



**Handbook
2020-2021**

St. Mary's Central High School
5802 Ridgeland Dr.
Bismarck, ND 58503
(701) 223-4113

ACT Code 350-160

Mission Statement:

The mission of St. Mary's Central High School is to provide an opportunity for its community to grow spiritually, academically and socially in a Christ-centered environment based on Catholic tradition.

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The regular school day begins with morning prayer at 8:15 a.m. and ends at 3:07 p.m. Each student is expected to be in his/her first class before the 8:15 a.m. bell rings.

Bell Schedules

REGULAR SCHEDULE	
TIME	PERIOD
8:10	1st Bell
8:15 - 9:05	Period 1
9:08 - 9:53	Period 2
9:56 - 10:41	Period 3
10:44 - 11:29	Period 4
11:32 - 12:17	Period 5 A
11:32 - 11:58	Lunch 5 A
11:58 - 12:43	Period 5 B
12:17 - 12:43	Lunch 5 B
12:46 - 1:31	Period 6
1:34 - 2:19	Period 7
2:22 - 3:07	Period 8

8:20 MASS/EVENT SCHEDULE	
TIME	PERIOD
8:10	1st Bell
8:15 - 8:20	Report to Period 1
8:20 - 9:20	Mass/Event
9:23 - 10:00	Period 1
10:03 - 10:40	Period 2
10:43 - 11:20	Period 3
11:23 - 12:00	Period 4
12:03 - 12:40	Period 5A
12:00 - 12:27	Lunch 5A
12:30 - 1:07	Period 5B
12:40 - 1:07	Lunch 5B
1:10 - 1:47	Period 6
1:50 - 2:27	Period 7
2:30 - 3:07	Period 8

Introduction

We are pleased to welcome you to the community that is St. Mary's Central High School. We are a school of students, educators, clergy, parents, friends, and alumni. We are glad you have chosen to be a part of St. Mary's Central High School.

There are expectations and demands that come with being a member of a school community. As a member of the St. Mary's community, you will be expected to follow the guidelines outlined in this handbook. These rules have been established to help ensure that all students are provided with an educational environment, which fosters academic, spiritual, and social growth.

We expect students to share in creating a healthy, moral atmosphere by living those Christian values they have been taught at home and in their parishes. We expect students to respect others and to take their studies seriously.

Historical Information

St. Mary's Central High School is a fully accredited Catholic high school offering four years of secondary education, grades 9-12. St. Mary's is owned by the five Bismarck Catholic parishes and serves the young people of Bismarck, Mandan, and the surrounding communities. The high school was founded in 1916. In 1951 a remarkable facility was built at 1025 North 2nd Street. Renovations and major additions in 1987 and 1997 provided the Catholic students of this community with a facility for the 21st century. In 2019 the new and exquisite SMCHS was opened at 5801 Saints Drive and will serve the needs of the Catholic and non-Catholic students for years to come.

Accreditation

Cognia (formerly AdvancED) accredits St. Mary's Central High School. A Certificate of Approval is issued by the North Dakota Department of Public Instruction. SMCHS is a member in good standing of the National Catholic Education Association.

Philosophy

St. Mary's Central High School strives to promote a Christian atmosphere of learning in which all students develop themselves academically, spiritually, emotionally, socially and physically.

SMCHS is committed to providing a foundation of faith in the Catholic tradition, and in fostering an environment in which students and staff will be free to experience the presence of Jesus Christ in their personal lives.

SMCHS is a student-centered school. It recognizes its responsibility to prepare students to be true and virtuous leaders and understands the unique needs and characteristics of adolescent students and uses teaching methods to meet those needs.

SMCHS promotes a close working relationship among students, staff, administration, family, and the community by recognizing the need of these groups to interact through mutual support, respect and cooperation.

In short, SMCHS is not, nor does it intend to be, just like any other school. Its responsibility goes beyond giving the student a body of knowledge, preparing him/her for a job, or developing him/her into an informed citizen, though all of these are significant and worthwhile goals. SMCHS exists to help each student discover his/her identity as a child of God by providing each of them an opportunity to encounter Christ, pursue truth, and have their hearts awakened.

Administrative Interpretation of Policies

The administration of St. Mary's Central High School reserves the right to interpret rules and policies of this handbook as individual situations and needs arise. Such interpretations will be made on the basis of the following principles: all questionable and enabling behavior must be addressed and confronted for the good of the individual; when there is a conflict of interests, the common good shall prevail. Additionally, circumstances arise in which current policies and practices need modification or in which no policy or practice exists. In these cases, the spirit of a Catholic school guides us to ensure the dignity of each student. The SMCHS Administration retains the right to amend the handbook for just cause and the parents will be given prompt notification if changes are made.

As a member of the SMCHS community, you will be expected to follow the guidelines outlined in this handbook. These rules have been established to help ensure that all students at St. Mary's Central High School are provided with an educational environment, which fosters academic, spiritual and social growth.

Environment

St. Mary's Central High School is an environment, which is created so that education can happen anywhere in the school setting. A SMCHS education addresses itself not only to the mind, but also the whole person. It is an environment which recognizes that if education is to be integrated into a person's life, the school community must work hard to reach each student and the student must also work hard to be reached. Most importantly, it is an environment created and maintained for the student.

Campus Policy

SMCHS has an open campus policy for lunch or free periods for grades 10-12. ***Freshmen*** must remain on campus at all times.

Statement on Human Dignity

At St. Mary's Central High School, Christ is the law by which all other laws are to be judged. As a Catholic institution of learning, in the governance of our daily life we look to the teaching of Christ, which is proclaimed in Sacred Scripture and Sacred Tradition, authoritatively interpreted by Church teaching, articulated in vital understandings of the human person, and continually awakened by the

wisdom born of inquiry and daily living. The abundant heritage of the Catholic faith informs and transforms our search for truth and our understanding of contemporary challenges in all of education.

The social teachings of the Catholic Church promote a society founded on justice and love, in which all persons possess inherent dignity as children of God. All Catholic teaching reinforces the need to recognize the fundamental dignity of all persons as created in the image and likeness of God (1). All persons are to be welcomed, respected, valued, and loved: "This is my commandment: love one another as I love you" (2). Therefore St. Mary's Central High School communicates and strives to live out the teaching of Jesus Christ, fostering Christian and Catholic standards of value and conduct among all its members.

St. Mary's Central High School, therefore, does not condone any and all direct or indirect harassment, intimidation, or bullying of any person. Furthermore, Catholic moral teaching clearly states that all persons, of any sexual orientation, are called to lives of chastity in accord with their vocation and state in life. The high school upholds this teaching of the Church with clarity and compassion. However, clarity is not to be confused with or result in actions that exhibit self-righteousness, deliberate offensiveness, or condemnation of anyone, nor is compassion to be confused with or result in actions that are condoning or endorsing morally wrong behavior or activities. The inherent dignity of each student is rooted in his or her identity as a child of God, who is able to receive the fullness of redemption through the saving passion, death, and resurrection of Jesus Christ.

1. Cf. Genesis 1:26-27.

2. The Gospel According to John 15:12.

Harassment Policy

St. Mary's Central High School is committed to providing an educational environment, which encourages the academic, social and spiritual growth of every student. Therefore, every student is entitled to a learning environment free of harassment: sexual, physical, verbal or cyber. **Victims of such harassment should report it to a member of the administrative team or a faculty member as soon as it occurs.**

Sexual Harassment

It is the policy of St. Mary's Central High School to maintain a learning and working environment that is free from sexual harassment. The school prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of SMCHS to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is unwelcome behavior to the recipient and may include actions such as:

- Sex oriented verbal "kidding" or abuse;
- Subtle or overt pressure for sexual activity;
- Physical contact such as patting, pinching, or intentional brushing against another's body;

- Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats;
- Obscene notes or graffiti;
- Inappropriate clothing implying a double meaning.

The school will act to investigate all complaints, formal or informal, oral or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school.

SMCHS will abide by the policies set forth by the Diocese of Bismarck in regard to sexual harassment.

Non-Violence Statement

Violence is an increasing problem in our society. St. Mary's Central High School supports a philosophy of non-violence based on Christian teachings. Members of the SMCHS community who do not follow this philosophy, whether by action or word, will be disciplined in a manner appropriate to the incident.

Notification of Non-Discrimination Policy

YOU ARE HEREBY NOTIFIED that in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, state, school rules, laws, regulations, and policies, St. Mary's Central High School shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs or activities which it operates.

It is the intent of SMCHS to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parent/guardian, and employees who feel the school has shown discrimination.

Specific complaints of alleged discrimination under Title IX, Title VI, and Section 504 should be referred to:

Reed Ruggles
Principal
Title IX Coordinator

Contact Information:

St. Mary's Central High School
5802 Ridgeland Dr.
Bismarck, North Dakota 58503
(701) 223-4113

Complaints can also be filed with the Office of Civil Rights:

Regional Office for Civil Rights
U.S. Department of Health and Human
601 East 12th Street – Room 248
Kansas City, MO 64106

All students attending SMCHS may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, consumer education, trades and industrial education, business and office education, etc., regardless of race, color, national origin, religion, age, handicap or sex.

Bullying Policy

Bullying means:

- A. Conduct that occurs in a school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and
 1. is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. places the student in actual and reasonable fear of harm
 3. places the student in actual and reasonable fear of damage to property of the student; or
 4. substantially disrupts the orderly operation of the school; or

- B. Conduct that is received by a student while the student is in a school, on school premises, in an owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and
 1. is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. places the student in actual and reasonable fear of harm;
 3. places the student in actual and reasonable fear of damage to property of the student; or
 4. substantially disrupts the orderly operation of the school.

- C. Conduct includes the use of technology or other electronic media.

Forms of bullying include, but are not limited to

- physical contact/assault or attempted physical contact/assault.
- name-calling, verbal assaults, or other putdowns.
- damaging or destroying property.
- social ostracism.
- threats of any kind. A threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.
- intimidation, either physical or mental.
- extortion or attempted extortion.

Prohibitions

While at school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or

event, a student or school staff may not:

- A. engage in bullying; or
- B. engage in reprisal or retaliation against
 - 1. a victim of bullying;
 - 2. an individual who witnesses an alleged act of bullying;
 - 3. an individual who reports an alleged act of bullying; or
 - 4. an individual who provides information about an alleged act of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including dismissal, in accordance with policy and law. School staff found to be in violation of this policy shall be subject to disciplinary action up to and including termination of employment in accordance with policy and law.

Victim Protection Strategies

When the school confirms that a violation of this policy has occurred, it shall notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident (s) or other violations of this policy. Strategies may include, but not be limited to the following:

- 1. Additional training for all students and applicable staff on implementation of the policy and/or bullying prevention.
- 2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers.
- 3. Assignment of school staff to monitor, more frequently, areas in the school where bullying has occurred.
- 4. Referral to counseling services for the victim and perpetrator.
- 5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

The school shall develop and implement bullying prevention programs for all students and school staff. The school shall include, in professional development activities, information regarding the prevention of bullying and shall provide information regarding the prevention of bullying to all volunteers and non-licensed personnel who have contact with students.

The school shall review and revise policy, as it deems necessary.

Procedural Steps

Procedures for **reporting, reporting options for students and community members, reporting to law enforcement and other forms of redress,**

reporting requirements for school staff, documentation and retention, investigative procedures, and disciplinary and corrective measures are outlined in our student handbook.

SMCHS Bullying Procedures relating to board policy on bullying Reporting

A victim or witness of bullying should immediately report the behavior to a teacher, counselor, or school administrator. Upon receipt of a complaint, the recipient shall forward it on to a principal or the president if the principal is the subject of the complaint. Complaints alleging bullying based on an individual's race, color, religion, gender, national origin, age or other class protected by law (hereafter 'protected class') shall be handled in accordance with the school's harassment/sexual harassment reporting policy.

Reporting Options for Students and Community Members

Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Complete a written complaint form: A complainant will have the option of including his/her name on this form or submitting it anonymously. The form may be returned to any school staff member, or filed in one of the school's main offices.
2. File an oral report with any school staff member.
 - A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.
 - Report Forms are available in the SMCHS office as well as online at www.smchs.org

Reporting to Law Enforcement & Other Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Reporting Requirements for School Staff

The school approved form shall be completed by school staff when they:

- Witness an alleged violation of this policy; or receive an oral report of an alleged violation of this policy.

The school approved form shall be completed by an administrator when s/he:

- Witnesses an alleged violation of this policy; or receives an oral report of an alleged violation of this policy.
-

Documentation & Retention

All written reports of an alleged violation of this policy received by the school shall be forwarded to the appropriate school administrator for investigation and

retention. Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the school for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the school, such reports and investigation material shall be retained for six years after the student turns 18.

Investigative Procedures

School administrators (i.e., a principal, an assistant principal, or the president) are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, or retaliation is reported using the applicable method (s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the school’s harassment/sexual harassment policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of the investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary.

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the school has found to have violated this policy shall be subject to

disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to the following:

1. require the student to attend detention;
2. impose in-or out-of-school suspension or recommend dismissal. Due process procedures contained in the school's suspension and dismissal policy shall be followed;
3. make restitution if applicable;
4. refer the student to a school counselor;
5. hold a conference with the student's parent/guardian and classroom teacher (s), and other applicable school staff;
6. modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
7. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other school disciplinary policies.

For bullying initiated off campus and received on campus (e.g., cyber-bullying), the school only has authority to impose any of the above disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off-campus bullying received on-campus, the school may only take corrective measures as described in items five through seven above.

If the perpetrator is a school staff member, the school shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Substance Abuse Free School

St. Mary's Central High School (SMCHS) recognizes that substance abuse is a treatable, complex, social, emotional and physical health problem. Identifying and treating substance abuse is primarily the responsibility of health care providers, family, and the community.

The school has an integral role in the prevention and intervention of chemical use and abuse.

It is the responsibility of SMCHS, its administration, board, staff, students, and volunteers, to maintain and promote a safe and efficient learning environment and to deliver services in a safe and conscientious manner. The use, misuse or abuse of alcohol and drugs pose a serious threat to SMCHS administration, board, staff, students and volunteers and to the public. Such use, misuse or abuse is prohibited by SMCHS. The school is a part of a network of community resources for helping individuals at risk of use, misuse or abuse of alcohol and drugs. The role of the school is to assist in early identification of the problem, intervention to treatment, and support after treatment and during recovery.

Definitions

1. "Drug" means marijuana, cocaine, opiates, amphetamines, phencyclidine, hallucinogens, methaqualone, barbiturates, narcotics and any other substance included in schedules I-V of the Controlled Substance Act (Section 812 of Title 21 of the United States Code). The term "drugs" includes alcohol and other legal substances used in an unauthorized manner, but does not refer to the legitimate use of substances authorized by law, which do not affect an individual's health or performance.
2. "Under the influence" means that the individual has any measurable amount of unlawful drugs in his or her system or is affected by alcohol or a drug, or a combination of alcohol and a drug, in any detectable manner.
3. "Reasonable suspicion" means a suspicion of illegal drug or alcohol use based on specific observations made by teachers, coaches, administrators or parents in the appearance, speech, or behavior of a student and the reasonable inferences that are drawn from those observations and/or information of illegal drug or alcohol use reported to school officials.

Prohibitions

Federal, state and local statutes prohibit the use and/or possession of unlawful drugs or the use and/or possession of alcohol by a minor. The legal drinking age in North Dakota is 21 years old. SMCHS has a legal and moral right and responsibility to uphold and enforce the law.

1. Prohibition against unlawful or unauthorized presence of alcohol or drugs: the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol, drugs or drug paraphernalia or electronic delivery systems such as electronic cigarettes or vaping devices is absolutely prohibited on SMCHS premises, in vehicles parked on SMCHS property, on SMCHS time or while engaged in activities representing SMCHS.
2. Prohibition against SMCHS or attendance at SMCHS "under the influence": no individual shall be present on SMCHS premises, or in vehicles on SMCHS property "under the influence" of alcohol, drugs or any substance which could compromise individual or public safety or performance.

Reporting the use of drugs which significantly affect safety or performance:

1. An individual under the influence of a substance, which could compromise performance or sobriety, has an obligation to inquire and determine whether the substance he or she is taking may or will affect his/her ability to safely and efficiently carry on his/her responsibilities.
2. If a student is using such a substance, the student is required to obtain a written statement of legitimate use from their physician.
3. Any such information must be reported to the principal prior to school attendance. A student taking any substance prescribed by a licensed physician must have the controlled substance in its original container, for review by the principal, which identifies the controlled substance, dosage, date or prescription and authorized physician.

Searches and Seizure Policy

According to school policy, all school property including student lockers, desks, and storage areas are subject to being searched by school officials. Not only are the above items subject to search, but also a student's person as well as personal property including cellphones and electronic devices, handbags, wallets, book bags, and automobiles may be searched. Furthermore, the use of drug-sniffing dogs may be employed when deemed appropriate by the administration. School officials will not conduct searches and seize items indiscriminately. "Reasonable suspicion" and "probable cause" will be factors in any search and/or seizure.

Substance Abuse Policy

A. Drug testing, which may include alcohol, is done only in case of reasonable suspicion requirements:

1. Teacher/Administrative staff identifies performance issues that are observed and documented. Reasonable suspicion may also be indicated by notification from police, or juvenile agencies to the administration.
2. Conference with the individual in question and parent(s), where applicable, regarding observations and/or performance, and decision to drug test. Parent(s) and students receive a written policy at time of registration. This will have been reviewed and signed with parent(s).
3. After reasonable suspicion has been established, the LOCCS President will be notified prior to requesting a test. After notification to the President, the individual will be asked to obtain a drug test (s) as soon as possible by a licensed, approved health care facility on site or at the testing facility. Prior to submitting to a drug test (s), the individual will sign a release of information to enable SMCHS to obtain the results of the drug test (s), and pay for the drug testing up front regardless of results.
 - a. If Negative
 - i. Discussion with administration, family members, student and any other necessary parties;
 - ii. Possible referral for additional steps.
 - b. If Positive
 - i. Discussion with administration, appropriate family members, student and any other necessary parties;
 - ii. Required evaluation/assessment of the individual at licensed treatment facility. If treatment is mandated, bi-weekly status reports must be provided to the administration.
 - iii. Individual can return to school while in treatment; however, drug screen results must be provided to school administration prior to return.
1. Failure to obtain a drug test (s) within the required guidelines may result in an immediate suspension or dismissal from SMCHS
2. Once reasonable suspicion has been established and drug test results (negative or positive) have been shared with administration, regular and random drug testing may be implemented.
3. In order for a student to stay enrolled at SMCHS, an individual must consent to the request of regular and random drug testing.

4. Delaying or denying a random or regular drug test (s), will be treated as a positive drug test result, and the parent will be notified immediately.
5. If any student is suspected of an alcohol violation, he/she may be asked to take a Breathalyzer test. Refusal to take a Breathalyzer test will be treated as a positive drug test result, and the parent will be notified immediately.

B. Discipline Policy:

1. Upon acknowledgment of initial drug screen, the individual will be referred to evaluation and treatment. SMCHS will not participate in cost of treatment or further screening necessary to enable the individual to return to the SMCHS environment.
2. Upon acknowledgment of a second positive drug test of a student, the individual may be suspended for the remainder of the academic year.
1. Students will be eligible to re-enroll in the subsequent school year on a case-by-case basis.

Tobacco Use or Possession Policy

State and local laws prohibit the use and/or possession of tobacco products including electronic delivery devices such as e-cigarettes by individuals under the age of 18. The use of tobacco products is considered to be a health hazard. The use and/or possession of tobacco products by students of any age are prohibited on school property or at school-sponsored events.

Students in violation of this policy may be subject to school discipline, confiscation of the product, suspension, dismissal, attendance at an educational program regarding their use, and will be ineligible for any public appearances on behalf of SMCHS (NDHSAA policy).

Academics

Admission

Admission to St. Mary's Central High School is available to all students, grades 9-12, regardless of race, sex or religion. Admission to grade 9 is based on completion of application and performance on school transcripts. Admission to grades 10, 11 or 12 includes the same criteria, including a personal interview with the principal and recommendation from previous school.

SMCHS reserves the right to decline acceptance of students who's intellectual, behavioral or attitudinal characteristics either prevent them from joining fully in the community of faith or from learning what SMCHS seeks to foster within its students.

All students admitted to SMCHS other than those from the Light of Christ Academy are on probation for a period of 1 semester. ***Students seeking admission to SMCHS will be accepted at the beginning of each semester only.*** Administrative discretion will be used on a case-by-case basis.

Graduation Requirements

The mission of St. Mary's Central High School is to provide an opportunity for its community to grow spiritually, academically and socially in a Christ-centered environment based on Catholic tradition. Therefore, all students are required to take religion in a classroom setting. If a student transfers in from another high school, he or she may not be required to complete the four credits of religion.

Students must be enrolled in a religion class each semester they attend SMCHS. Students are required to earn the following required credits in order to receive a SMCHS diploma:

Religion-4 credits	Physical Education-1 credit
English-4 credits	Math-3 credits
Science-3 credits	Social Studies-3 credits
Electives-6 credits	
Fine Arts/Career & Technical Education/Foreign Language-3 credits *Must include: 1 Credit of Fine Art or 1 Credit of Career & Technical Education	
*Independent Living and Finance course is required for graduation-.5 credit	
Total-27 credits	

Required courses listed above for graduation MUST be taken at SMCHS.

Special circumstances may be presented to SMCHS administration for consideration.

A student that chooses to retake a course for a better grade may do so. Both grades will stay on the transcript, but only the better grade of the two classes will be factored in to the GPA.

Students are required to complete six hours of service per semester.

*Failure to complete service hours will result in loss of National Honor Society membership.

Grade Level Distinction

As credits are earned a student will be classified at the following grade level:

Freshmen: 0-7 credits

Sophomore: 7.5-15 credits

Junior: 15.5-20 credits

Senior: 20.5+ credits

Grading System

St. Mary's operates on a modified-weighted 4.0 grading system. The weighted classes carry a +.30 weight. The student's GPA is based on a proportionally weighted computation based on the number of points divided by the number of attempted credits. Points correspond as follows:

GRADE	NON-WEIGHTED	WEIGHTED
A	4.00	4.30
A-	3.66	3.96
B+	3.33	3.63
B	3.00	3.30
B-	2.66	2.96
C+	2.33	2.63
C	2.00	2.30
C-	1.66	1.96
D+	1.33	1.63
D	1.00	1.30
D-	.66	.96
F	.00	.00

Weighted Courses

College courses (dual credit)

Pre-Calculus

Advanced Placement courses (AP)

Chemistry

Physics

Human Anatomy and Physiology

General Grading Scale

GRADE	VALUE
A	100-94%
A-	93-92%
B+	91-90%
B	89-85%
B-	84-83%
C+	82-81%
C	80-76%
C-	75-74%
D+	73-72%
D	71-67%
D-	66-65%
F	64-0%

AP/Dual Credit Grading Scale

GRADE	VALUE
A	100-92%
A-	91-90%
B+	89-88%
B	87-82%
B-	81-80%
C+	79-78%
C	77-72%
C-	71-70%
D+	69-68%
D	67-62%
D-	61-60%
F	59-0%

Course Load

As a general rule, all freshmen and sophomores are enrolled in 8 credits per year. Juniors are required to take 7 credits per year and seniors are required to take 6 credits per year. A modified program may be established for special needs. SMCHS students in grades 11-12 may leave if they have a free period.

In order for our students to meet the requirement of three math and three science credits, juniors and seniors may take their additional math and science credits either junior or senior year.

Textbooks

At the beginning of each school year or semester, each student may be provided with textbooks in various courses. A student is required to maintain the good condition of each textbook used, and the student must compensate the school for each textbook damaged or lost. Such payments are made in the Business Office. If a lost book is later recovered in good condition, the student will receive credit.

Online Reporting

Parents are encouraged to monitor their student's academic progress and attendance online through the school's online grading program (FACTS). Information is given out in the fall of the year on the protocol to login to their accounts.

Final Tests

Final tests are an important component in a student's education, and it is vital that both students and parents regard them as such. Final tests are worth 15% of the overall semester grade. Measures should be taken to guarantee student attendance during finals. If parents must need to have their student excused during final test days, they must notify the school administration in writing **no later than one (1) week prior** to the expected absence. Students are then required to make arrangements with their instructors for completion of the final test. Failure to follow this procedure may result in students receiving a failing grade for their semester final test.

1st Semester: All students are **required to complete 1st semester final tests.**

2nd Semester: Students may earn an exemption from second semester final tests by:

Having the required minimum grade or higher on their semester two grade (3rd & 4th quarter average) by 4:00 pm one week (7 days) prior to the first day of finals.

- Standard grade scale minimum: 83% (B-)
- AP/Dual Credit grade scale minimum: 80% (B-)

Students will take a second semester final test regardless of grade if:

- Students have a total of ten (10) tardies for **all classes combined for the entire year**. In this case, students will take all final tests during the second semester.
- Students have any unexcused absence.

Finals for 2nd semester may be given at the instructor's discretion. Students in any class may elect to take the 2nd semester finals in order to improve their grade. Should this occur, final test results will only maintain or improve their current grade going into the test and cannot reduce it. **Please note: students will take their 2nd semester test if they receive an unexcused absence** in any class. Second semester finals may be required for dual credit courses.

Tardies:

Being on time for class and other events is a very important habit we want students to acquire while attending SMCHS. Students will take their 2nd semester finals if they have a total of ten (10) tardies for **all classes combined for the entire year**.

Corrective Action for Late Work and/or Failing Grade

Any student who is behind in class work and /or failing any classes during the course of any given 9-week period may lose open campus privileges until late work is completed or a passing grade is achieved.

Incompletes

A student may be assigned an incomplete grade at the end of a semester. Normally this is done when the student has been UNAVOIDABLY out of school or unable to complete his or her work due to unusual circumstances. It is the policy of the school that all incompletes be made up within three weeks of the semester's end or the grade becomes a fail and no credit is given. The course instructor may make exceptions with final approval by the administration.

Academic Honesty Policy

A school community requires high levels of trust between students, faculty, administrators and staff. As we form virtuous leaders at St. Mary's Central High School, it is critical that students develop a deep internal sense of honesty, integrity and justice. The following Academic Honesty Policy provides students with guidelines for appropriate and inappropriate academic behavior.

To reinforce the importance of academic honesty and to support the behavior of virtuous students, faculty and administrators will implement measures to deter dishonesty. If a violation of the academic honesty policy is suspected, the teacher will work with SMCHS administrators to evaluate the situation and take appropriate disciplinary action. ***Students who violate the Academic Honesty Policy the first time may receive a zero on the assignment and will lose the 2nd semester final test exemption in that particular class (faculty and administration will work together in this process). Students should be aware that these consequences will have a serious effect on his or her grade. A second violation of the Academic Honesty Policy may result in the loss of credit for the semester.***

Violations of the Academic Honesty Policy include, but are not limited to the following:

- Viewing another student's paper during a quiz or test or knowingly allowing another student to view your paper during a test or quiz.
- Communicating with anyone other than the teacher during a test or quiz.

- Preparing homework for another student or giving/lending assigned work to a student who copies the work or represents it as his or her own.
- Misrepresenting the work of another as your own (**see SMCHS plagiarism agreement form**).
- Taking work from a teacher's room without permission.
- Taking a picture of a test or quiz with a cell phone.
- Knowingly leaving a testing situation with the test in your possession.
- Providing information about a quiz or exam to any student who will be taking it at a later time.
- Receiving information about a quiz or exam from a student who has already completed it.
- Attempting to cheat or cheating on a quiz, exam or assignment.

Please Note: The National Honor Society Council will review each *Academic Honesty Policy* violation on a case-by-case basis. *Students found guilty of violating any of the criteria associated with the policy may be refused admission or removed as a member of the National Honor Society.*

Failures

No student shall be failed in a class without communication with the parents and the student. As a general rule, the counselor and/or school administration should be involved if a student is in danger of failing.

Required subjects that are failed must be made up by repeating the semester(s) at St. Mary's, summer school, or through the NDCDE.

Drop/Add A Class

It is impractical and non-beneficial to drop one course and take another after the semester has begun. It is, therefore, important to select courses with the utmost care. When students feel it is absolutely necessary to change a course, they must complete the following within **five** class days of the start of the semester. Full year courses (1 credit) will ONLY use the Drop A Class guideline at the beginning of Semester 1 as these courses take both semesters to complete. The exception to this process is courses offered through CRACTC and the Career Academy and Technical Center. These courses require a final enrollment deadline each spring.

1. Discuss the change with their parents and obtain written permission.
2. Discuss the advisability with a counselor or assistant principal.
3. Obtain written permission from the instructor.
4. Obtain permission from the principal or assistant principal.
5. Students must present a class drop form to the appropriate instructor and return textbook(s) and/or class materials.
6. Students have five class days at the beginning of each semester to complete the add/drop process and submit the form.

Only after this procedure has been followed will the request be processed.

North Dakota Center for Distance Education (NDCDE)

Students may receive credit for a class taken through the NDCDE. As a general rule, **required courses may not be taken via this option**. Any course taken through NDCDE are above the minimum credit requirement for each grade level. Exceptions are granted through requests to the administrative team.

Public School Classes

SMCHS students may enroll in classes in their designated district high school. Any course taken through Bismarck Public Schools are above the minimum credit requirement for each grade level. Arrangements for these courses are the responsibility of the student. The SMCHS student schedule will take precedent over any public-school classes. Students enrolled in public school classes still pay full tuition at St. Mary's.

Students at SMCHS may enroll in classes at the Bismarck Career Academy and Technical Center. Once a student has been enrolled, his/her spot is reserved and class changes or withdrawals should be avoided.

Home Education

To receive credit for courses completed through home school education, the student's parent or legal guardian must provide SMCHS with the following documentation:

1. **Obtain Statement of Intent—Home Education form** from the public-school district administrative office that you reside in, and submit a copy to SMCHS.
2. **Develop a Home School Education Plan** based on the standards and requirements for the course identified on the *Statement of Intent Form* which identifies the following
 - a. a written description of the course (text and resources that will be used)
 - b. a course outline of the units of instruction that will be covered (primary objectives and timeline)
3. **Submit the Home School Education Plan** to SMCHS administration for approval.
4. The Statement of Intent and Home School Education Plan must be on file in the administrative office at SMCHS **PRIOR** to the start of the semester or summer where the course is to be delivered for instruction.
5. Upon written verification from SMCHS administration that the Home School Education Plan has been approved, instruction may begin.
6. Upon conclusion of the approved course, final documentation for grades must be submitted to SMCHS administration two weeks prior to the end of the next semester or two weeks prior to the fall semester starting for a summer session. Documentation must include:

- a. Evidence of successful completion of all units of instruction identified on the Home School Education Plan
 - b. Grades associated with interim and final assessment.
7. Documentation will be reviewed for final approval by SMCHS administration. Upon approval the course will be added to the transcript.

Any home school student seeking a diploma from SMCHS must submit a transcript, and provide documentation for each course completed as identified in step 6 above.

Please note it is strongly recommended that all core courses be taken at SMCHS.

Fifty (50) percent of credits must be taken at SMCHS to receive a diploma from SMCHS.

A senior student must be enrolled as a full-time student the entire year (6 credits per semester at a minimum) to receive a diploma from SMCHS. Administrative discretion will be used in reviewing exceptional circumstances.

Please note: Students being educated at home who desire to participate in any SMCHS extra-curricular activity including athletics, clubs, fine arts, etc. must be enrolled in a minimum of one class which is provided by an SMCHS instructor (we recommend two or more) all year round at SMCHS and are required to pay the enrollment, pro-rated tuition, and activity fee.

College Courses

Classes taken for dual credit (college/high school) through the University of Mary are offered at St. Mary's. These courses are open to juniors and seniors who have exhibited sufficient skill in these areas and met any prerequisite requirements. Enrollment is subject to approval by the school. Courses offered include:

Calculus	College Algebra
College Statistics	Rome Pilgrimage (Independent Study)
The Catholic Disciple (Basic Catholic Beliefs)	

Students may travel to Bismarck State College to take other college classes. The student pays all required fees and costs. The SMCHS student schedule will take precedent over any Bismarck State College classes. Students enrolled in Bismarck State College classes still pay full tuition at St. Mary's.

AP Courses

Students who have met the prerequisites and enroll in Advanced Placement (AP) courses may obtain college credit by meeting the requirements set forth by each college, based on the results of the National AP Exam. Courses offered:

SMCHS Courses	NMSI (Online)
AP Calculus AB	AP Biology
AP English Language and Composition	AP Computer Science Principles
AP English Literature and Composition	AP Chemistry
AP Psychology	AP Physics I
AP United States History	

Student Transfers

If a student transfers into SMCHS that student will be on probation for 90 days. If a student decides to leave St. Mary's before graduation for any reason all financial obligations must be resolved, borrowed equipment returned, and textbooks returned in good repair before records will be released.

If a student transfers in from another high school, he or she may not be required to complete the four credits of religion. **He or she must take religion while attending SMCHS (see graduation requirements).**

Commended and Honor Students

Commended students have a cumulative grade point average of 3.900– 3.999 after the completion of the 7th semester in high school. The GPA's for commended and honor students is not rounded.

Honor students have a cumulative grade point average of 4.0 or above after the completion of the 7th semester in high school.

Diplomas

Students who satisfactorily complete the graduation requirements of St. Mary's Central High School, including all financial obligations, will be granted a diploma. If a student is one or two credits short of the credits needed to graduate at the time of graduation, he or she will be allowed to participate in the commencement exercises but will not receive the diploma until all requirements have been met.

Transcripts

Students may request transcript copies from the school counselor's office by completing a transcript request form. All official transcripts must be mailed directly from St. Mary's Central High School to the school to which students are applying. A transcript will not be issued until all financial accounts have been settled, including tuition and payment for lost materials.

Financial Obligations

Tuition accounts must be kept current according to the arrangements between the parent or guardian and the Light of Christ Catholic Schools Business Office.

Financial obligations for seniors should be completed by mid-April. No transcripts will be issued until all financial obligations are met.

Student Discipline

Basic Standards

St. Mary's Central High School is a Catholic Christian community wherein all its members recognize that each member has specific rights and responsibilities. Students are expected to exercise self-discipline and exhibit appropriate behavior in their relationships with others. They are likewise expected to respect the property rights of other students, faculty and the school at large. Certain acts of improper behavior will not be tolerated and are grounds for immediate disciplinary consequences.

The list below, includes but is not limited to the general description of the type of behavioral infractions which will not be tolerated:

1. *All forms of discrimination*: racial, sexual, religious, psychological or physical differences, etc.
2. *Fighting*, physical striking of anyone or causing a fight to occur either on school grounds or at school sponsored activities.
3. *Vandalism* of school property or an individual's property.
4. *Prohibited substances/items*, including the use, sale or possession of any dangerous and/or illegal substance or item such as drugs, alcohol, tobacco, or electronic delivery devices (e.g., electronic cigarettes) and weapons, etc.
5. *Academic Dishonesty* (see *Academic Dishonesty Policy*).
6. *Truancy as defined by the North Dakota Department of Public Instruction*
7. *Excessive absences or tardies* (see *Attendance Policy*).
8. *Verbal abuses, including cyber bullying* or any behavior that results in an injury to the good reputation of another or falls short of the basic respect that each person should be given.
9. *Insubordination*, a disruptive or flagrant failure to follow appropriate directions given by any staff member, or showing disrespect by language or behavior.
10. *Littering* or improper disposal of waste within the school or on school grounds.
11. *Domestic Violence* includes physical and sexual attacks and threats. These violent acts are criminal and the batterer can be prosecuted for committing them.
12. *Hazing Activities* of any types are inconsistent with the educational goals of St. Mary's Central High School and are prohibited at all times (see *Hazing Policy*).
13. *Disruptive Behavior*, which is detrimental or disruptive to the educational process, as determined by the instructors and/or the administrative team.
14. *Sexual Predator on School Property* (see *Sexual Predator on School Property Policy*).

Disciplinary Policies

St. Mary's strives to develop self-disciplined students. Students are expected to behave in a manner that reflects commitment to honesty, respect for others, and respect for self. Every effort will be made to work with students who might make errors of judgment and who do not maintain a level of self-discipline consistent with school expectations.

SMCHS adheres to a discipline with dignity philosophy. As a result, the classroom instructor handles all but obvious breaches of conduct. Repeated breaches of conduct in the classroom or consistent violation of school rules will be referred to the administration for disciplinary action.

Disciplinary action may include but is not limited to the following:

1. Restriction or removal of student's social (prom, homecoming, school dances, athletic banquet), co-curricular, religious (asst. chaplains, pilgrimages), clubs or organizations (FBLA, Student Council) or academic privileges (National Honor Society).
2. Closed campus
3. Restitution in the case of property loss or damage
4. School Counselor and/or professional counseling
5. Detention
6. Disciplinary probation: The administration may impose probation for repeated misconduct or serious breaches of conduct. When such action is taken, a letter may be sent to the parents describing behavior and subsequent consequences. This may necessitate a conference with parents, student and administration. The student's behavior will be examined during the probation period; repetition of misconduct while on a probationary status may subject the student to suspension or dismissal.
7. Suspension: The administration may elect to suspend a student for breaches of conduct. Any suspension within the academic year as shown on the school calendar is considered an unexcused absence. Parents will always be notified of suspension, and a conference will be held if necessary. The administration may suspend a student for up to ten days (out of school), or recommend a longer suspension (in-school), or proceed with dismissal of a student.
 - a) Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity or during a school-related activity is subject to suspension or dismissal:
 - All forms of harassment;
 - Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
 - Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
 - Possessing or transmitting any firearms, knives, explosives or other dangerous objects;
 - Possessing, using, transmitting or being under the influence of narcotic drugs, hallucinogenic drugs,

amphetamines, barbiturates, marijuana, alcoholic beverages, tobacco, drug paraphernalia or electronic delivery devices (ex. electronic cigarettes) or intoxicants of any kind;

- Continued disobedience or persistent defiance of proper authority;
- Behavior which is detrimental or disruptive to the educational process, as determined by the administrative team; and
- Offensive and vulgar language, whether or not it is obscene, defamatory or incites violence, where it is disruptive of the educational process.

b) Disciplinary consequences can include but are not limited to the following:

- Restitution;
- Detention;
- Probation;
- In-school suspension;
- Out-of-school suspension;
- Dismissal;
- Referral to proper authority and/or non-school agencies.

8. Dismissal: This final step results in the removal of a student from the school. The right of dismissing a student from St. Mary's is reserved for the administrative team. Parents will always be notified of dismissal, and a conference will be held. If a student is dismissed, tuition will be refunded according to the defined scale in the Business Office.

The following are grounds for dismissal:

- Serious misconduct of such nature that it interferes with the legal and personal rights of others, specifically a right to an education, and which presents a danger to the health, safety, welfare, and morale of any person, including the offender, in the school or at related school activities.
- Continual and willful violation of rules and regulations of the school.
- Any other sufficient grounds rendering the attendance of the student offensive to the educational program of the school which results or may result in a disruptive influence on the educational program, or other students, or school personnel.

9. Any combination of the above or any other disciplinary or corrective actions as is deemed, in the judgment of the administration, to be appropriate under the circumstances.

HAZING POLICY

The purpose of this policy is to maintain a safe learning environment for students that is free from hazing. Hazing activities of any types are inconsistent with the educational goals of St. Mary's Central High School and are prohibited at all times.

General Statement of Policy

1. No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of St. Mary's Central High School shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of St. Mary's Central High School shall permit, condone, actively ignore, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and during and after school hours, whether school is in session or not.
5. A person who engages in an act that violates school policy or law in order to be initiated into or to be affiliated with a student organization shall be subject to discipline for that act.
6. St. Mary's Central High School will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor or other employee of St. Mary's Central High School who is found to have violated this policy.

Definitions

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with St. Mary's Central High School; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student.

"Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds. The term hazing includes, but is not limited to

1. Any type of physical brutality such as whipping, beating, striking, paddling, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the

student to an unreasonable risk of harm or that adversely affects the student's mental or physical health or safety.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of St. Mary's Central High School policies or regulations.

Student organization means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedure

1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an appropriate St. Mary's Central High School official (to include administrator, teacher, coach, or staff member). The principal is the person responsible for receiving reports of hazing at the building level. St. Mary's Central High School employees are considered mandatory reporters.
2. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the principal immediately. The principal will further report such incidents to law enforcement when it is appropriate.
3. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

School Action

Upon receipt of a complaint or report of hazing, St. Mary's Central High School shall undertake or authorize an investigation by St. Mary's Central High School officials or a third party designated by St. Mary's Central High School. All efforts will be taken to assure the confidentiality of the victim(s). Upon completion of the investigation, St. Mary's Central High School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, dismissal, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

If the investigation concludes that two or more students from the same athletic team or other extra-curricular activity directed, engaged in, aided or otherwise participated inactively or passively in an incident of hazing, disciplinary action

may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.

Reprisal

St. Mary's Central High School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of St. Mary's Central High School who retaliates against any person, who makes a good faith report, testifies, assists, or participates in an investigation, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, intimidation, reprisal or harassment.

Policy Information

A copy of this policy will be given annually to each student. In addition, student handbooks will be used to inform students that hazing is wrong and harmful and is not permissible. Compliance with this policy is mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. The principal will maintain a file of returned forms.

The SMCHS Administration will annually conduct in-service training sessions for all school employees, which will include a review of this policy and procedures for implementation.

Each coach/director/ advisor will review this policy with their team, group, or organization before the start of each season or at their organizational meeting.

Subsidiary Policy (Grievance Procedure)

One of the key principles of Catholic social thought is known as the principle of subsidiarity. This principle holds that human affairs are best handled at the lowest possible level, closest to the affected persons.

SMCHS would like to incorporate this principle within its organizational operations. For example, if during the school year your son/daughter has an issue with a teacher the first thing that should be done is for your **son/daughter to talk with the teacher about the matter**. If there is no resolution to the situation the **parent should contact the teacher** to see if the matter can be resolved. If there is no resolution the student/parent should **contact Mrs. Tracy Friesen our Assistant Principal** about the matter. If there is still no resolution the student/parent should **contact Mr. Reed Ruggles, Principal**. The final step, if no resolution is achieved, is to **contact the President of the school, Mr. Gerald Vetter**. Each step of this process will be documented by the faculty, staff, or administration.

It is imperative that this process is followed and not circumvented by going to a higher authority such as a school board member before these other avenues have been used. When the principle of subsidiarity is used during times of misunderstanding or conflict, SMCHS faculty, staff, and administration will conduct themselves in a professional manner that includes common courtesy and respect as the process proceeds to its final resolution.

We would like all our students to be able to develop the ability to handle conflict or misunderstanding at its source if at all possible. This is part of the overall educational philosophy that all students grow not only academically, spiritually, and physically, but also socially as well.

Sexual Predators on School Property Policy

The purpose of this policy is to maintain a safe learning environment for students that is free from the dangers posed by the presence of sexual offenders on school property.

DEFINITIONS

- “Sexual offender” has the meaning set forth in North Dakota Century Code §12.1-32-15(e). It includes, but is not limited to, individuals that must register as a sex offender in North Dakota or another state.
- A “parent sexual offender” means an individual who meets this policy’s definition of sexual offender and who has either parental or legal guardianship right to a child attending this school.
- A “nonparent sexual offender” means an individual who meets this policy’s definition of a sexual offender and who has no parental or legal guardianship rights to a child attending this school.
- “School property” means all real estate owned, leased or used by the school and all school buildings, structures, facilities, computer networks and systems, school vehicles (whether owned or leased by the school) and the site of any school-sponsored activity.
- “Student sexual offender” means a sexual offender who is an enrolled student of the school or an applicant for enrollment as a student.
- “School Administrator” means the chief administrator at the school, whether that position is named superintendent, principal or otherwise.

General Statement of Policy

Nonparent Sexual Offender

1. A nonparent sexual offender is prohibited from being present on school property except:
 - a. For the purpose of voting in a school building used as a public polling place; or
 - b. For the purpose of attending an open meeting under North Dakota Century Code Chapter 44-04 in a school building.
2. A nonparent sexual offender who attempts to communicate electronically with a student while the student is present on school property will be considered to be present on school property without permission and will be in violation of this policy.

Parent Sexual Offender

1. A parent sexual offender is required to identify themselves as such to the school at the time their child is enrolled.
2. A parent sexual offender is permitted to be present on school property for the purposes set forth in Section A, "Nonparent Sexual Offender."
3. Upon receipt of prior, written approval from the School Administrator, a parent sexual offender is permitted to be present on school property for the following purposes:
 - a. To transport his/her child to and from school. The parent sexual offender shall drop the child off and pick the child up on public property (i.e., a public street) that enables the child to enter and leave the school facility safely. The parent sexual offender will be permitted to transport only their own child/children.
 - b. To discuss their child's progress, placement or individualized service plan (ISP).
 - c. To attend a school function in which the child is participating.
4. Except while transporting their child, parent sexual offenders who receive permission to be present on school property must immediately report to the individual designated in the School Administrator's written permission statement and present the written statement to that individual. A chaperone may be designated to accompany the parent sexual offender while on school property.
5. A parent sexual offender who attempts to communicate electronically with a student other than their own child while the student is present on school property will be considered to be present on school property without permission and will be in violation of this policy.

Student Sexual Offender

1. Upon receipt of notice that an enrolled student of the school, or an applicant for enrollment, is a sexual offender as defined by this policy, the school administrator shall promptly seek as much specific detail as possible. Details should include the behavior involved, names, dates, times, circumstances, identification of witnesses and court records. The school administrator shall conduct interviews as deemed necessary.
2. Upon completion of the school administrator's investigation, the matter shall be considered by the board of directors on a confidential basis in executive session.
3. The board of directors shall determine in its sole discretion whether the student sexual offender shall be permitted to attend school. When a student sexual offender is permitted to attend school and is a registered sexual offender in North Dakota or another state, the school administrator shall so notify all school students, parents and employees to the extent permitted by law.

4. In the event a student sexual offender is permitted to attend school, guidelines for that student sexual offender's presence on school property shall be developed and applied.

Procedure

No sexual offender shall be present on school property except as provided above.

If any employee of the school becomes aware of any sexual offender's presence on school property in violation of this policy, she/he shall immediately inform the school administrator or administrator in charge of the facility or function, who shall direct the sexual offender to leave the premises immediately. The school official shall request the assistance of law enforcement if the sexual offender refuses to leave.

Notice of Sexual Offender Status

Law enforcement is responsible to notify the community of the presence of registered sexual offenders. Except as may be provided in this policy, the school has no duty (1) to review the sexual offender registry, (2) investigate who may be a sexual offender or (3) to advise students, parents or the general public regarding the location of a registered sexual offender.

POLICY INFORMATION

A copy of this policy will be given annually to each student. Compliance with this policy is mandatory.

Title IX Policy

St. Mary's Central High School (SMCHS) does not discriminate on the basis of sex in the education programs or activities, which it operates.

Any persons who believe they, individually or as members of a group, are being subjected to sex discrimination may file a complaint personally or with representation, as outlined below:

1. An oral complaint may be filed with the department chairperson or immediate supervisor of a complaining employee.
2. A formal written complaint may be filed with the building principal.
3. A formal written complaint may be filed with the Title IX coordinator or SMCHS.

Any person lodging an informal oral complaint reserves the right to file a formal written complaint within 60 days of a filing of the oral complaint. Any student or employee of SMCHS shall also be entitled to submit any complaint of alleged discrimination on the basis of sex, directly to the Regional Office for Civil Rights of the United States Department of Health and Welfare, by sending said complaint to:

Regional Office for Civil Rights
U.S. Department of Health and Human Services
601 East 12th Street –Room 248
Kansas City, MO 64106

Uniform Dress Code

Philosophy of the Dress Code

As a member of the Light of Christ Catholic Schools, St. Mary's Central High School believes it is important for students to adhere to a dress code. The dress code is within a framework that carries on a tradition of pride in being part of a Catholic school community.

- St. Mary's Central High School believes that a student's appearance has an impact on his or her attitude and behavior at school.
- Respect for the school community, for the students themselves and for what the school is giving the students is manifested by an attitude of "dressing up" rather than "dressing down" for school.
- Students are expected to come to school appropriately dressed and groomed. This is primarily the responsibility of the students and parents. The administration and faculty will enforce the policy collectively.
- The dress code is designed to help students develop a sense of modesty and decorum. It should educate them in what is appropriate dress for the proper time and place.
- The school does not see this as an infringement on personal fashion desires, for the student has many off-campus hours to dress as he or she wishes.
- Attending SMCHS is a privilege and the school expects its students to conform to a consistent and acceptable dress code.
- As a sign of mutual respect, as one way of creating an environment of excellence, and of providing an opportunity for the individual student to make a personal commitment to what the school is about, the following dress code has been developed.

All tops listed below must be purchased from the Uniform Center, located in Arrowhead Shopping Center, Bismarck, North Dakota.

All shorts and skirts/skortrs listed below must be purchased from the link provided on the school web site for Tommy Hilfiger.

All pants purchased must comply with the guidelines provided in this section, and may be purchased from a vendor of choice.

Polo Shirts

- Long and short sleeved
- Royal blue, white, gray, or black
- May be tucked or untucked

Shorts

- Khaki or black (boys and girls), Charcoal (boys only)
- Length may not be altered or rolled
- Belts are encouraged when shirt is worn tucked in

Skirts/Skortis (girls only)

- Khaki, black, and blue plaid
- All skirts are to be worn on the hip and come no more than 2-3 inches above the top of the knee cap.
- Skirt length may not be altered and may not be rolled.
- Tights/nylons/leggings/knee/crew socks may be worn (in accordance with Christian decency).
- Tights/nylons/leggings must be full length free of patterns or designs, and in black, gray, or white colors.

*Please note as indicated via email sent April 2019 all Uniform Center skirts were phased out at the end of 2018-2019 school year and are no longer permitted to be worn.

Oxford shirts

- Long and short sleeved
- Must be buttoned and tucked in at all times
- White, French blue, black, and purple (girls only)

Sweaters

- Assorted cardigans and V-neck sweaters
- Royal blue and black (boys and girls), black and berry (girls only)

Underclothing

- Solid white, black, royal blue, gray t-shirts only must be tucked in (boys)
- Girls white and colored long-sleeve t-shirts (purchased at Uniform Center) may be worn as an undergarment (girls only) and tucked in
- T-shirts with logos are NOT permitted
- Undergarments may not be worn alone

Outerwear

- Royal blue, black or gray (boys and girls) and white (girls only) quarter and full-zip sweatshirts;
- Royal blue, black, gray, and white crewneck sweatshirts
- Black and gray (boys and girls), white (girls only) puffy vests
- Blue, or black medium weight jackets
- Only uniform issued sweatshirt and jackets are allowed
- May be worn at any time in school

Shoes

- Close-toed shoes are advisable due to the nature of North Dakota weather and the inherent risks that could be encountered during the school day (i.e. science labs).
- Athletic, or tennis, shoes are allowed.
- Footwear must be worn at all times in the school.

Pants (May be purchased at vendor of choice)

- Colors: Khaki, Gray/Charcoal, and Black (light khaki to British khaki but **NO** —khaki green)
- Plain or pleated front (Dockers' style)

- Any cut is allowed but no skin or undergarments are allowed to show, front or back
- Hemmed, with or without cuffs
- Wearing a belt is strongly encouraged (must wear belt all day on Mass days)
- Must be of modest fit-**NOT skin tight** (i.e., pants so tight that your calves, thighs, and/or backside are visible such as elastic/stretch/tight-fitting leggings or jeggings)
- The following styles are not permitted: denim, cargo, sweatpants, bibs, leggings, jeggings, joggers, and pajama pants
- The following features and fabric types are not permitted: rivets, frayed ends, tears, drawstring waistband, corduroy, spandex, knit, elastic bottom, holes, and flannel
- Pants that contain extra zippers or pockets will not be in compliance
- Pants must be the appropriate size for the individual and will be worn at the waist
- Pants must be free of contrasting stitching or trim
- Pants must be at least ankle-length
- Pants must not be faded, distressed, or stonewashed

General guidelines

- No caps/hats or bandanas of any type will be worn in the building during school hours
- Accessories must be appropriate and in good taste. Accessories (i.e., chains, etc.) that can be construed as weapons are prohibited.
- Hairstyles and colors that draw attention are prohibited.
- Tattoos must be covered at all times.
- These guidelines are effective during school hours (8:10 a.m. - 3:07 p.m.), including lunch period and off periods.

Boys

- All boys must be clean-shaven.
- Hair should be no longer than collar length and not cover the eyes. Side burns should be no lower than the ear lobe. Hairstyles and colors that draw attention are prohibited.
- Earrings or other body piercings are not allowed during school hours (8:10 a.m. - 3:07 p.m.), or while performing in a school event.

Girls

- Hairstyles, colors, and make-up that draw attention are prohibited.
- Other than earrings worn in the ear, no other body piercings are allowed during school hours (8:10 a.m. - 3:07 p.m.), or while performing in a school event.

Mass Day Attire

- Mass Day attire must be worn throughout the school day
- Girls – Pants (see SMCHS guidelines) or uniform skirt; **oxford shirt**; if desired, a cardigan or vest may also be worn.
- Puffy vests are not allowed during or on Mass Day.
- Boys – Pants (see SMCHS guidelines); oxford shirt with tie; if desired, a sweater or vest may also be worn. Quarter-zip sweatshirt allowed over oxford shirt and tie.
- Oxford shirts must be buttoned and tucked in and belts worn during school hours.

Jeans Day

- Students may wear long blue jeans or jean capri pants (girls only) in good condition (jeans shorts are not allowed).
 - Must be of modest fit-**NOT skin tight** (i.e., pants so tight that your calves, thighs, and/or backside are visible such as elastic/stretch/tight-fitting leggings or jeggings)

The following features and fabric types are not permitted: rivets, frayed ends, tears, drawstring waistband, corduroy, spandex, knit, elastic bottom, holes, and flannel

- Shirts or sweatshirts worn by students must be any Saints logo apparel (i.e. Saints t-shirt). These items are separate from the SMCHS Uniform attire.
- Uniform attire may be worn.

Game Day Team Dress

On game days student-athletes in season may wear the following:

- SMCHS school uniform shorts, pants, or skirts (girls only).
- Team members and head coach, under the guidance of the activities director will determine attire within the parameters of the SMCHS Uniform Policy. Team apparel that does not fall within the Uniform Policy, but is approved by administration, may be worn on game day (i.e. football jersey, warm-up jacket).
- Team apparel must be worn on game days consistent with all team members.
- No team sweatpants may be worn during the school day.
- Co-op athletes must obtain approval from the Athletic Director to wear team apparel on game day.

Dress Code Violation Consequences:

Warning: The violation will be addressed and documented. (This is an alert given to the student that a subsequent violation will be entered into FACTS as a 1st offense.)

1st violation: The violation will be addressed and documented.

2nd violation: The violation will be addressed and documented. Student will serve 1 hour of service to the school. Subsequent violations will include an additional hour of service per offense and may include a formal meeting with administration, which will further address the consequences of the violation.

If a student misses their scheduled service, the time doubles.

*If a student needs to borrow an item of clothing from the office for any reason it will be documented in FACTS as a warning or dress code violation.

Attendance Policy

Good attendance at school is essential for academic progress and is the responsibility of both students and parents. A student's contribution to class and academic achievement are directly related to attendance. Consequently, it is essential that parents and students communicate with the school office when an absence is necessary. ***Of course, this in no way should downplay the importance of students staying home if they are not feeling well. Students who have symptoms (i.e., fever, cough, shortness of breath, body aches, chills, loss of taste/smell, chills, etc.) are encouraged to stay home.***

On the day of the absence, a parent or guardian must phone the school (701-223-4113) or email between 7:30-8:30 a.m. to ensure that an absence is excused. If a parent or guardian is unable to call, it is the student's responsibility to call the school to explain the absence and the reason his or her parent is unable to call. The absence will remain unexcused until the parent or guardian verifies the absence. Absences must be verified within two school days.

In the case of a partial day absence, the student should check in at the office when he or she arrives at school. If prior parental contact was not made, a phone call or a signed note stating the reason and date of absence should be presented to the office.

If a doctor, dental, or other appointment during the school day is unavoidable, the time should be scheduled when a minimum of classes will be missed. The student must check out at the office if he or she leaves the school for an appointment, and upon return, check back in at the office.

If a student becomes ill at school, he or she checks out at the office before leaving the building. A student must contact a parent before leaving the school and must call when he or she arrives at home.

The administration recognizes there are situations when a student must be released from school for various reasons. For a planned absence (wedding, family trip, etc.), parental notification at least two days prior to departure is necessary for the office. **Prior to the event, the student should pick up and complete the *Advanced Absentee Slip* located in the office. This process will inform the teacher of the situation, and provide the information to the student of what needs to be completed.**

A student that is gone more than half of a class period will be marked as absent for that class.

Two categories of absences will be recorded in the attendance file and **both will count towards the credit recovery process.**

Excused Absence (Including but not limited to):

- Family vacation
- Illness
- Bereavement
- Appointments (medical, dental, therapy, etc.)
- College Visits (seniors only)
- School sponsored activities (athletic practices and contests, fine arts practices and performances, clubs, retreats, etc.) ***Please note school sponsored activities and college visits (seniors only) do not count toward the credit recovery process.**

Unexcused Absence (Including but not limited to):

- Absence from school, class, or a scheduled event (Mass, assemblies, school activities, etc.) for reasons other than cited above.
- Seniors **ONLY**-All scheduled events and activities for their final week, including baccalaureate Mass and luncheon and graduation practices.
- Unverified absences
- Suspension
- Oversleeping

Consequences for an unexcused absence may include, but are not limited to detention, loss of second semester final test exemption, or loss of class credit.

School Sponsored Activities Absence

Absences due to events sponsored by the school or by a school recognized club or organization and supervised by a staff member are reported on the student's attendance record. **However, these absences do not count toward the credit recovery guidelines.** Any student participating in any school sponsored activity must be in school the entire day in order to participate in that day's activity (Exception: medical appointment or other excused family matters).

College Visits

Seniors (only) are allowed to utilize three days to visit a college of his/her choice. These absences are excused and will not count towards the credit recovery guidelines. Students must complete the college visit form prior to leaving and upon his/her return. Forms can be found in the main office.

Make-up Work

It is the student's responsibility to make arrangements for make-up work. For **unexcused absences**, the individual is also required to make up the time missed. Other penalties may be imposed for unexcused absences.

Credit Loss and Recovery:

The credit recovery guidelines exists to ensure the integrity of credits earned and also safeguard the academic success of students. Under ordinary circumstances, a student may miss no more than ten periods of one class (excluding school activities) per semester. When a student accrues seven absences in a particular class (excluding school activities), a courtesy email will be sent reminding both the parent and student about the credit recovery process and administration will have a consultation meeting with the student. If eleven absences are reached within the semester, credit(s) may be withheld. If a student has exceeded ten absences an email notification will be sent to parents and students to set up a time to discuss the specific situation. As a follow up, SMCHS administration will connect with the student to develop a plan for recovering the instructional minutes missed related to content covered, and to complete any outstanding work if needed.

***Please Note:** Absences associated with school activities and college visits (seniors only) will not be factored into the credit recovery process. However, all other absences including but not limited to: family vacation, illness, bereavement, appointments (medical, dental, therapy, etc.) will count towards the credit recovery process.*

Tardy Guidelines

Being on time for class and other events is a very important habit we want students to acquire while attending SMCHS. A total of ten (10) tardies for all classes combined for the entire year will result in a student taking all final tests during the second semester. Any tardies in any classes after 10 will result in detention for each subsequent tardy. A 30-minute detention will be scheduled and served before or after school and takes precedence over all other school activities. Excessive tardies may necessitate a conference with parents, student, and administration to determine next steps. A student is considered tardy if they miss less than half of the class

Student Activities

Spiritual Events

There is nothing we do as a school that is more important than to gather together as a community to pray and worship. As we begin our day at St. Mary's, prayer is offered over the P.A. system. Each class period may start with a prayer. This means developing attitudes of attentive listening, respect, and reverence.

Some days, the entire school will gather to offer prayer, especially during the liturgical seasons of Advent and Lent. In all these times of prayer, the expectation is active participation to the best of one's ability. It is expected that student conduct at such events must reflect this importance. It is a grievous mistake to disrupt the prayers and reflections of others.

Because of its importance in the Christian life, Mass will be celebrated regularly-- at times in chapel for a class, once a week in the chapel, and at least once a

month for the entire school. Attendance at religious services is required for all students, both Catholic and non-Catholic.

Absence from Mass and religious services is considered a serious offense and students found to be absent (unexcused) will lose their final test exemption for all classes for second semester. Their parents will be notified of their absence as well.

The Religious Studies Department is responsible for coordinating all liturgical activities at SMCHS including Mass, prayer services, Catholic Schools Week, and retreats.

Sportsmanship (Spectator Suspension)

Students who attend any extracurricular activities or events are expected to display good sportsmanship and act in an appropriate manner. We expect our students to place their greatest energy into cheering for our team rather than cheering against the opponent. Any student who uses profane language or cheers, displays inappropriate signs, makes inappropriate remarks to the officials or opposing team, or interferes in any way with the activity or event may receive a suspension from activities and will not be allowed to attend any events during that suspension.

School Counseling Department

The Counseling Department is available to coordinate a student's educational plan, provide counseling if the student is having academic difficulties, assist with post-high school planning, provide personal counseling (and possibly referral) if the need arises, interpret test scores, and inform the students of special growth opportunities. It is hoped that the students gain a better understanding of themselves, their interests, and abilities. Assessments are given to students to assist them in clarifying their educational ambitions, interests, and aptitudes.

The Counseling Department works closely with the special services of the public-school district to make available complete educational testing and assessments for students who are experiencing some difficulties in school.

Assemblies

Assemblies are an integral part of building Christian community and attendance is required of all students unless approved by administration. Conduct should reflect the type of event and our guests should be afforded courtesy, attention and a warm welcome. Skipping an assembly is an ***unexcused absence***. Disciplinary policies listed in this handbook will apply.

Student Council

The St. Mary's Central High School Student Council is organized to improve and extend co-curricular activities, strengthen student/faculty/administration relations, increase school spirit, and promote youth leadership. The Student Council shall consist of selected individuals from each class, freshmen through seniors.

Membership from each class shall consist of the following: a president, secretary, and representatives.

National Honor Society

Members of the National Honor Society are chosen in the spring semester of the year. Sophomores, juniors and seniors are eligible for induction if they meet the criteria of scholarship, leadership, character and service. The steps in the selection process are:

1. Each sophomore, junior or senior who has a 3.65 cumulative GPA or above is asked to complete a National Honor Society application form.
2. Completed forms are to be turned in to the National Honor Society advisor by the required deadline.
3. Student application forms are reviewed by a committee of faculty and administration.
4. Qualified students are selected for membership by a vote of the committee on the basis of evidence of scholarship, leadership, service and character.
5. Students are notified of their acceptance into the NHS and are inducted at a special ceremony.

It should be noted that a high GPA does not necessarily guarantee induction. All factors are considered equally before students are granted membership.

When a National Honor Society chapter finds that one of its members has either fallen below the standard by which the member was selected, violated school rules or the law, or has failed to meet one or more of the established obligations of membership, it may be necessary to pursue removing the member from the National Honor Society. Once a student is removed from the National Honor Society he/she is not eligible to reapply in the future.

Please note – failure to complete service hour requirements will result in loss of National Honor Society Membership.

School-sponsored Activities and Field Trips

All school-sponsored activities must have the approval of the administration. Whether school-sponsored events are held at the school or at other facilities, all school rules apply.

From time to time, students are excused from classes to attend field trips or to partake in other school-related activities. It is the responsibility of the student involved to secure permission from a parent/guardian and follow other procedures as set up by the administration.

Dance Regulations

Dances and other social events are provided for the enjoyment of the SMCHS student body. All dances are to be cleared with the administration at least one month in advance. Procedures and policies as set up by the administration must

be followed. Students are expected to conduct themselves according to the following guidelines.

1. Students are asked to dress in the spirit of Christian modesty.
2. Once a student has paid admission, he/she is not permitted to leave the school building. If a student decides to leave, he/she will not be permitted to return.
Generally, no admission to the dance will be permitted approximately one hour after the dance is scheduled to begin. Any student who knows in advance he/she will be late for any reason, should obtain permission in advance from the faculty advisor of the dance or an administrator.
3. All school rules will apply, particularly those regarding tobacco, alcohol and drug use.
4. Any student who wishes to bring a guest to a SMCHS dance is required to register that guest at the office prior to the dance. The guest must be at minimum a freshman in high school and no older than age 20 and must provide SMCHS administration with evidence of good standing at current school or employer.
5. A student (or guest) who exhibits any disorderly conduct is subject to removal and forfeiture of the admission charge.
6. Organizations wishing to sponsor a dance should secure a date well in advance and secure three faculty sponsors, three sets of parents, and an administrator as chaperones.
7. Sponsoring organization may, at its discretion, establish a dress code.
8. All matters of appropriate dress are subject to administrative discretion.

Prom Attire

Girls

Dresses may be backless, as long as they are not cut below the navel.

Two-piece dresses are allowed as long as no more than 2" of your midriff is showing. Plunges in the front below the bust line and large side cutouts should be covered in mesh. The mesh cutouts should be lined twice.

Dresses should be no more than 5 inches above your knee and slits must be at fingertip length/mid-thigh. Shorts inseam should be NO shorter than 5 inches from the seam of your shorts onto your thigh and must have a belted skirt or overlay. Jumpsuits are acceptable, as long as the top meets qualifications. Guests must abide by these rules.

Boys

Formal or prom attire may be classified as a tuxedo or dress suit, including a bow tie or necktie, dress shirt, vest or cummerbund and dress shoes are all-acceptable. Guests must abide by these rules.

Medical Insurance

St. Mary's does not provide medical insurance coverage for any student participating in curricular or co-curricular activities. A student's parents/guardians must provide adequate insurance to protect the student in the event of injury resulting from participation in activities.

Medications

Any medication that is prescribed by a physician to be administered at school should be brought to the office. It must be accompanied by a signed request from a parent/guardian and include the specific instructions for its administration. Medication must be in the original container, and consumed in the presence of the administrative assist or a member of the administrative team.

CO-CURRICULAR PARTICIPATION POLICY

Philosophy

At St. Mary's, our goal is to provide all students an opportunity in our co-curricular program. Emphasis at the lower level be on participation and learning of the skills and not on winning and losing. As an individual progress in the program and masters the skills, winning and losing will become a bigger part of the activity.

It is our hope that the students involved in co-curricular activities enjoy themselves and become more enriched young people because of the experience. The co-curricular participants will be ladies and gentlemen, showing proper attitude and conduct at all times. It is mandatory that at least one parent/guardian and the athlete attend one St. Mary's Sports Night, which will be offered in the spring and the fall.

Game Day Attire

On days of competition team members are to follow SMCHS Uniform Policy.

Co-Curricular Activities Covered By This Policy

1. All athletic teams
2. All co-op athletes
3. Saintiques
4. Cheerleaders
5. Music (competitive and co-curricular groups)
6. Drama/speech teams
7. Academic Clubs, Student Organizations, and Competitions

Training Rules

Each individual coach will set up policies for his/her participants with approval of the athletic director. In addition, these rules apply:

1. The use or possession of tobacco, alcohol or any controlled substance as defined by North Dakota law is prohibited. Any violation will result in a 6-week suspension for the first offense and a period of 18 weeks for any subsequent offense. Period of ineligibility will start at the time administration is notified of the student violation. Administration will notify student as soon as possible. The athletic director and the administration will carry out an investigation.
2. Association or attendance at a place where alcohol or drugs are being used will result in a two-week suspension from activities starting from

the time the administrative team is informed. The second offense will result in a three-week suspension and a third offense could mean suspension from the activity. A student is considered "in attendance" or "by association" if he/she is there. The amount of time present is not a consideration.

3. The SMCHS Substance Abuse Free School Policy is followed in all situations.
4. Specific Standards: A participant in any SMCHS or Co-op co-curricular activity will be declared ineligible for engaging in any act that would be grounds for arrest or citation in the court system (excluding minor offenses such as traffic or hunting/fishing violations). Ineligibility can occur without a formal citation, arrest, conviction, or adjudication. All ineligibility appeals must be directed to the SMCHS Administration Team. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities); hazing or harassment of others is grounds for ineligibility from co-curricular activities. Such conduct could include group conduct. This is not an all-inclusive list of behaviors. The school reserves the right to discipline a student for violation of the good conduct rule which includes, but is not limited to, the above referenced behaviors.

Out of Season Penalty (Includes Summer)

Penalty shall be 6 weeks for 1st offense and 18 weeks for 2nd offense (NDHSAA Section XII). **Period of ineligibility will start at the time the student is notified of the violation by the administration.** In addition, there will be a 2-week period of ineligibility from the first authorized date of competition/performance for the activity in which they will be participating. Participants in activities that do not have a contest/performance in the 2-week window will be ineligible for their first contest/performance. It should be noted that the 2-week period of ineligibility may run concurrent with the 6 week or 18-week period of ineligibility starting from the first authorized date of competition/performance for the activity they are participating in. *Ex. Student has alcohol violation in October but does not participate in any activity until track. Student serves the 6- or 18-week period of ineligibility starting October 4 which is the time the school is notified and then serves the 2-week period of ineligibility from the first authorized date of competition for track.* To satisfy the 2-week requirement, the student must remain with the program in which the period of ineligibility was served through the completion of the season.

A new school year starts the day after the last NDHSAA sanctioned event of the school year. No carry over will be issued.

Conduct In School

Proper conduct in school is essential because of the participant's visibility in the peer community. Unbecoming conduct would result in a suspension from the activity, determined on a case-by-case basis. It is expected the participant should be a model for all other students.

Attendance and Absence

1. Absence from school by an individual, including student managers and statisticians, will result in loss of practice or game for that day. He or she must be in school all day unless for a medical appointment or other excused family matters.
2. A student, including student managers and statisticians, absent from any classes the day following a school night activity risk missing the next scheduled event.

School Trips

Transportation Guidelines. The following are created and adopted by Light of Christ Catholic Schools as guidelines regarding student transportation to and from school sponsored activities.

1. The school uniform policy will be in effect for all school sponsored trips.
2. At all times, students are expected to act like ladies and gentlemen.
3. All participants are required to ride to the event in school provided transportation.
4. We encourage all athletes to ride home with their team. However, if a parent wishes to bring their athlete home, that parent must make a face to face contact with the designated travel coach after the game to let them know their intent.
5. Any student who is suspended for any reason is not eligible to travel with the team or group out of town during the time of suspension.

Team Cutting Policy

If at all possible, no cutting will be done at the freshman and sophomore level. However, cutting may be necessary at the junior and senior level.

Eligibility Requirements

1. North Dakota High School Activities Association
 - a. Students must be making satisfactory progress toward the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress.
 - b. Failure to acquire two and one-half credits at the end of a semester will make him/her ineligible for a minimum of two weeks the following semester. Jr. High students must be passing all courses in order to be eligible to participate on a high school team.

Interpretations: Students who do not pass at least 5 half-credit classes at the end of a semester will be ineligible for two weeks the following semester. Students in this situation would become eligible exactly two weeks from the first day of the semester.

2. St. Mary's Central High School
In order to participate in extracurricular activities and school-sponsored student trips, a student must balance time between his/her academic

and extracurricular requirements. Students must also meet the following criteria:

Grade Checks and Eligibility Checks

The first grade check of each quarter will occur on September 9, November 11, January 27, and March 31. Subsequent weekly grade checks will be taken at 8:00 am on each Wednesday for the remainder of the quarter.

Eligibility

A student who is found to be failing one class at any grade check will be placed on a warning status for that week and will remain eligible to participate in extracurricular activities for that week. If during the subsequent week the student who was placed on **warning status** is still failing that particular subject, the student will be considered ineligible for all extra-curricular activities and will not be able to compete. If a student is found to be failing more than one class at any grade check, that student will be considered ineligible. A grade check will be done the following Wednesday to determine eligibility for the following week. This is done until the student has achieved all passing grades.

The courses that are used for eligibility purposes are all courses offered at St. Mary's Central High School and include courses taken at BPS Career and Technical Academy, CRACTC and NMSI. Courses taken through North Dakota Center for Distance Ed or earned through another school district or online institution will not be counted for eligibility purposes.

Please note: Students participating in upcoming conferences, competitions, or events will be required to follow eligibility requirements. Advisors will submit a list of students participating to administration two weeks in advance.

Co-Curricular Activities

Each student is encouraged to participate in co-curricular activities. Students in consultation with their parents should choose activities carefully to prevent conflicts and overloading. Co-curricular activities should not take precedence over curricular work. Coaches, faculty members, counselors and the administration will work together to maximize the benefits of academics and co-curricular activities for students.

SMCHS Co-Curricular Activities

Baseball	Golf	Student Congress
Basketball	Music	Tennis (Girls)
Cheerleading (Girls)	Saintiques	Track & Field
Drama	Soccer (Girls)	Volleyball
Football	Speech	Wrestling

Co-op Co-Curricular Activities

Cross Country	Hockey	Swimming
Gymnastics	Debate	Fast Pitch Softball
Skating (Girls)	Tennis (Boys)	Soccer (Boys)

Clubs and Organizations

Assistant Chaplains	Student Council	Future Business Leaders of America
Yearbook	Forma Veritas	Knights of Virtue
Art Club	Saints For Life	National Honor Society
Science Olympiad	Science Club	Catholic Athletes for Christ
The Messenger	Leo Lions	Gamer Club
Students Against Destructive Decisions (SADD)		Robotics

Co-Curricular Event Expectations

All students are encouraged to attend as many co-curricular events as they can in order to support and encourage fellow classmates. While all are encouraged to support the event with as much enthusiasm as possible, it should be kept in mind that we respect our opponent, the game officials, our own players and coaches. We expect our students to place their greatest energy into cheering for our team rather than cheering against the opponent.

Permission to hang posters should be obtained from the principal. At no time are cheers, posters or spontaneous reactions to contain profanity, profane innuendo, sexual connotations or a denigration of our opponent.

When in attendance at co-curricular events that is held outside of SMCHS, students must still follow all rules, procedures and regulations as set by the school.

Facilities

Chapel

The chapel is available throughout the school day as a place of prayer, worship, and reflection. Respect and reverence should be adhered to at all times when using the chapel.

Library/Media Center

The SMCHS library/media center exists to serve the school community within the limits of its available collection of materials. The library provides a basic, general resource collection for reference and research to support the curriculum of the school. Students are asked to treat all library property respectfully. All materials borrowed from the library must be checked out and returned promptly. Students should follow other policies and procedures as established by the library/media staff. It is important to be considerate of other students and faculty who desire a quiet study area. An atmosphere of quiet is stressed. Studying loudly together, talking, and social gatherings are not acceptable. Absolutely no food or beverage is to be brought into the library/media center.

Computer Use

The computers are for the academic use of the SMCHS school community. Any abuse of the computers and printers or policy infractions by students may result in restricted or loss of access. Absolutely no food or beverage is to be brought into the library/media center.

Responsible Use of Technology Policy

Scope

This policy refers to responsible use of technology and communication tools in Light of Christ Catholic Schools.

Student (“users”) use of technology and communication tools include:

- District owned/provided equipment and services
- Personally owned devices used on district owned/rented/contracted property (including busses) and at district affiliated events

Examples of tools include, but are not limited to:

- Computers, Chromebooks, or Tablets and related peripherals
- Digital devices running mobile operating systems
- Internet accessibility from local, wide, virtual, and cellular networks, including wireless
- Local and internet hosted file and application services
- Video networks, digital video camcorders, and cameras
- Telephones, cell/smart phones, fax, and copy machines

Monitoring Use

The use of electronic resources, technologies, and the internet, whether district owned or personal, on district owned/rented/contracted property is a privilege not a right. All use must be in support of education and consistent with the educational goals, objectives, and priorities of Light of Christ Catholic Schools (LOC). All tools and use shall be subject to the same scrutiny as school lockers for students. Students shall have no reasonable expectation of privacy when use falls under that defined in "Scope." All use, as defined under "Scope" may be monitored to maintain the integrity of the system and to ensure proper and responsible use. Teachers and administrators will exercise supervision of student use and educate students on responsible use. It is expected students also self-monitor and comply with this policy, rules, procedures, and guidelines.

Requirements for Students

- *Education:*

The District shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response.

- *Prohibitions:*

School administrators or designees may take disciplinary measures when any of the following actions occur while students are using technology tools as defined under "Scope."

- Using obscene language;
- Accessing, creating, requesting, or distributing pornographic files or sites and/or other inappropriate material;
- Harassing, insulting, threatening, alarming, or attacking others;
- Damaging computers, computer systems, or computer networks;
- Violating copyright, trademark, trade secret, or other intellectual property laws;
- Using or participating in personal and/or non-curricular uses when that use is in violation of stated or written rules or regulations;
- Using another's password or representing oneself as another;
- Trespassing into another's folders, work, or files;
- Intentionally wasting network resources;
- Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
- Revealing anyone's personal information such as, but not limited to, an address or phone number without appropriate consent;
- Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

Off-Campus Technology Usage

LOC reserves the right to extend their authority to off campus student speech that could reasonably come onto the campus and create disruption of the school functioning and/or substantially interfere with the rights of others. This includes, but is not limited to, student created websites, social network postings, blogs, and electronic messaging.

Violations

LOC reserves the right to actively monitor student use of technology as defined under “Scope” to ensure compliance with this policy and shall investigate any suspected or alleged violation. Violation of this policy will result in disciplinary consequences as determined by the designated administrator, supervisor, and/or teacher. Disciplinary actions may include, but are not limited to:

- Loss or limits to technology access as defined under “Scope”;
- Removal of students from classes with loss of credit;
- Expulsion;
- Restitution for costs associated with repair of equipment or software or associated with improper use of district equipment or systems;
- Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures;
- When applicable, law enforcement agencies may be involved.

Light of Christ Equipment Usage Liability

Throughout the course of the year, students may be assigned a Chromebook for their individual use. Should a student have a Chromebook assigned to them, they shall agree to the following liabilities.

- *Property of Light of Christ Catholic Schools*
 - The Chromebook is property of Light of Christ Catholic Schools.
 - Light of Christ Catholic Schools reserves the right to inspect and monitor the device as necessary.
 - Students will create and save their school-related files to their LOC Google Drive. Students can access their Google Apps not only from their Chromebook, but from any computer that has internet access.
- *Network & Unauthorized use of school computer systems*
 - Internet connection will be made on the Light of Christ Catholic Schools wireless network during the school day when using a Light of Christ Catholic Schools issued device.
 - **Parents/guardians are responsible to provide a safe environment for students to use their Chromebooks at home**

for school assignments. The Chromebook does not have a filter for the internet off campus.

- *Care of Equipment & Markings*
 - Misuse/abuse of the Chromebook will be handled individually by administration. Severe infractions of this agreement could lead to suspension and/or expulsion.
 - All repairs of school issued Chromebooks will be done by the school district technology department. Please do not have repairs done by a third party.
 - Any Light of Christ Catholic Schools identification tags on the Chromebook may not be removed.
 - Any loss or damage to LOC owned devices will be subject to replacement costs. See the LOC [Chromebook parts list and price](#) for additional information about the cost of replacement parts or devices.

- *Stolen or Lost*
 - Students are responsible for their Chromebook at all times when checked out. Chromebooks left unattended are still the responsibility of the student.
 - If the Chromebook and/or accessories are stolen or lost, the family of the student will be required to pay the replacement cost.
 - In case of theft, vandalism, or other criminal acts, notify your school's administration and a police report will need to be filed by the student or parent/guardian if so desired.
 - Chromebook Replacement & Repair Fees can be found here: [LOC Chromebook Parts list and price](#)

Internet Filtering and Online Safety

Light of Christ Catholic Schools participates in internet filtering services to help restrict access to internet content that is obscene, pornographic, or harmful as defined by the Children's Internet Protection Act (CIPA). Although a filtering system is in place to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access internet resources appropriately. Users accessing the internet through personal cellular connections or other non-district networks and who are on/using district owned/rented/contracted property (including busses) and/or at district affiliated events must adhere to the same filtering restrictions by avoiding internet sites that would be prohibited under CIPA, including those with visual depictions that are obscene, show child pornography, or are harmful to minors. Staff are responsible for supervising students using internet resources. Concerns/problems with the district filtering system should be reported immediately to the district Technology Department.

Legal Disclaimer

LOC will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or online resources; or unauthorized financial obligations resulting from use of school accounts to access the internet. LOC specifically denies any responsibility for the accuracy or quality of information obtained through internet services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the District will fully comply with proper requests for information related to the legal proceeding, subject only to prohibitions of law. Light of Christ Catholic Schools will not be held liable for the actions of users, which violate the conditions of this policy.

*****Pricing is subject to change based on vendor availability of certified parts*****

*****Full replacement cost for all machines is based on current model year Chromebook*****

*****Used parts are half price*****

Part	Dell or HP Chromebook 14" or 11"
Full Replacement	\$230
LCD Screen	\$100
LCD Bezel	\$15
Top plastics	\$30
Bottom Plastics	\$50

Trackpad	\$40
Trackpad with Cable	\$40
Trackpad board	\$30
Trackpad cable	\$15
Keyboard	\$30
Power adapter	\$50
Power cord	\$30
Battery	\$85
Fan/heatsink	\$30
System board	\$185
WiFi card	\$75
Wireless antenna	\$30
Display (LCD) cable	\$30
Webcam/Mic	\$30
Speakers w/ cables	\$85
USB/SD card board w/ cable	\$40
Display Hinges	\$35

Facility Signage

As we transition into this new and beautiful state of the art facility, it will be very important that all students follow the signage that will be located in designated areas e.g., no food in the academic center, library/media quiet zone, classroom break out areas, etc.

Gymnasiums

Physical Education classes are held in the SMCHS gymnasiums during the school day. After school, many of the co-curricular teams and organizations use the facilities for games, practices, etc. The policies governing the use of the gyms are as follows:

1. No students allowed in the gyms after hours or during lunch without supervision.
2. Students must be dressed in appropriate workout attire, i.e. shirt, shorts or sweats, and proper athletic shoes.
3. Students are not to remove equipment from storage areas in the gyms without direct staff supervision.
4. All scheduling is done through the athletic director.

Cafeteria

The cafeteria at St. Mary's serves the dual purpose of a student commons as well as a dining area. ***Students are expected to keep this area clean and inviting.*** Because students use this area for study purposes, decorum of general respect must be maintained at all times. All students are encouraged to utilize the food services available in the cafeteria. SMCHS has an open campus policy for lunch for grades 10-12. ***Freshmen must remain on campus at all times.***

Hot lunch, a salad bar, and an a la carte buffet is available to students for lunch. The staff also provides breakfast items during the morning hours. ***All food must be eaten in the cafeteria and students are expected to clean up after themselves.*** All refuse is to be put in the garbage receptacles provided. Students are expected to display good table manners and positive behavior during lunch. Any food purchased from other food vendors may only be eaten in the cafeteria. SMCHS participates in the Federal Hot Lunch program and applications for free and reduced lunches are available at the business office.

Food and Drink

Food will only be allowed in the cafeteria. All drinks anywhere in the school must have a lid. Colored drinks are only allowed in the cafeteria area e.g., red Powerade, orange soda, coke, etc. Coffee is allowed throughout the building with a closed lid only.

Hallways

Hallways must be kept clear of any obstructions, including backpacks, purses, and gym bags. Students are asked to sit in the cafeteria, library/media center, or the academic center. Students will not be allowed to obstruct hallways by sitting on the floor.

Lockers

Lockers are the property of St. Mary's Central High School and are provided for the personal use of the students. It is the student's responsibility to keep the locker secured and locked at all times. The school cannot be held responsible for missing valuables or money. If brought to school, items can be placed in the school office or safe. Students are encouraged to use padlocks to guard their personal items.

SMCHS cannot be held responsible for lost items if lockers have been rendered incapable of being secured by the student. Any student's locker requiring repair or replacement parts during or at the conclusion of the school year may be assessed a locker fee.

SMCHS reserves the right to inspect any locker at any time according to the standards established by the United States Supreme Court.

Food may be kept in your locker to eat in the cafeteria at a later time. Food is not to be consumed at your locker.

Equipment

Students will exercise reasonable care in the use of the school equipment. Students will be responsible for any damages to desks, lockers, and other school property. Vandalism may result in suspension or dismissal. Unauthorized use of school equipment is forbidden.

Telephone

There is a telephone in the main office. Students may use this phone, but conversations should be limited to no more than a few minutes. Any necessary messages for students will be announced during class breaks. Only emergency messages will be communicated to the student immediately.

Bulletin Boards & Posters

The bulletin boards in the school are for school use and promotion. Students and outside interest groups wishing to publicize any activity by signs and notices must have them approved by the administration before distribution or displaying.

Weight Room

The weight room is available to all St. Mary's students--athletes and non-athletes alike. No student may use the weight room without a partner and the supervision of a representative of the SMCHS coaching staff. SMCHS is not responsible for

lifting accidents due to improper training or technique or the unsupervised use of the equipment.

Parking

All vehicles must be parked within designated areas and display a SMCHS parking pass, which has been assigned to each driving student.

- 1st violation- a warning is given
- 2nd violation-may result in the loss of 2nd semester Final Test exemption
- 3rd and subsequent violations-may result in detention

Any parking violation off of school premises may result in the vehicle being towed at the owner's expense.

GENERAL DIRECTIVES

Electronic Devices

Students **are not permitted to use cell phones or other electronic devices (sound or image) during the school day in any unauthorized area of the school building.** Use of a cell phone includes talking or sending pictures, or inappropriate use of social media. ***Unauthorized area*** means any area where there is a reasonable expectation of privacy; including, but not limited to classrooms, locker rooms, and restrooms or any other area designated by the SMCHS administration.

Use of cell phones or image recording devices in locker rooms and restrooms at any time is strictly prohibited. Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the cell phone or other electronic device.

If a student's cell phone or other electronic device is confiscated, the **SMCHS administrative team may search the confiscated property** upon reasonable suspicion that the search will yield evidence of a violation of a school rule or upon reasonable suspicion that school safety or security may be in jeopardy.

Disciplinary action up to and including suspension, dismissal and/or citation by law enforcement may be taken against any student using a prohibited device contrary to this rule or in a manner that causes substantial disruption to the educational environment. The building principal is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, emergencies or as required by an individual education program. Students may use cell phones during class time if teacher allows it for educational matters. All teachers, including the library media specialist, will collect electronic devices from students before class begins in order to maintain greater focus and engagement. Students will collect their phones as they transition to the next class. Teachers have the autonomy to allow students to access their electric devices for academic purposes.

Consequences

- 1st Offense: device taken from student and given to the office, student warned, and equipment returned at the end of the day.
- 2nd Offense: device turned into the office during school hours for two consecutive days.
- 3rd Offense: device turned into the office during school hours for five consecutive days and parents are notified. Subsequent offenses may include detention and confiscation of equipment for an extended period of time.

All electronic devices offenses are entered into FACTS.

Weapons

Students who bring to school any object which may be used to intimidate or inflict bodily harm and which has no school related purpose would face disciplinary action that may include dismissal. Those items considered under this policy include but are not limited to guns, knives, chains, and explosives.

Vandalism/ Theft

Vandalism (deliberate destruction of school or personal property) or theft (stealing from school or persons within school) will not be tolerated. If this behavior is witnessed or proven true, appropriate disciplinary action will be taken, and a parent or guardian conference with the administrative team will be required.

Safety Drills

Fire, tornado, and lock-down drills are required by law and are an important safety precaution. It is essential that all parties in the event of an actual emergency take the seriousness of the drills into account. All staff and students should familiarize themselves with the proper safety procedures for each classroom they are assigned.

Weather (School Closing)

Whenever St. Mary's Central High School has to close because of an emergency, such as severe weather conditions, radio stations KFYZ (550 AM) and KYYY (FM 93) will carry the official information. Ordinarily, official information will be available between 6:30 - 7:00 a.m. Digital notification (text message, home phone, email) is used for emergency notification.

Lost and Found

Articles found around the school will initially be taken to the office. Any items of value will remain in the main office. Other items will be taken to the lost and found area if not claimed. Any lost and found articles not claimed by the end of the school year will be donated to charity.

Visitors

All visitors to the school are to report to the office upon entering the building. Any student visitor will have a visitor's pass with an administrator's signature of approval. Unauthorized student visitors are not allowed.

Immunization Law

The 1979 Legislature amended *Section 23-07-17.1 NDCC*, the School Immunization Law. Under the law, no child will be admitted to kindergarten, elementary school, middle school, or senior high school in the public or non-public schools unless he/she has a Certificate of Immunization on file at the school or one is submitted prior to admission. The law requires that the certificate must be signed by a physician or local health department representative and be presented to the school officials by the parent(s)/guardian(s).

The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, polio and chicken pox. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including those who are exempt, will be excluded from school until the danger of the epidemic is over.

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask SMCHS to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to

the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Asbestos Notice

St. Mary's Central High School monitors asbestos in its buildings and responds in a cautious and proactive manner. Environmental Health & Safety inspects all asbestos-containing materials to ensure that the materials are maintained in good condition and that precautions are followed whenever asbestos materials are disturbed. Efforts are designed to provide a safe and healthy environment. Asbestos management plans are available for review in the school office.

TUITION

Past Due Tuition Policy

No family with tuition remaining unpaid from the prior school year will be allowed to attend school ***unless arrangements have been made with the Light of Christ Office*** to bring the past due tuition current or the parents have met with their Pastor/Rector (only after having spoken to the administration and the administration providing the Pastor/Rector with the family name) to make arrangements for bringing the past due amount current. Further any family who has a history of not paying tuition timely must enroll and have tuition paid through the FACTS program and any time funds are not available for ACH payment through FACTS the parents will be notified that they must bring the tuition current within 30 days or risk having their child's enrollment terminated.

In all cases the system strongly encourages all families that have a financial need to apply for financial assistance prior to experiencing problems paying tuition. The financial aid program is provided for the specific purpose of finding a way to allow all children to attend the Light of Christ Catholic Schools of Excellence regardless of financial ability.

(LOCCS Board Approved February 2015)

Tuition Assistance Policy

LOCCS believes that no child should be excluded from receiving Catholic education due to the family's inability to pay. Therefore, those who are unable to pay full tuition may complete an online application for financial aid through FACTS.

Application Deadline

Financial Aid applications are due EACH year by May 1st of each year. All prior year award recipients are sent a reminder email prior to the **DEADLINE**.

*ALL applications are reviewed during the month of May. In most cases applications received during the month of May are also accepted into the application process.

Late Applications

Since ALL on-time applicant families are notified of their financial assistance award amount in early June, the following formula will be applied to all LATE applicants:

- Any applications submitted in June: Prior Year Recipients will be eligible to receive UP TO 75% of their prior year award.
- Any applications submitted in July: Prior Year Recipients will be eligible to receive UP TO 60% of their prior year award.
- Any applications submitted after August 1st: Prior Year Recipients will be eligible to receive UP TO 50% of their prior year award.

New Applications

New families enrolling throughout the summer or families that experience a significant financial event are still able to apply in a timely manner and not be penalized applying after the May 1st Deadline.

HOT LUNCH FEES

Unpaid Hot Lunch Accounts

Unpaid Meals: Light of Christ Catholic Schools will provide meals to all students no matter how much they owe. LOCCS will not deny any student access to a nutritious meal and will not serve alternative meals. When a family's account falls below the limit, you will receive notification. Every effort should be made to bring the account back up to a positive balance.

Student lunch balances can be viewed and ACH, Discover or Mastercard payments can be made online in the parent's/guardian's FACTS account.

Because good nutrition is key to the optimal growth and development of children, we make every possible attempt to reach parents/guardians before meal charging becomes a problem. If charging meals is a continuous problem for a family, that family's hot lunch balance will be transferred to their FACTS tuition program and the Hot Lunch amount will be due with the next month's FACTS payment. The balance will be transferred to FACTS once the family owes \$100.00 to the Hot Lunch Program.

If you have any questions or need assistance in filling out the application please call the Director of Hot Lunch, John Herold, at 701-425-0791.