at any point in time, parents are expected to inform the school.

#### ADMINISTERING MEDICINES TO STUDENTS

The parents/guardians must advise school personnel of a student's medication to be taken at school. Except as directed by a physician or medical provider, the medication must be left with the building principal or his/her designee who will supervise its administration. In most cases, the designee is the school health assistant. Whenever possible, medication should be administered outside of school hours.

The school health assistant, in consultation with the principal, physician, parent, or medical advisor, may deny any medication request not deemed necessary to maintain sufficient health and participation in the school program. Medication requests that can be denied include but are not limited to the following: expired medication, improper medication, improper dosage, or the absence of need.

Herbs, vitamins, dietary supplements, homeopathic medicines, and other "natural remedies" will not be administered during school hours without

1. A written order from a healthcare provider authorized to prescribe in the state of Alaska,

2. Identification of the condition for which the product is being used,
3. A written request from the parent/guardian,
4. Verification that the product and requested dosage are safe for the student, and
5. Reasonable information about therapeutic and untoward effects and interactions.

*(Per NASN Position Statement Guidelines, June 2006)*

A record must be kept of all students receiving medication. This record must be accessible in the health assistant's office.

#### LONG-TERM ADMINISTRATION OF PRESCRIPTION MEDICATION (MORE THAN 10 SCHOOL DAYS)

Long-term (longer than 10 school days) administration of prescription medication by school personnel requires a *Request for Administration of Medication* form completed and signed by a physician or medical provider and signed by the parent/guardian.

All long-term medication and controlled substances must be delivered by the parent/guardian/adult designee to the school health assistant or the principal's designee. At that time the number of pills will be counted, with documentation signed by the school health assistant or principal's designee and the parent/guardian/adult designee. Long-term medication brought to school by a student will be held in the school health assistant's office and will not be administered until the parent/guardian/adult designee is available to document receipt of the medication.

Prescribed medication must be in the original container with a current prescription label.

Students with prescribed long-term multi-dose inhalers for asthma symptoms may keep an inhaler in their possession and self-administer as needed, if directed by their physician.

All prescribed short- and long-term controlled substances (e.g., Ritalin, narcotics) must be brought to school by a parent/guardian/adult designee, accompanied by a completed *Request for Administration of Medication* form. These medications may not be self-administered and will be kept and administered by the school health assistant or principal's designee in accordance with the directions of the legal prescriber. At the end of the school year, or if a medication is discontinued, the parent/guardian/adult designee will pick up the medication from the school health assistant or principal's designee. If the parent/guardian does not want the medication returned, the school health assistant or principal's designee and one other staff member will count and dispose of the medication and document the action taken.

#### SHORT-TERM ADMINISTRATION OF PRESCRIPTION MEDICATIONS (10 DAYS OR LESS)

Middle/High School - For middle/high school students, short-term prescription medication may be self-administered if the parent or school administration feels the student can safely do so. Students may bring to school the amount needed for one school day.

#### SELF-ADMINISTRATION OF INHALERS AND AUTO-INJECTABLE EPINEPHRINE

In accordance with Alaska Statute 14.30.141, a student may carry and administer medications for certain types of medical conditions (asthma or anaphylaxis) if the following criteria are met:

1. The parent or guardian will annually update the school health history form

2. The parent or guardian provides written (not verbal) authorization for the self-administration of the medications
3. The parent/guardian provides written certification from the student's health care provider that the student has asthma or a condition that may lead to anaphylaxis
4. The health care provider provides written verification that the student has received instruction in the proper method of self-administration of the medication and has demonstrated to the health care provider the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed
5. The parent/guardian signs a release of liability for the school and its employees or agents for injury arising from the self-administration or storage of the medication. The parent/guardian agrees to indemnify and hold harmless the school and its employees or agents for any claims arising out of the self-administration or storage of the medication
6. The parent/guardian will provide a written treatment plan for the student that is signed by the student's health care provider. The treatment plan will be consistent with school policy that if epinephrine is administered, emergency medical services (9-1-1) will also be notified
7. Health care provider means a licensed physician, advanced nurse practitioner, physician assistant, village health aide, or pharmacist (ref. Alaska Statute 14.30.141).

#### **NONPRESCRIPTION MEDICATIONS**

In acute illness and with parent/guardian telephone or written permission, nonprescription medications, which are on the approved standing order list, may be administered to students for fever, pain, or discomfort at the discretion of the school health assistant. If a written consent form is not in the student's health record, the parent/ guardian may provide a verbal/ telephone consent for a one-time administration of that medication. The parent/ guardian must complete the over-the-counter request form for future administration of over-the-counter medications.

Nonprescription medication may be self-administered by middle school and high school students but the medication must be in the original container and have only the amount required for that school day. The school health assistant may administer nonprescription medications that are listed on the approved standing orders from the district's medical advisor or for which the parent/ guardian has provided prior written/ verbal permission.

#### **DISCIPLINE RELATED TO MEDICINE**

A student found to have misused or possessed prescription or nonprescription medication with the purpose of altering his or her consciousness, or under circumstances presenting a potential of harm, will be considered in violation of Board policy regarding drugs, alcohol, and tobacco.

#### **IMMUNIZATIONS**

According to State Law, prior to first entry to an Alaskan public school district or nonpublic school offering pre-elementary education through the 12th grade, or any combination of these grades, a child shall be immunized against diphtheria, tetanus, polio, pertussis, measles, and rubella, except that pertussis is not required in children 12 years or older. Documentation of such must be provided to the school.

#### **COMMUNICABLE DISEASES**

In order to protect students, the Board of Directors may require physician's statements of fitness for continued school attendance. Students shall not attend school until the health hazard no longer exists.

Diagnosis: Parents and/or guardians may be required to procure and submit physician's statements of fitness to the School Board that their son, daughter, or ward poses no health hazard to students or employees of the Fairbanks Catholic Schools by attending school.

School attendance: If a physician's statement of fitness states that a student's school attendance poses a health hazard to other students or employees, the student shall not attend school until the health hazard no longer exists.

Alternate Educational Opportunities: If a student is denied school attendance because s/he poses a health hazard to students of employees, alternate educational opportunities will be recommended.

**In the event of a pandemic or localized outbreak, temporary guidelines will be sent out to families and posted to the SIS. Those instructions will supersede these rules.**

## CONCUSSIONS

Following a student's concussion related to a student's participation in school athletics, the Athletic Director, the school trainer and the principal will establish a return to play and return to schoolwork plan that must be followed by student, coaches, and teachers. According to Alaska state law, no student athlete shall return to play following a concussion on that same day and the athlete must be cleared by an appropriate health care professional before being allowed to return to play in practice or games. Only when an athlete is free of concussion symptoms for 24 hours are they eligible to begin the Return to Play Protocol, which is a minimum 6- day progression of increased activities. Returning to full schoolwork expectations will follow a similar daily monitoring of symptoms while increasing academic activities.

Following a student's concussion not related to a student's participation in school athletics, the principal and school health assistant will establish a return to schoolwork plan that must be followed by student and teachers. The plan will include daily monitoring to confirm that cognitive work does not provoke or exacerbate concussion symptoms while slowly increasing the student's participation in academic activities.

## EMERGENCY PROCEDURES

Emergency evacuation plans are posted throughout the school and in every classroom. Fire/Safety drills are practiced throughout the year.

If emergency evacuation of the school building should be necessary, students will be escorted to the GVEA warehouse across the street from the Catholic Schools of Fairbanks until the building is deemed safe or transportation to parents can be arranged. In the event that parents need to retrieve students from the GVEA site, children will only be released to parents who have proper identification once the students have been accounted for according to procedure.

## ADDITIONAL INFORMATION

### NATIONAL HONOR SOCIETY

#### ELIGIBILITY AND SELECTION

Junior and Senior students considered for election to this organization must have been in attendance at Monroe for at least one full semester and have a minimum cumulative grade point average of 85%. Eligible students will be invited to an orientation meeting during the first quarter to receive a Student Activity Information Sheet to be filled

out and submitted by a specified date. **Applicants will be considered on the basis of character, scholarship, leadership, and service as described in their application as well as the written recommendations of faculty**

**members. Academic dishonesty, significant discipline issues, or legal difficulties are just a few of the reasons a candidate might be rejected from NHS.** A five-member faculty council will select new members to NHS from these applicants.

#### EXPECTATIONS OF MEMBERS

Student members of the National Honor Society must maintain the standards of character, scholarship, leadership, and service for which they were selected, or be subject to dismissal from the organization. **Violations of the law, school regulations, significant or repeated violations of the school conduct code may also result in dismissal from NHS.**

#### STUDENT SCHOOL SUPPLIES

During the first week of school, teachers will tell the students about required supplies.

All children must have a book bag or backpack for carrying books to and from school. All school-issued texts need book covers throughout the school year.

#### VALUABLES AND PERSONAL BELONGINGS

We discourage students from bringing valuables to school. **The school is not responsible for the loss or damage of private articles and or valuables.**

#### TUITION AND FEES

Unless tuition and all fees are paid in full at the time of registration for schools, each family will formalize their financial intention by signing a Tuition Agreement. This contract describes the parent/guardian method of tuition payment. If for some reason a family is unable to meet the terms of the Tuition Agreement, that family must meet with the Director of Schools to determine an alternate schedule of payments. The tuition committee of the Catholic School Board may be substituted for the Director of Schools. Tuition is considered delinquent if the scheduled payments are not met as agreed. **Delinquencies will result in grades being withheld, including the semester grading period and transcripts. Should the school incur any attorney's fees, court costs or other expenses in collecting the balance due, such costs will be considered additional fees due.** Fees, tuition and other expenses shall be paid when stipulated by the school.

Unless otherwise authorized by the Director of Schools, all scholarship monies are applied to the second semester tuition. A student receiving a scholarship who withdraws from school during the first semester will not receive credit for the scholarship and all monies will become due even if tuition fees have been prorated. **NO STUDENT WILL BE ADMITTED TO CLASSES ON THE FIRST DAY OF SCHOOL UNLESS WRITTEN ARRANGEMENTS HAVE BEEN MADE REGARDING PAYMENT OF TUITION AND A TUITION AGREEMENT HAS BEEN EXECUTED.**

#### INSURANCE

Student insurance is available to all families through the school office. **Bus Services** Bus routes are established by the North Star Borough School District, 452-2000 ext.350. Our bus company is First Student, Inc. 456-6921 (Fairbanks) and 488-4477

(Two Rivers, North Pole, and Moose Creek).



Required behavior on the bus:

1. Obey driver at all times.
2. Classroom voices only.
3. Keep hands and feet to yourself.
4. Stay in your assigned seat at all times.
5. No fighting, spitting, or throwing objects.
6. No eating or drinking on the bus.

## BUS MISCONDUCTS

The following procedure is followed by administration regarding misconducts reported by the bus driver.\*

*First:* Warning

*Second:* Warning

*Third:* Three (3) day bus suspension

*Fourth:* Suspension from riding the bus for the rest of the school year.

\*The application of consequences is subject to administrative discretion depending on the severity of infraction.

\*Suspension from the bus does not excuse a student from school attendance.

Any bus deviations will be approved in the Monroe office with a written note from the parents requesting such deviation. The written note must include the following: bus number, where student is getting on/off and/or with whom the student is riding.

**Parents should make every effort to pick up students at the end of the school day. Students who do not ride the bus and are not an official member of a school extra-curricular activity or athletic must be in the Academic Center no later than 2:10 pm. Academic Assistance ends promptly at 5:00 p.m. The school will not be responsible for students who remain on the premises after that time. Please follow this regulation carefully.**

## FIELD TRIPS AND OTHER SCHOOL-RELATED EVENTS

### PERMISSION SLIPS

Written consent of parents and/or legal guardians must be received from every student participating in a field trip. Permission forms inform the parents/and or legal guardians of the following:

1. Name, location and date(s) of the event.
2. Mode of transportation to be used.
3. Name of school employee in charge of the field trip.
4. Parents'/guardians' responsibility:
  - a. Bring child to school at the appropriate time.
  - b. Pick child up at the appropriate time.
  - c. Provide proper clothing/equipment for child.

student will be allowed to participate unless a signed permission form is on file with the school prior to the field trip. The parent and/or legal guardian must sign the permission form.

## TRANSPORTATION OF STUDENTS

### *STAFF MEMBERS*

The school is governed by the insurance policies of the Diocese of Fairbanks regarding transportation of students for school-sponsored activities and events. Employees of the Catholic Schools of Fairbanks may not transport students (other than their own children) for school purposes without prior written authorization by the principal. In no instances will CSF employees be authorized to transport a student alone.

### *NON-STAFF MEMBERS*

Bus transportation is the most desirable method to be utilized for a field trip or school sponsored event and, whenever possible, this mode of transportation should be provided.

If a private passenger vehicle must be used, there must be administrative approval. In no instances will an adult be authorized to transport a student alone unless that student is their own child. The following information must be supplied, and the driver must certify this information in question:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
5. Vehicle must have a seat belt for the driver and one for each passenger.
6. A signed driver information sheet on each vehicle used must be submitted to the principal prior to the field trip.

## SEVERE WEATHER

If there is a question about school being in session, or if there is early dismissal due to severe weather, kindly listen to the radio or television, or call the school for information about closing or late buses. ICS and Monroe Catholic follow the same bus schedule. A message will also be sent out via the school information system. CSF follows the recommendation of the Fairbanks North Star Borough School District superintendent regarding early dismissal for the safety of students due to heavy snow, ice, or severe cold.

## MEDIA CONTACTS

News affecting the Catholic Schools as a whole shall be released by the Director of Schools or her/his designee. Each school principal is encouraged to release information concerning events, personnel, students, and programs in her/his school. **Media Interviews and Photographs**

Members of the public news media wishing to interview or photograph students at school need the prior permission of the principal. At the beginning of each school year, or upon enrollment, parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child(ren) at school.

## SPECIAL NEEDS POLICY

We are an open and caring Catholic community. We would like to provide a Catholic education for all; however, we do not have the facilities or resources to accommodate students who are not able to work and learn in the regular classroom setting.

**Right to Amend -- The Catholic Schools of Fairbanks administration reserves the right to amend this Handbook.**