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MISSION STATEMENT OF ST. MARY CATHOLIC CENTRAL HIGH SCHOOL

Introduction - St. Mary Catholic Central High School, established through the merger of St. Mary Academy and Monroe Catholic Central, serves the educational needs of young men and women of diverse religious, ethnic, and economic backgrounds of Monroe and neighboring communities. The school serves as an extension of the educational ministry of the Catholic Church which continues the teaching mission of Jesus.

Mission Statement – Building on the charism of our founders, St. Mary Catholic Central High School is a Christ-centered learning community forming lives in a tradition of faithfulness to the Gospel, educational excellence, and service to others.

PHILOSOPHY OF ST. MARY CATHOLIC CENTRAL HIGH SCHOOL

St. Mary Catholic Central High School is an accredited, Catholic, secondary educational faith community comprised of students, parents, and educators. St. Mary Catholic Central offers the student a rigorous, comprehensive, multi-leveled college preparatory program that prepares the student spiritually, academically, physically, and socially for a full, loving, gospel-centered adult life.

St. Mary Catholic Central teaches Roman Catholic theology so as to enable students to understand and appreciate the teachings of Jesus Christ, to live the gospel mandates in an ever-changing world, and, through prayer and discipline, to be concerned and responsive to the needs of the local community.

GOALS OF ST. MARY CATHOLIC CENTRAL HIGH SCHOOL

To create a spiritually centered community which strives to challenge all students to live a Christian life.

To create an academically comprehensive community which teaches and combines fundamental skills with scholarly critical tools for use in their personal and professional lives.

To create an athletic program which enables students to realize their full potential, recognizing physical growth is directly associated with emotional development.

To create a social activities schedule which allows students to have fun in a supervised setting allowing for a sense of self-discipline and social etiquette.

To empower students to realize their role within our democracy to be responsive, compassionate, and concerned for the individuals with whom they interact on a daily basis.

GENERAL COMMUNICATION

Phone Number:	734-241-7622
Fax Number:	734-241-9042
Website:	www.smccmonroe.com
E-mail:	Addresses listed on website.
Academic Tracking:	www.powerschool.smccmonroe.com
Call Command:	Automated voice messaging system

Call Command

Call Command voice messaging system gives SMCC the opportunity to communicate a message to the SMCC community via land line phone and/or cell phone. Messages may include but are not limited to: school closings, fog delays, early dismissals, and any important information we feel is necessary to communicate to the SMCC community.

ADMISSIONS POLICY

Promotion to ninth grade is required for entrance. All incoming 9th graders must take the High School Placement Test for admission. All transfer students are on probation for a minimum of one semester. St. Mary Catholic Central has no restrictions with respect to race, creed, color, national/ethnic origin or sex.

AGE OF MAJORITY

In the state of Michigan, students reach the age of majority upon the 18th birthday. It is important for students reaching the age of majority to realize that as students, they are legislated by school board policies which have been officially adopted and published. Therefore, a student's responsibility to follow school rules does not change upon reaching the age of majority, nor does the fact that their parents continue to have control over educational decisions.

CAMPUS MINISTRY

Participation Policy

SMCC recognizes, respects, and honors people of all religious traditions. As a Catholic institution, we require all SMCC students to participate in our Campus Ministry events, while not drawing undue attention to themselves and ensuring respect for our Catholic beliefs and traditions.

Retreat Policy

We believe that it is important to take time out to reflect on the spiritual aspects of our lives. Therefore, a school scheduled retreat must be attended by each student for each year he/she is in attendance at St. Mary Catholic Central High School. This yearly retreat is a graduation requirement. Should a student miss a school scheduled retreat, he/she must contact the Campus Minister to make arrangements to make up the retreat.

Community Service Policy

As a Catholic Christian institution, we believe in the need to put our faith into action. Through volunteer work in our community we put our gifts at the service of God, Church, and community. Therefore, all St. Mary Catholic Central students are required to complete forty (40) community service hours (ten hours for every year in attendance at SMCC) in order to receive a diploma from SMCC. After the requirement is met, students are encouraged to continue to report service hours as they may contribute to students being awarded scholarships.

Students are encouraged to volunteer at service agencies, in their parishes, and at SMCC events that require assistance. Service opportunities are announced on the daily announcements. All service hours must take place outside of the school day.

Community service hours may be accumulated beginning June 1st of a student's freshman year, and must be submitted by the first Friday in May of his/her senior year. For each service act performed, a service verification form must be completed through the online service portal, www.x2vol.com, or the corresponding iPad App. For the following special volunteer opportunities, the stated guidelines must be followed.

Parish Worship Service:

- 1) Initial training course may count if completed after a student is enrolled at SMCC.
- 2) One hour of service may be verified for each worship service at which a service is given.
Types of service may include: altar server, sacristan, musician (unpaid), lector, commentator, usher, etc.

Family / Neighbor Assistance Service:

- 1) Description of service is clear.
- 2) Service to immediate family members will not be accepted.

GRADUATION REQUIREMENTS

The following credits are required for graduation at SMCC.

Theology	4 credits
English	4 credits
Social Studies	3 credits
Mathematics	4 credits (must include Algebra II)
Science	3 credits (must include Chemistry or Physics)
Computers	½ credit of Computer Technology
Fine Arts/Practical Arts	1 credit
Physical Education	½ credit (may be replaced by two seasons of SMCC sports participation)
Health	½ credit
Modern Language	2 credits
TOTAL	24 credits are required for graduation

Additional graduation requirements include: One school sponsored retreat per year and forty community service hours over four years (10 hours of service each year attending SMCC). All SMCC students are required to participate in one job shadowing day during their junior year, and submit all required paperwork.

Graduation Activities

Graduation activities are sponsored to honor graduating seniors. Students who have not fulfilled SMCC's graduation requirements will not be admitted to these events. Students must be within one credit of the total number required credits to participate in graduation activities.

ACADEMIC REQUIREMENTS

Academic Accommodations

Students enrolled at SMCC are expected to meet all academic requirements. Reasonable classroom and testing accommodations may be made if an official diagnosis of a learning disability/difference has been documented. To be eligible, the student must provide the Director of Academic Support with a current and comprehensive written evaluation from a qualified clinician. It is important to note that SMCC is not able to provide the kinds of intensive accommodations typically found in schools with Special Education Programs.

Course Failures

If a student has failed a course that is a pre-requisite for another course, it **must** be taken and completed by August 10th, before the student may register for the next course and return to SMCC, unless the student receives permission from the principal to return.

A student must earn a minimum of six academic credits for each school year in order to remain eligible to return in the fall of the following school year, unless approved by the principal. If a student earns six credits and fails a course, the student may schedule the course at SMCC the following school year.

Students who receive a 59% or lower (no credit) for a semester grade in a course required for graduation, or lose credit due to excessive absences must make up the credit(s). Students with excessive failures face the possibility of not being allowed to re-enroll at SMCC for the following school year.

Course Appeal

A student wishing to enroll in a class for which teacher recommendation is denied must fill out a course appeal form that the parent and student both sign. A course appeal will only be honored if academic pre-requisites have been met, or if approved by the Department Chair and/or Principal.

COLLEGE ADVISING DEPARTMENT

At SMCC, students are involved in the process of college and career planning beginning freshman year. The College Advising Office works with each student and their family to help them make decisions about their future by providing them with information and tools to aid them in all of the steps of the college selection process.

The college planning process can be intimidating but it can also be very exciting! The College Counselors have created a College Planning Handbook which will assist students and parents with the college search and application process, as well as information on financial aid and scholarships. This handbook can be found on the College Advising website.

All SMCC students and parents have access to SCOIR, which is the primary tool that we use to assist with the career and college selection process. SCOIR allows parents and students to research careers, search for colleges, sign-up to attend college representative visits and manage potential college choices. The College Advising Office also using other tools for ACT/SAT prep and scholarship research.

SCHEDULES

Each student must take a minimum of 6 courses each semester, unless approved by the Principal.

Online, Dual Credit and College Course Program:

SMCC has established an Online, Dual Credit and College Course Program to expand learning opportunities for qualified students to advance their learning, obtain high school and college credit, and assist in the remediation of courses failed. Through partnerships with Michigan Virtual School, Monroe County Community College, Educere and other college programs, SMCC offers these numerous high school and dual credit opportunities. Online courses are designed to supplement SMCC's curriculum and ease scheduling conflicts. Since the curriculum at SMCC provides opportunities for a multi-level college preparatory experience, the following conditions have been set for students enrolling in the Online, Dual Credit and College Course Program:

- The student is required to meet SMCC's requirements for graduation.
- The online course must be substantially different from any similar course offered at SMCC.
- The student's SMCC class schedule and requirements must be given primary consideration in the scheduling of online classes.
- Participation guidelines are established according to the online program. Generally, participation is limited to students with a minimum GPA of 3.2. For programs without a GPA requirement, SMCC has set 3.0 as the necessary GPA. A student may be considered with a lower GPA only with the approval of the Principal. Consideration for remediation of classes will be based on student needs rather than GPA.
- Online course work may not exceed a total of 2 credits per academic year and all courses taken must be pre-approved by the student's College Advisor and the Principal at SMCC.
- Families are responsible for payment to the online course provider, unless the need for the course is created by a conflict in the student's schedule.
- There will be no reduction in SMCC tuition for students participating in an Online, Dual Credit or College Course.
- SMCC students will not leave campus to take these courses, which will be taken under the supervision of SMCC faculty and staff, unless receiving pre-approval from the principal

CLASS DROP AND ADD POLICY

Under normal circumstances, the dropping and adding of classes during the school year is discouraged. Students wishing to add or drop any class *must* have the permission of the parent and school administration before the change can be permitted. If a change in the student's schedule becomes necessary, the following procedure will be followed:

After the seventh day of school a student may change his/her schedule only if, after consultation with the teacher, counselor, and parent/guardian, it is found that he/she has been placed in a class that does not match his/her ability. (The Principal will make the final decision in student placement).

The following grading procedure will be enforced when students drop a class during a semester (unless otherwise specified by the principal due to medical or unforeseen circumstances):

Weeks 1-2: No record of class on the permanent record.

Weeks 3-6: Class listed on the permanent record as a "W." The "W" does not affect the student's GPA.

Weeks 7-18: Class listed on the permanent record as "F" and the failing grade is counted in the GPA.

GRADING SCALE

Report cards are distributed at the end of each quarter.

<u>Letter Grade</u>	<u>Percent</u>	<u>Honor Points</u>	<u>Comment</u>
A+	99-100	4.33	Superior Work
A	93-98	4.00	
A-	90-92	3.66	
B+	87-89	3.33	High Quality Work
B	83-86	3.00	
B-	80-82	2.66	
C+	77-79	2.33	Satisfactory Work
C	73-76	2.00	
C-	70-72	1.66	
D+	67-69	1.33	Unsatisfactory Work
D	63-66	1.00	
D-	60-62	0.66	
F	59 or below	0.00	No Credit

Advanced Placement and Honors courses earn an additional 1.00 honor point.

A student's grade point average (GPA) is computed by adding the honor points for each course and dividing that sum by the total number of courses. The GPA is rounded off at one hundredths for the semester grades. A student's cumulative (career) GPA is computed as described above using only the final semester grades for each semester throughout high school.

TRANSCRIPTS/STANDARDIZED TEST SCORES

Official transcript requests will be provided at no charge prior to graduation, as long as the student is in good financial standing at the school. It is the responsibility of the student to make sure that all standardized test scores (ACT and SAT) are sent from the testing agency to the college of choice. It is highly recommended that the student indicated all schools they are interested in on the ACT/SAT test registration form. This will avoid being charged an additional fee by the testing agency for sending scores at a later date.

COLLEGE APPLICATION AND COLLEGE VISITATION POLICY

St. Mary Catholic Central encourages all students to selectively visit colleges and universities as they make decisions concerning their future education. Therefore, the following policy will be enforced:

- All seniors are highly encouraged to submit college applications to at least 3 different colleges. Students are urged to send all applications prior to November 1st for maximum consideration from colleges.
- All seniors applying to colleges must submit a request for transcripts in SCOIR at least 7 days before the college application deadline.
- All Federal Financial Aid forms (FAFSA) should be submitted as early as possible for maximum consideration, or by college specific deadlines.
- All SMCC students are highly encouraged to visit at least 3 colleges before they submit their college applications.
- A student may select 5 days to visit college campuses beginning his/her sophomore year. These 5 days are considered excused daily absences. However, perfect attendance requires that you are in school from 7:55 am to 2:30 pm every school day with no absences. A student may only use two of these days in any given semester. Special circumstances will be considered upon request for consideration by the College Counselor.
- A student requesting a college visit must obtain a **college visit request form** from the College Advising Office or College Advising Website. This form must be completed by the student and his/her parent/guardian and returned to the College Advising Office **at least two (2) school days** prior to the college visit.
- College visits are encouraged during Spring Break and days SMCC is not in session.

COLLEGE ATHLETICS

In order to practice and play as a freshman at an NCAA Division I or Division II College, the student-athlete must satisfy the requirements of NCAA Bylaw 14.3.

All student athletes must be approved by the NCAA Initial Eligibility Clearinghouse in order to be eligible to practice and compete in Division I or Division II athletics.

It is each student's responsibility, not SMCC's, to know the requirements for NCAA eligibility. Parents and students interested in obtaining information about college eligibility should view the "NCAA Guide for the College-Bound Student-Athlete" (http://fs.ncaa.org/Docs/eligibility_center/Student_Resources/CBSA.pdf) or contact the Athletic Director at SMCC.

STUDENT ACADEMIC PROGRESS ON POWERSCHOOL

Students and parents have the opportunity to regularly check grades and student progress through the PowerSchool program. Parents will receive a parent code to access the program before the start of the school year. Teachers will update student grades on Monday every other week beginning the second Monday of September.

PowerSchool gives parents information on assignments, tests, quizzes, and grades. The program also includes an e-mail component for easy communication between parents/students and teachers. If at any time parents have questions or concerns about grades, they should contact the individual teacher. Since the PowerSchool program is in use, it is our expectation that the student and the parent will regularly review grades and make contact with the teachers as necessary.

ACADEMIC TEACHER TIME

A student who has been identified by a teacher as being in need of academic intervention in his/her class, will attend a 30 minute Academic Teacher Time after school, unless a different time can be scheduled by the student

and teacher. If a student does not attend the Academic Teacher time as requested, they will have to serve a 45 minute after school detention, held on Monday, Wednesday or Friday. A student who is assigned an Academic Teacher Time cannot use sports or extra-curricular activities as an excuse to miss an Academic Teacher Time.

ACADEMIC ELIGIBILITY AND SUSPENSION

A student is placed on Academic Ineligibility if the **student is not passing 5 of his/her classes during a semester**. During this time the student is Academically Ineligible. He/She:

- A. will meet with a member of the Academic Support Team to review the reasons for the Academic Ineligibility and to formulate a plan for improvement.
- B. will be ineligible to participate in all extracurricular activities, i.e. clubs, drama/music productions, athletics.
- C. will remain ineligible for a minimum of 2 weeks to allow time for improvement of grades and until the next PowerSchool check occurs.
- D. will be reviewed via PowerSchool every other Tuesday to determine reinstatement of eligibility.
- E. will be ineligible for period beginning on the Wednesday immediately following and continue for 2 weeks.
- F. will be required to attend a 45 minute afterschool study session, under the direction of SMCC faculty members, in on 3 occasions during each week of ineligibility. Study sessions will be available after school on Monday through Thursdays of each week.

Students whose **semester GPA is below a 1.66** are placed on Academic Suspension and may not participate in any extracurricular activities for the following semester. The extracurricular activities include athletics, band, musical or drama productions and all club activities. Students who have been placed on Academic Suspension **may** be asked to withdraw from school if no evidence of improvement is forthcoming during the semester of probation. All final eligibility decisions are at the discretion of the principal.

MENTORING PROGRAM

Students with a cumulative G.P.A below a 1.75 may be assigned a Teacher Mentor. The student is required to meet with their mentor either before or after school on a weekly basis. The Teacher Mentor will help the student develop and implement a plan to improve their academic performance.

HONOR ROLL / ACADEMIC HONORS

A student who earns a 3.30 or higher Grade Point Average (GPA) 1st and 2nd semester will be placed on the **honor roll**. Academic honors are based on the following:

- 1st Honors – 4.0
- 2nd Honors – 3.70-3.99
- 3rd Honors – 3.30-3.69

At the Senior Honors Program, seniors who maintain a GPA of 3.30 to 3.69 for the first 7 semesters will be recognized as cum laude graduates. Seniors who maintain a 3.70 to 3.99 GPA for the first 7 semesters will be recognized as magna cum laude and seniors who maintain a 4.00 GPA or higher for the first 7 semesters will be recognized as summa cum laude graduates.

SMCC ACADEMIC AWARD PROGRAM

Learning is what is most important. We believe that students should be challenged to succeed and be recognized for that achievement. The Academic Award Program is open to all students and is sequential in its recognition. In order for a student to receive an academic award, he/she must maintain a GPA of 3.30 or higher for the 1st and 2nd semester. For seniors, a student must earn a 3.30 or higher during their first semester. Recognition of all students who have successfully completed the requirements for an academic award will occur annually at the Honors Program.

- 1st year achievement – SMCC Academic Certificate

- 2nd year achievement - SMCC Academic Letter
- 3rd year achievement - SMCC Crest
- 4th year achievement - Academic Medal/Ribbon

SMCC does not rank students. However, we recognize SMCC Top Scholars and Valedictorian and Salutatorian as described below.

SMCC Scholars – Seniors with a cumulative GPA of 4.0 or above

Every spring SMCC announces the names of students who have achieved a cumulative GPA of 4.0 or above for their first seven semesters. These students are recognized at the Senior Recognition Program as SMCC Scholars. The SMCC Top Scholars will be honored via SMCC’s social media accounts. Students who finish in the Top 10 of cumulative GPAs after seven semesters will be honored in the Monroe Evening News.

Valedictorian and Salutatorian

From the group of SMCC Scholars, SMCC also honors the students with the highest and the second highest GPA. These students are honored as the Valedictorian and Salutatorian, respectively.

SCHOOL CLOSING - SNOW DAYS

If it becomes necessary to close school because of weather or because of equipment failure, students and parents are asked **NOT TO CALL THE SCHOOL**. SMCC will send an automated voice message (call command pg.2) to each household and/or listen to radio stations (WWJ AM 950, WJR AM 760, WHND AM 560, or WTWR FM 98.3) and/or watch television stations (Monroe Cablevision 13, Charter Cable Station 18, WJBK-TV 2, WXYZ-TV 7, or WTVG-TV 13) and/or view the internet

(www.schoolclosed.com/www.smccmonroe.com/www.monroenews.com, @SMCCMonroe on Twitter) for information.

ATTENDANCE POLICY

The primary purpose of the attendance policy is to encourage students to be present in their classes to attain maximum benefit from classroom activities. There is a correlation between good attendance, academic success, and acceptance of academic responsibility. In order to ensure the best educational environment possible the following rules and procedures are in effect.

Students are **expected** to be in **attendance** every day of the school year. If over 40% of a particular grade level is absent on a certain day, then that grade level will have an additional day of school to attend. Perfect attendance is defined as no absences (excused/unexcused) or tardies to school (tardies to class may count against perfect attendance), and no off campus permits, for the entire school year. **Perfect attendance requires that you are in school from 7:55 am to 2:30 pm every school day with no absences or tardies.** Attendance at a funeral of an immediate family member (parent, siblings or grandparents) will not count against perfect attendance.

When a student is to be absent, a parent must call the Main Office at 241-7622 ext.111 and leave a message stating the name of the student, why he/she will be absent, how long (if known) the student will be absent and a phone number where the parent can be reached. The call must be placed before 9:00 am.

A student, upon returning to school after any absence, **must present to the Main Office a custodial parent/guardian's signed note stating the student's name, date(s) absent, reason for absence, and phone number where a parent/guardian can be reached for note verification.**

Students are expected to attend all classes, and all school activities within the school day such as assemblies, class meetings, club meetings, school day religious services, retreats, and pep rallies. A student who must leave the school premises during the school day must present a note from his/her parents stating the time, date, and reason

that necessitates his/her leaving school early. This includes lunch hour. This note is presented to the Attendance Secretary before school starts in the morning. **THE STUDENT MUST SIGN OUT BEFORE LEAVING SCHOOL.** If the student returns to school that day, the student must sign in at the Main Office before returning to his/her classes.

If a student becomes ill, he/she must report to the Main Office. The Attendance Secretary will call home for directions or permission to send the student home. The student will be asked to sign out. If a parent offers to pick up the student, the student waits for his/her parent in the Main Office. When the student returns to school, he/she must follow the absence procedure. Make-up work is the responsibility of the student. In case of an extended illness, assignments may be requested through the Attendance Secretary.

ATTENDANCE AND EXTRACURRICULAR ACTIVITIES:

Students must be in class for **5 full consecutive class periods** in order to participate in any club activity, drama/musical or athletic practice. In addition students must be in class for **5 full consecutive class periods** on the day of an activity, production or athletic contest in order to participate. Special situations such as funerals, college visits, etc. must have the approval of the Administration to be considered excused.

EXTENDED ABSENCE FOR PERSONAL CONVENIENCE

St. Mary Catholic Central does not sanction vacations or non-school related activities while school is in session. The responsibility for academic work and progress is that of the parents/guardian and the student. Teachers are required to give only minimal help with missed assignments and class work. If a student plans to be absent from school for 3 or more days, the student must present a note from his/her custodial parent/guardian at least 5 school days prior to the student's requested absence and the dates of the absence. The student must also obtain an Extended Absence Form from the Principal, and have his/her teachers and custodial parent/guardian complete this form. If the extended absence is for 5 school days or longer, a meeting with the parent(s) and student, Principal, Counselor, and the Administration must be held at least 2 weeks prior to the intended absence. The Extended Absence Form must be returned to the Principal at least 2 school days prior to the requested absence period.

FORFEITURE OF CREDIT

DAYS OF ABSENCES OR INDIVIDUAL CLASS PERIOD ABSENCES

If a student misses 10 days of school in any given semester, they will be Academically Ineligible from all athletic and extracurricular activities from a period of 3 weeks. The student must comply with the Academic Ineligibility guidelines set forth in the handbook to regain eligibility. If a student accumulates a total of 15 absences in a semester, credit for courses may be forfeited. School sponsored activities such as field trips, retreats, or athletic events do not count toward the absence total. Written notification of this forfeiture of credit will be given to the student, parent/guardian, and principal.

Please schedule medical/dental appointments after school. If a student misses 10 individual class periods in any given semester, they will be Academically Ineligible from all athletic and extracurricular activities from a period of 3 weeks. The student must comply with the Academic Ineligibility guidelines set forth in the handbook to regain eligibility. If a student misses or is tardy to an individual class period 15 times during the semester for non-school sponsored activities (such as tardiness, doctor, or dental appointments, etc.), then the student may forfeit credit for that class and receive an F (failing) grade for the quarter. The student may be removed from the class and placed in a study hall for the remainder of the semester. A student will be considered absent from an individual class period if he/she misses more than 20 minutes of the class period.

APPEAL PROCESS FOR FORFEITURE OF CREDIT AND/OR ABSENCE-RELATED ACADEMIC INELIGIBILITY

A student who forfeits credit or is deemed Academically Ineligible due to excessive absences (15 absences in a semester), or due to missing an individual class period 15 times may appeal this forfeiture of credit or academic ineligibility to the Administration. To appeal, a student or parent should submit a letter containing a request for review, and reasons, doctor's notes, etc. to explain the student's absences to the Administration within 7 calendar days after written notification was received. At the end of the semester, the Administration will review the appeal and determine if credit should be reinstated. A significant improvement in the student's attendance record would be taken into consideration by the Administration.

TARDINESS POLICY

Punctuality (being on time) is one of the most important habits that can be developed. Students are **expected** to be **on time** for school **and** for each class period. Punctuality is the one character trait most often asked about by employers.

Tardiness is defined as being late to school or not being **in** the classroom or assigned area when the **second** (tardy) bell **begins** to ring. This is a **minimum** definition. Each teacher may develop a stronger definition if he or she desires.

TARDIES TO SCHOOL

Any student reporting to school after 7:55 am is considered tardy and must sign in and obtain an admit slip at the Main Office. A student will **not** be admitted to class without an admit slip.

If a student is more than 20 minutes tardy to school, the student must present a signed note from a custodial parent/guardian stating the reason for the tardiness. A phone call from a parent/guardian stating the time a student **will arrive** and the reason for the tardiness is also acceptable. That student will also be marked absent from first period. The student will also be given a tardy on their record as well.

There will be some tardies that will be considered excused and will not count against the tardy total. They are as follows:

1. Tardy due to sickness with a note from a medical doctor, not related to the student, confirming the illness. A note from a parent is not sufficient to be considered excused.
2. Tardy due to the fact the student is attending a funeral.
3. Tardy due to a scheduled doctor/dentist appointment with a formal note from the office of the doctor/dentist confirming the appointment date and time.

These are the only tardies that will not be counted towards the total.

TARDINESS DURING THE SCHOOL DAY

All students not in their assigned classroom/area when the second bell begins to ring are **tardy-unexcused**. This is a minimum definition. Each teacher has outlined his/her definition and plan of action for unexcused tardies on the Classroom Procedure Sheet. The **only** tardies that will be excused are those occurring when a student has been detained by a staff member and has a signed note from that staff member. If a personal hygiene problem develops during the exchange period, students should report to the Administration or the teacher of their next class period to obtain permission to use the restroom.

Tardy Violations: Tardies will be cumulative for the semester. After your 5th tardy the consequence is one (1) 45 minute after school detention. After your 10th tardy the consequence is three (3) 45 minute after school detentions.

Every 5th tardy after your 10th will result in three (3) 45 minute after school detention. Detentions will be served on Mondays, Wednesdays and Fridays unless otherwise specified by the Principal or Dean of Students.

EARLY DISMISSAL/OFF CAMPUS

All parental requests for early dismissal/off campus must be presented in writing to the Main Office by 7:55 am. Students will be issued a slip for early dismissal. A student with an off-campus slip is to sign the attendance book in the Main Office when he/she returns to school.

DISCIPLINARY CODE OF CONDUCT AND ACTION POLICY

PHILOSOPHY: The discipline code at SMCC prescribes a certain type of behavior which we hold as **special and important**. Our code helps us live up to the special purpose of why we are here: to learn to live in a modern world as Christians, totally prepared spiritually, academically, physically, and socially. **Respecting yourself, your school, and others** is a **goal and expectation** that exists as an important part of the spiritual, academic, and extracurricular atmosphere at SMCC. During assemblies, liturgies, theatrical performances, athletic events, and all other school sponsored activities **respect** and **courtesy** shall be followed and exhibited by students. Failure to conduct oneself in an appropriate manner shall result in disciplinary action and the possible loss of eligibility to attend school sponsored extra-curricular events.

DISCIPLINARY ACTIONS: SMCC's disciplinary actions are described in the SMCC Behavior Rubric that is contained in the appendix of this handbook. It includes but is not limited to 3 levels of behavioral offenses and the consequence for these infractions.

VIOLATIONS OF STUDENT DISCIPLINARY CODE OF CONDUCT

The rules in this Code are designed to notify SMCC students as to the types of behaviors that are not acceptable; nevertheless, every specific variation of the prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that is in direct violation of the mission of the school. The following list includes conduct considered to be in violation of the SMCC Student Disciplinary Code of Conduct. This is not an exhaustive list. The Administration will determine the consequences after considering the severity of the offense.

A) Attendance/Truancy

- 1) Tardy to school
- 2) No tardy/absence note
- 3) Leaving school/campus without permission
- 4) Leaving a class or school related activity without permission
- 5) In halls, classroom, school grounds, and/or unauthorized area without permission
- 6) Failure to sign out or obtain an admit slip upon entering or leaving school
- 7) Being late to lunch detention
- 8) Skipping a class/Skipping School

B) Respect for Other People

- 1) Disruptive conduct, poor sportsmanship, or loud, obnoxious behavior in our building or during any home or away school event.
- 2) Written, i.e: notes, including any electronic communications, or verbal references (ie. Rumors/gossip,) about a person or personal characteristics which are hurtful or harmful
- 3) Swearing, foul language, rude, inconsiderate or disrespectful behavior

- 4) Inappropriate public display of affection (embracing, kissing, etc.) on school grounds or at school functions
- 5) Shoving, pushing, horseplay, throwing snowballs, water balloons, stink bombs, etc.
- 6) Possession/use of and/or failure to surrender materials which are potentially disruptive to the learning process such as cell phones, Apple Watches, Frisbees, squirt guns, laser pointers, etc.
- 7) Failure to surrender any of the above items
- 8) Demonstrating insubordination by a failure to complete a disciplinary action with a teacher or staff member or to comply with a reasonable request
- 9) Running in the corridors

C) Respect for Other's Property

- 1) Littering (i.e. improper disposal of gum, paper, or trash) in the building or on the campus
- 2) Not cleaning up table/area in the cafeteria after eating
- 3) Throwing food in the cafeteria
- 4) Vandalism such as writing on or damaging computers, desks, lockers, posters; destruction of property. Financial restitution may be required.
- 5) Graffiti anywhere in the school or on school grounds. Financial restitution may be required.
- 6) Entering a locker assigned to someone else

D) Cars and Driving

- 1) Parking in non-student or non-parking areas
- 2) Inappropriate or unsafe driving on school grounds or adjacent streets

E) Other School Policies

- 1) Being out of dress code or not properly groomed
- 2) Possession/use of cellular phones during school hours
- 3) Failure to have a pass while in the hallway during class period
- 4) Gambling in school or on school grounds
- 5) Food or drink outside cafeteria; cans, glass or plastic bottles or cups which contain pop, juice, coffee or any other liquids
- 6) Cheating/Plagiarism -All incidents of cheating/plagiarism will result in loss of credit and after school detention. After an individual teacher has dealt with an initial student cheating/plagiarism problem, the student may be suspended for repeated offenses on exams, tests, homework, assignments, written reports, term papers, etc.

Cheating is the act of using unfair advantage to complete assignments or tests. This includes, but is not limited to, copying another's homework; copying from others while taking tests, quizzes, or exams; using cheat sheets; procuring copies of a test without the teacher's permission; giving/receiving specific tests or assignment information to/from another student; and allowing someone else to write one's assignments.

Plagiarism is the act of knowingly submitting the works and/or words of another as one's own without giving proper credit to the source. This includes, but is not limited to, buying or procuring papers from the internet or an individual; quoting or paraphrasing closely from a source without giving proper credit; and/or using another's words, lyrics, or images from another student, print source, or an internet source and claiming them as one's own.

- 7) Inappropriate magazines/books/pictures/apps; examples are magazines/books/pictures/apps which promote sexual activities, weapons, illegal drugs, etc.
- 8) Failure to complete/return school forms
- 9) Inappropriate use of technology may result in loss of privileges
- 10) Backpacks or bags in the classroom

Removal from a Class: If a student is asked to leave a classroom or other assigned area, he/she will report immediately to the Administration or the main office. The teacher in charge must notify the Administration or main office immediately that such action took place. The teacher is to complete a Behavior Intervention Form and send the completed form to the Dean of Students for assessment of the consequence.

LUNCH DETENTION RULES

- 1) A student will serve the lunch detention after they have been notified by the Dean of Students
- 2) Students are to report on time to the Main Office. The secretary will instruct the student to sit in a chair; feet flat on the floor and look forward only. There will be no schoolwork with the exception of **completing** the form provided by the secretary.
- 3) **Students will need to bring a lunch that day.**
- 4) **COMPLETE SILENCE** must be maintained. There will be no talking or non-verbal communication with other students or the adult supervisor.
- 5) The lunch detention is not considered served unless the above guidelines are satisfied.
- 6) Skipping a lunch detention period will result in additional consequences.

BEFORE SCHOOL DETENTION RULES

- 1) A student will serve the before school detention after they have been notified by the Dean of Students
- 2) Students are to report on time to the IHM. The Dean of Students will instruct the student to sit in the seat; feet flat on the floor and look forward only. There will be no schoolwork with the exception of **completing** the form provided by the Dean of Students.
- 3) **Students will need to show up between 7:10-7:20. The detention will last 30 minutes.**
- 4) **COMPLETE SILENCE** must be maintained. There will be no talking or non-verbal communication with other students or the adult supervisor.
- 5) The before school detention is not considered served unless the above guidelines are satisfied.
- 6) Skipping a before school detention will result in additional consequences.

AFTER SCHOOL DETENTION RULES

- 1) A student will serve after school detention after they have been notified by the Dean of Students
- 2) Students are to report on time to the assigned after school detention room. The teacher in charge will instruct the student what needs to be done to complete the after school detention.
- 3) The After School Detention will last from 2:35-3:15.
- 5) The after school detention is not considered served unless the above guidelines are satisfied.
- 6) Skipping an after school detention period will result in additional consequences.

SUSPENSION: Suspension is the removal of a student from the normal academic setting. The Administration acting in the name of the Principal may suspend a student for as many days as deemed appropriate for their actions. During the period of suspension a student may receive an F (failure – 59% or below) for assignments, tests, quizzes, and work missed. **A student may not attend school related functions including club activities, extracurricular activities, and athletic activities.**

In-School Suspension: In-school suspension may be issued for a student's extreme or repeated disregard of the SMCC Student Disciplinary Code of Conduct. Which day(s) the student will serve the suspension will be determined by the Administration. The rules for in-school suspension are as follows:

- A) The student reports to the Main Office by 7:55 am with all notebooks/binders, iPad, paper, and pens/pencils. The student will be dismissed at 2:30 pm or the end of the school day.
- B) The Administration will assign the student the tasks to be performed during his/her in-school suspension. No sleeping will be allowed.

- C) Permission will be issued by the suspension proctor for the student to use the restroom and to buy lunch, which will be eaten in the suspension room. A student will not be allowed to leave the suspension room during the school's normal classroom exchange.
- D) Violation of these regulations will result in further disciplinary action.

Out-of-School Suspension: Out of school suspension is issued for as many days as deemed appropriate for a student's extreme or repeated disregard of the SMCC Student Disciplinary Code of Conduct. During the time of this suspension the student may not be on school grounds or attend school-related functions. Out-of-school suspensions may result in expulsion.

Immediate Suspension Violations: The following violations will be investigated by the Administration and forwarded to the Dean of Students. The Dean of Students and Administration will then make a determination on the appropriateness of and the length/nature of the suspension will be based on the SMCC Behavior Rubric but not limited to the consequences outlined in the rubric. In addition, a student may receive consequences for each suspension violation listed below and/or be placed on disciplinary/social probation. The suspension recommendation may be corrective in nature with the student returning to normal status, or may warrant expulsion from the school.

- A) **Fighting:** Fighting is unacceptable conduct for all parties involved and is prohibited on school grounds or at any school functions anywhere/anytime.
- B) **Gross Disrespect/Threats/Bullying:** Exhibiting behavior that shows gross disrespect to school personnel, fellow students, and/or guests is prohibited. No individual will create a threatening environment, which endangers the physical, emotional or social health and/or safety of others (Examples: Sexual harassment, written, verbal, or physical threats).
- C) **Sexual Misconduct/Indecency:** Acts of indecent exposure or lewd gestures are prohibited. A student may not engage in any indecent touching of their own body or that of another. Also prohibited are inappropriate gestures that mimic or imply sexual acts, including dirty dancing, or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. All such acts of sexual misconduct and/or indecency will not be regarded lightly nor be considered pranks.
- D) **Slurs concerning a person's race, ethnicity, sexual orientation or religion:** Written and/or verbal references are unacceptable.
- E) **Weapons:** See Weapons Policy in this handbook.
- F) **Theft/Possession of Stolen Properties:** Theft or possession of stolen property on school grounds or at any school function anywhere/anytime is prohibited.
- G) **Forgery/Falsifying Documents:** Forgery is the unauthorized using or writing of the name of another person on school forms or other school related correspondence. Falsifying documents means changing any note, pass, or school communication.
- H) **Lying:** Lying and/or providing false information.
- I) **Violation of the Law:** Any student who commits an act that would be considered a violation of any criminal law may be suspended.
- J) **Creating a Potentially Dangerous Situation:** Any student creating a situation that is considered dangerous to the safety and well-being of students and staff such as fire alarm tampering, setting off fireworks, etc. will result in a suspension.
- K) **Student Possession, Use or Abuse:** A student shall not knowingly possess, use, transmit, sell, or be under the influence of alcohol, drugs, or tobacco including counterfeit/look alike drugs, over-the counter mood-modifiers, prescription medications, or inhalants. This may result in expulsion.

DISCIPLINARY PROBATION: Any above offense (A-L) or an accumulation of occurrences and consequences may result in disciplinary & social probation. The terms and length of the probation are determined

by the Administration. The Administration will notify the Club Moderator/Coach or the Athletic Director as necessary.

Disciplinary Probation includes the following:

Disciplinary Probation:

- 1) A student will enter the SMCC campus no earlier than 15 minutes before the start of school and must leave no later than 15 minutes after the end of the school day.
- 2) The student will not be granted any passes (hall, library, etc.)
- 3) The student will be allowed to practice with an athletic team, academic team (mock trial, quiz bowl, etc.), or drama production and attend only the games/events for their respective athletic team.
- 4) The student will not play in an athletic event, participate in a drama production event, or participate in an academic team event during the period of the probation.
- 5) The student will be prohibited from attending extra-curricular functions besides for their respective team (such as dances) for the period of the probation.
- 6) If a student cannot complete his/her probation during the current semester/ school year, it will carry over to the next semester/ school year.

EXPULSION/WITHDRAWAL: Expulsion/withdrawal is the permanent removal of a student from SMCC. That individual may not attend any school related functions. A student may be asked to withdraw from SMCC for any violation of the SMCC behavior rubric or any major offense which seriously damages the welfare of SMCC, its reputation, or its occupants.

CONFLICT RESOLUTION

SMCC has a written procedure for addressing issues or concerns that may be raised by a student or parent. Final authority for decisions rests at the local level with consultation available from the Archdiocese of Detroit Office for Catholic Schools.

To address an issue or concern within the local school community, a pastoral approach incorporating the following is recommended.

- 1) The issue or concern should first be discussed with the person(s) most directly involved (classroom concern with the teacher; disciplinary concern with the Administration; athletic concern with the coach; academic and/or school policy concern with the Principal).
- 2) If not satisfied with the response, an individual may contact the next level of administration (Principal in the case of a teacher; Athletic Director in the case of a coach).
- 3) A joint meeting of all persons involved may be beneficial if the issue or concern is not settled in Step #2.
- 4) The procedure is not intended to be adversarial or quasi-judicial. Only those persons with a direct interest in the issue or concern should be allowed to participate. If the person(s) raising an issue of concern seek(s) outside assistance (e.g. litigation, civil rights agencies, etc.) this procedure will be terminated.

ARCHDIOCESAN SAFE ENVIRONMENT PROGRAM

One of the obligations of the school and the church is to protect young people in every way that we are able. In light of past abuses the United States Conference of Catholic Bishops (USCCB) requires every student to receive abuse prevention instruction every year. The purpose of the instruction is to “Enable each child to identify risky situations & learn techniques to protect themselves. To achieve this, ongoing instruction and reinforcement are vital to children having the skills necessary to take action when under duress.”

In compliance with the instructions of the USCCB and under the direction of the Archdiocese of Detroit, students at SMCC participate in ongoing instruction during their four years at SMCC. The instruction includes Call to Protect an introductory program on the issue of protecting oneself from abuse which is presented to all freshmen and the Called to Serve program required for teens grades 9-12 who are church or school employees, or whose

volunteer service involves children enlightening the high school students on how to deal with individual situation and circumstances that may arise as they are volunteering and working with younger children. Students also receive continued education on the topic through individual courses.

All adult paid staff and every adult volunteer who works with children on a one time or regular basis are required to attend a Protecting God's Children workshop. Therefore all faculty, staff, and coaches attend this program. As a parent you must attend a Protecting God's Children workshop before you volunteer in any capacity.

HARASSMENT

It is the policy of the Archdiocese of Detroit and St. Mary Catholic Central to make every effort to provide an educational environment free from **all forms of harassment**. This policy applies to the actions of all faculty, staff, and students at SMCC, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and SMCC are open to and respect the complaints brought under this policy.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff, or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including expulsion from school.

Sexual harassment involves sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff, or other students.

Harassment also refers to conduct or communication of any type, including computers or phones, that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile, or offensive educational environment. Examples include but are not limited to: sexual innuendoes, jokes of a sexual nature, sexual propositions, sexually suggestive pictures, cartoons, or drawings, foul and obscene language, jokes or gestures, unwanted and unnecessary physical contact, unwelcome comments about appearance, inappropriate use of computers or phones.

Any student who feels that he or she has been a victim of sexual or other forms of illegal harassment should bring the matter to the immediate attention of a member of the SMCC staff, faculty, or administration.

All complaints of harassment will be investigated in as prompt and confidential a manner as possible and appropriate corrective action will be taken when warranted. Any faculty, staff member, student or other person, in a working relationship with SMCC, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school. Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or expulsion from school.

UNIFORM DRESS CODE

The Uniform Dress Code at SMCC is designed to **promote** an atmosphere that is businesslike and conducive to learning. It is the **student's responsibility** to select, purchase, and wear clothing from the SMCC Dress Code Catalogue. The Uniform Dress Code applies to all school functions (unless otherwise specified). The Dress Code is in effect from the time the student arrives on campus until the end of the school day.

UNIFORM DRESS

Students are to wear items in accord with the SMCC Dress Code **from Schoolbelles and Lands' End apparel only. Schoolbelles code is S2123. Land's End code is 900066382.**

Young Women

Skirts – (from Schoolbelles or A-Line skirts from Lands End). The skirt must be at or below the knee. Skirts are not to be altered.

Young Men & Women

Slacks – Khakis (from Schoolbelles or Lands' End) with belt (recommended)

Banded Polo Shirt –(Schoolbelles only) Colors: Navy, Dark Green or Yellow(short or long-sleeved) w/ school logo

Oxford Shirt – (from Lands' End or Schoolbelles) Long or short-sleeved in White or Light Blue w/ school logo

V-neck Sweater or Sweater Vest – (from Lands' End or Schoolbelles) in dark green or navy with the school logo, and uniform polo/oxford worn underneath

Cardigan – (from Schoolbelles only) – in Navy with school logo and uniform polo or oxford worn underneath

SMCC 3-Quarter Zip Sweatshirt- in Green with Jerusalem Cross School Logo (available through Monroe Varsity Athletic) and uniform polo/oxford worn underneath

Short sleeve or long sleeve undershirts, tucked in, may be worn **provided there are no visible slogans/logos on the shirt**. It is acceptable for young men to wear ties of their choice and for young women to wear the uniform plaid tie.

Undershirts are required for all students who choose to wear a White or Light Blue Oxford Shirt. Slogans/logos should not be visible. Spirit wear of any kind is not permitted to be worn during regular school uniform days.

SHOES: Students are to wear the following shoes listed below with socks or nylons and are available through Yaeger's Shoes

- Men's and Women's Eastland Newport Slip-On (Brown Only)- available online or special order only
- Men's Eastland Plainview (Brown Only)- available online or special order only
- Men's Sperry Billfish (Dark Tan or Tan/Biege)
- Women's Sperry Coifish (Linen and Oat)
- Women's Sperry Songfish (Linen Oat or Linen and Taupe)

No clogs, moccasins, ballet slippers, or boots are acceptable.

UNIFORM DRESS-UP DAY

Church/Uniform Dress Up Day: Each Friday or when Mass is celebrated– Students must wear Dress-up Day Uniform as stated below. If a student forgets and wears the regular school day uniform, the student will be required to call home and have a parent provide appropriate attire or the student will not be allowed to attend regular classes. All violations will follow the SMCC Behavior Rubric. For Uniform Dress-Up days, the following attire (purchased from the SMCC Dress Code) is required:

Young Women

Uniform Skirt

Oxford blouse

School shoes

Dress socks/nylons

Uniform plaid tie (optional)

Young Men

Uniform Slacks

Oxford shirt (button to top)

School shoes

Tie (top button should not be seen)

Socks

Belt (recommended)

Young men are required to own an Oxford shirt and a tie. Short sleeve undershirts tucked in may be worn, provided there are no visible slogans/logos on the shirt. The top button should not be seen with the tie.

SPIRIT DAY

- 1) Spirit Day's provide funds for various SMCC clubs/activities and/or charitable clubs and organizations in the community. There will be at least one Spirit Day per month. The cost of wearing Spirit Day attire is \$2.00.
- 2) Spirit Day attire includes: Denim clothing, khakis, shorts, sweatpants, t-shirts, or sweatshirts professionally printed with SMCC and/or Falcons/Kestrels. **No outside group apparel, shirts for events sponsored by non SMCC groups, are allowed.** Shoes that can be worn are tennis shoes, moccasins, boots, school shoes, slippers and sandals (must wear socks).
- 3) All shirts should have necklines at the collarbone. Clothes should be neat, clean, and have no holes, rips, or tears. Belts may be worn.
- 4) Jeggins, are **not** acceptable. **Ladies may roll their jeans, but no higher than at the bottom of the calf.** **No** mini-skirts, skorts, or shirts with non-SMCC logos/slogans may be worn. Shorts must be at or below the knee in length. Clogs, platforms, hi-heals or open-back shoes are **not** acceptable.
- 5) Students who choose not to participate in Spirit Day are expected to follow the normal uniform dress code.

GENERAL GUIDELINES FOR EVERY SCHOOL DAY

The Dress Code is in effect from the time the student arrives on campus until the end of the school day.

SMCC ATTIRE

- 1) All clothing must be clean, neat, properly fitted, and in good repair. The hems of slacks are not to be frayed nor are seams to be slit. Hats, sunglasses, etc. are not permitted nor are any footwear except for approved uniform shoes.
- 2) Spirit Wear/Jackets/coats or general outerwear are not permitted during school hours.
- 3) Skirt lengths are to be at or below the knee and are not to be altered. Skirts may not be rolled up at any time. The length of the skirt is determined by SMCC and the manufacturer and is not to be changed in any way.
- 4) All students must wear banded polo shirts and all short sleeve undershirts must be tucked in. Only the top 2 buttons may be unbuttoned on a oxford shirt and an undershirt must be worn with an oxford.

SMCC GROOMING

- 1) Young men's hair is to be neat, clean, and well-groomed. Young men's hair is not to go over the bottom of the collar.
- 2) Young men must be clean shaven. No beards, long sideburns, or moustaches are permitted. Sideburns must not be longer than the bottom of the earlobe.
- 3) Visible body piercings (other than earrings) are not permitted. Multiple necklaces, nose or tongue rings, tattoos, posts, and plugs are not permitted.
- 4) Hair colors and styles that distract from the learning environment are not permitted.
- 5) Proper hygiene is required.

The Administration will make the final decision on these guidelines.

VIOLATION OF THE DRESS CODE

A student found out of dress code may be sent immediately to the Administration. If a dress code violation has occurred, the student may borrow the appropriate piece of clothing, if available, that is required to be in acceptable

uniform for the school day. Any violation of the dress code reported by a staff member will result in a Lunch Detention. After the 3rd Violation each Violation will result in a Before School Detention. Refer to the SMCC Behavior Rubric. **Interpretation of Dress Code violations by the SMCC Administration is final.**

LUNCH IN THE IHM ACTIVITIES CENTER

SMCC has a closed campus. Students are not permitted to leave campus during their lunch period. The IHM Activities Center is used for lunch periods A and B during period 5. Students may purchase their lunch or bring a sack lunch to eat in the cafeteria. ALL food and drink is consumed in the cafeteria. After eating, students are responsible for cleaning their table/area and disposing of their waste in the trash containers. Other rules include:

- 1) No food throwing.
- 2) No loud talking/No Loud Noises(Screaming/Yelling/Screeching)/No Hitting or Pounding on the Tables
- 3) **No food from outside vendors may be ordered or delivered for lunch.**

STUDY HALL POLICY

Some students may elect to have a study hall. The study hall rules are as follows:

- 1) Students are expected to come prepared for study hall. They must bring all necessary materials.
- 2) Unless the study hall teacher determines the need for small group study, students are expected to work independently and quietly.
- 3) **Students wishing to use the Media Technology Center must first report to study hall for attendance.** Students must present a pass from the teacher whose assignment the student will be researching. Students will receive a laptop for computer work and will return to their study hall.
- 4) Students may **not** leave study hall without a pass from a teacher, Administrator, or a Counselor.
- 5) There should never be a time when students have nothing to do. When all work is completed, students should have a book to read. **NO CARD PLAYING or iPad GAMING IS ALLOWED.**

MEDIA TECHNOLOGY CENTER

The SMCC Media Technology Center (MTC) provides a place for quiet research and reading before, during, and after the school day. The MTC is open to student from 7:30 am to 3:30 pm. During class hours, the student must obtain a pass from a classroom teacher to use the MTC. Loud talking and large group discussions/study sessions are not allowed.

A copy machine is available for the reproduction of needed reference materials (for a nominal fee). Circulating books may be borrowed. If a student needs the books beyond the "Date Due," these may be renewed. The books must be brought to the library to be renewed.

The student and his/her parents are responsible for any materials that are borrowed. An overdue fee is charged for materials which are returned late. Payment for materials which have been damaged or lost is required.

COMPUTER USAGE POLICY FOR STUDENTS

The purpose of providing computer usage to teachers and students is to promote educational excellence through facilitating research sharing, innovation, and communication. With access to technology comes the availability of learning opportunities that may not be available within the traditional school setting. Guidance and instruction will be provided and required for each individual granted Internet access through the school.

It is impossible to predict, with certainty, the accuracy and appropriateness of the material that students may access. It is possible that students may run across areas of adult content or materials we might find objectionable. While reasonable steps will be taken to prevent such access, it is not possible to guarantee that students will not accidentally or purposely find inappropriate materials. It is an expectation that SMCC's technology resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission, values, understandings and beliefs of SMCC.

This policy applies to all technology resources including, but not limited to, computers, iPads, printers, phones, electronic mail, video equipment, copy machines, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes, and with good manners. This policy does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the acceptable use as outlined in this policy will result in the loss of privileges and disciplinary action.

Terms and Conditions

- 1) **Acceptable Use:** Access to the Internet at SMCC must be for the purpose of educational research and be consistent with the educational objectives of the school.
- 2) **Privileges:** The use of the Internet at SMCC is a privilege, not a right. Inappropriate use will result in a cancellation of that privilege. SMCC faculty and staff will make all decisions regarding whether a user has violated this policy and may deny, revoke, or suspend use at any time.
- 3) **Unacceptable Use:** You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
 - Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation;
 - Printing of materials without permission and or payment;
 - Downloading copyrighted material for other than personal use;
 - Using the network for private or commercial gain;
 - Gaining unauthorized access to resources or entities including proxy servers;
 - Invading the privacy of individuals;
 - Posting material authored or created by another without his/her consent;
 - Posting anonymous messages;
 - Using the network for commercial or private advertising;
 - Using the network while access privileges are suspended or revoked;
 - Accessing games, instant messaging, social networking, or non-school related use of email.
- 4) **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - Be polite. Bullying or harassment is unacceptable.
 - Use appropriate language. Swearing or use of vulgarities is inappropriate language.
 - Do not reveal the addresses or telephone numbers of yourself or others.
 - Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating or in support of illegal activities may be reported to the authorities.
 - Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information accessible via the network to be property of SMCC.
- 5) **Personal Safety:** For your own benefit, observe the following precautions:
 - Do not post personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone, email, etc. (e.g. facebook, twitter).
 - Do not agree to meet with someone you have met on-line.
 - Disclose to your teacher or classroom proctor any message you receive that is inappropriate or makes you feel uncomfortable.
- 6) **Security:** Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Media Technology Center Staff or the Principal. Do not demonstrate the problem to other users. Attempts to log-on to the network as a staff member will result in cancellation of user privileges.

Any user identified as a security risk may be denied access to the network. **Do not share your password with other students.**

- 7) **Vandalism/Harassment:** Vandalism and/or harassment will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference in another's work. This includes, but is not limited to, the sending of unwanted mail, messages, or posts to social networking sites.

SMCC iPad Acceptable Use Policy

Program Overview

Providing students the opportunity to participate in a 1-to-1 environment will enhance each student's overall learning experience. Utilizing iPads at St. Mary Catholic Central High School gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also increases access to educational technology during the school day, narrows the digital divide between students, and promotes responsible use of today's ever changing technologies.

All iPads in use by SMCC students under this program are subject to the responsibilities and restrictions in this policy as well as the SMCC Computer Usage Policy found in the Student Handbook (collectively referred to herein as "SMCC AUP"). This applies whether the student purchased the device on their own or through SMCC. All iPads are subject to routine monitoring by teachers, administrators, and the technology staff. SMCC technology staff will periodically monitor iPad wireless activity. In addition, SMCC reserves the right to confiscate and search all student iPads to ensure compliance with SMCC AUP. Students must comply with any individual classroom rules regarding use of iPads set forth by each teacher and if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request.

Students in violation of SMCC AUP will be subject to disciplinary action under SMCC's Behavior Rubric. In addition, their device may be: confiscated for a period of time during the day or overnight, and/or have all personal content removed. SMCC may remotely lock down and wipe a device. SMCC is not responsible for financial loss suffered due to personal material being deleted, including applications (apps), photos, music or other media purchased by the student. Violations will result in restrictions being placed on the device by SMCC and student only being able to access their academic content.

Regardless of any disciplinary action, completion of all class work remains the responsibility of the student.

Parents should discuss their expectations for responsible, acceptable behavior with their students. All students must sign the SMCC iPad Student Pledge before using an iPad at SMCC.

Student Responsibilities

Caring For The iPad

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, etc.) on top of the iPad.
- iPads must be in an approved, sturdy protective case at all times. Cases will not prevent all damage but they will help protect the iPad as well as students from injury due to broken glass, etc.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.

- Defacing of the iPad, including the SMCC provided name tag, in any way is prohibited.
- To extend battery life, students should always turn off and secure their iPads when not in use.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).

Safeguarding and Maintaining as an Academic Tool

- Students should apply Philippians 4:8 when using school computers or iPads: *Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things. Phil 4:8*
- The iPad is required to be at school every day, fully charged. Charging at school is prohibited. It may take up to 4 hours to fully charge the device so overnight charging is recommended.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Students will use iCloud for their storage and backup of educational materials under their school Apple ID. This will allow the device to automatically backup when it is connected to Wi-Fi and a power source. Students should check to be sure their device is regularly backing up. Doing so will safeguard files, documents, and apps and allow access to class materials in the event a loaner device is necessary.
- Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important.
- Work completed on the iPad should be e-mailed to your SMCC e-mail account then saved to your files on the server.
- Preloaded apps and all materials provided by SMCC may not be deleted and they must be updated periodically as indicated by the device.
- Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal media/apps must be removed regardless of financial loss to the student.
- Non-educational content is for personal use only and may not be accessed at any time during the school day or shared in any manner, audio or visual, with other students.
- The volume is to remain on mute all day. Permission must be obtained from the teacher to use headphones or unmute the device.
- Air Drop is to be set to Receiving Off during the school day unless a teacher gives permission for a student to use Air Drop for school purposes.
- The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member.

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen or damaged, the Main Office must be notified immediately.
- All iPads must have the Find My iPad feature on at all times. If the iPad is believed to be lost or stolen, it may be able to be tracked, locked or remotely wiped using this program.
- The student is responsible for the cost of replacing their iPad (\$300) if lost or stolen or the cost of repair if

damaged, unless the SMCC Insurance Plan has been purchased and the type of loss applies.

Prohibited Uses

- Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of SMCC. Students must abide by the same prohibited uses as when they use school computers. See SMCC AUP.
- Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, harassing, obscene or sexually explicit materials.
- Illegal Activities- Use of the device or school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- iPads communication functions (messaging, texting, facetime, camera and microphone) functions are not to be used during the school day unless under the direction of a teacher for academic purposes. Any use of cameras in restrooms or the locker room, regardless of intent is strictly prohibited. Use of apps such as Snapchat at school is prohibited.
- Media inappropriate for school should not be stored on iPads and certainly may not be used as a screensaver or background photo (including but not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures).
- Students may only access the Internet through SMCC's wireless network during the school day and all other access (cellular, use of VPN, proxies, etc. is strictly prohibited)
- Violating Copyrights- Students are allowed to have music and install apps on their iPads, however the items downloaded to the iPad must be in compliance with Federal copyright laws.
- Students are not allowed to remove the school installed profiles on their iPads. Doing so will result in the loss of ability to connect to the school's wireless network and removal all the paid applications provided by the school. Adding profiles is also prohibited.
- Misuse of Passwords/Unauthorized Access- Students must set a passcode to their iPad to prevent other students from misusing their iPad. Students are prohibited from trying to gain access to another student's iPad, accounts, or data.
- Malicious Use/Vandalism- Any attempt to destroy hardware, software or data. Do not even attempt a repair on your own as it will void any applicable warranty. If the device was purchased through SMCC, any damage must be reported to the Main Office. Students who purchased devices on their own should inquire for service from their retailer or Apple.
- Jailbreaking- the process which removes limitations placed on the iPad by Apple. Jailbreaking results in a less secure device, voids warranties and is strictly prohibited

FIELD TRIPS

Field trips provide educational experiences not available in the school itself. All school rules, including the dress code, are in effect throughout the field trip. Permission to attend field trips is subject to faculty and administrative approval. Forms for students, permission slips, and emergency medical forms signed by custodial parent/ guardian are required before students may participate in the field trip. Chaperones will be required to carry all forms while on the field trip, **to have attended a Protecting God's Children workshop, and as drivers carry a minimum liability of \$250,000/\$500,000 on privately owned vehicles.**

TRANSPORTATION

While riding an SMCC/MPS school bus, it is your responsibility to represent SMCC and **yourself** with **pride** and **class**. You are to observe all rules regarding bus transportation and honor the bus driver's requests. Problems will be handled by the Director of Transportation and the Administration.

Only students who have purchased a parking permit from the Administration are permitted to park in the student parking area. Students must park in the parking spots assigned to them. Failure to do so may result in having your car towed at the owner's expense. All school rules and regulations are in effect in the parking areas. As school property, the parking areas may be patrolled and vehicles may be searched at the discretion of the administration. Students who violate safe and prudent driving ethics may have their parking privileges revoked and/or be reported to the local law enforcement agencies. The parking lot is off-limits to students during the school day unless an administrator, teacher, or staff member accompanies the student to his/her vehicle.

HALL/HALL PASSES

During the 3 minute exchange of classes, students are expected to move quickly to their destinations. Running, loitering, loud or obnoxious behavior is unacceptable. All students are to be **in** their assigned classroom/area before the 2nd (tardy) bell begins to ring. No student should be in the hall during the class period without **signing out of the room, having a written pass** (i.e. a Media Center Pass) and or **having the classroom pass in their possession**.

LOCKERS

A locker is provided for every student at SMCC. The lockers remain the property of SMCC and are loaned each year for student use. **Lockers may be opened by school personnel at any time**. Using a locker issued to others will not be tolerated. It is expected that the locker will be kept neat and clean, inside and outside. There are to be no stickers, tape, or markings from a pen, pencil, marker, etc. There will be random inspections throughout the school year for the condition of his/her locker. The student is responsible for the condition of his/her locker at the end of the school year. **Anyone whose locker is not completely cleaned out or has damaged their locker will be asked to come in during the summer, and grades will be withheld until this is completed**.

Students are encouraged to keep their lockers **locked** at all times. Lock combinations should be kept confidential. **SMCC will not be held responsible for any items lost or stolen from student lockers**. All locks used on student lockers shall be purchased from the school. **Food and beverages in the hallway or at lockers is not permitted. All food and beverages must be consumed in the cafeteria. No open beverages or containers will be allowed in lockers**.

CELL PHONES/CELLULAR WATCHES

Office phones may be used for emergency purposes. Cell phones are to be turned off and placed in the student's locker for the entire school day (7:55-2:30). Watches with smartphone capabilities, such as the AppleWatch, are also prohibited. **Students caught with a cell phone/cellular watches in their possession during regular school hours turned on or off, will have it taken away, kept for a minimum of 24 hours(or over the weekend), pay a \$20 fee before the phone is returned and receive a consequence as outlined in the SMCC Behavior Rubric**. Additionally, any student caught texting during regular school hours, including locker rooms and/or school lockers, will receive the same consequence as outlined above. If a parent needs to get a message to their student, they may call the School Office at anytime and the message will be relayed to their student. If a student owns a camera/video cell phone, he/she is not allowed to video camera and/or take pictures on school premises before, during, or after school. Possession and/or use of a cell phone will result in disciplinary action and confiscated until all disciplinary and financial requirements are fulfilled. The administration reserves the right to require students to empty their pockets, purses, backpacks, etc. at any time during the school day to check for cell phones.

LOST AND FOUND

Items found must be taken to the Main Office. Items may be claimed at the Main Office.

POSTERS

Posters may be placed, with permission, on bulletin boards or glazed block, but not on the lockers. Posters for the building are to be approved by the Administration.

STUDENT ID CARD

All students will be issued an ID card and should have that card in their possession at all times.

SCHOOL CANCELLATION HOMEWORK POLICY

On any day when school is cancelled, teachers may assign classwork over the Internet. When a cancellation is being predicted, students should take class materials such as notes home with them. Students are expected to check class websites after 10am on the day of the cancellation for these assignments. Any work assigned on a cancellation will be treated in the same manner as any other classroom assignments in regard to grading, late penalties, plagiarism, etc. If Internet access is an issue, a parent-signed note verifying the issue will be required. The student will then be considered "absent" for the work and it will be due according to the absent student policy. Students may e-mail teachers questions about the work, however, e-mails received after 3pm may not have a reply before the next day.

VISITOR AND SHADOWING POLICY

All visitors who enter the building must check in at the Main Office. Any student who wishes to bring a guest to shadow at SMCC **must** meet the following conditions:

- 1) A permission form **must** be requested from, completed, and submitted to the Admissions Coordinator no later than four (4) days prior to a school visit.
- 2) The visiting student will be required to follow all regulations of SMCC while visiting the school (i.e. conduct, dress, tardiness).
- 3) SMCC reserves the right to deny a visit if the visiting student is not enrolled in school, suspended, or expelled from school, or for any other reason considered a disruption to the philosophy and expectations of SMCC and its students.

DANCE POLICY

- 1) **Student ID card:** A picture school ID will be required before admittance to a SMCC dance. If a SMCC student forgets his/her ID, he/she must purchase a temporary ID at the door for \$1.00. That ID is valid only for that dance.
- 2) SMCC reserves the right to close any dance to non-SMCC students.
- 3) **Guests:**
 - a. Any non-SMCC student must be a guest of an SMCC student. A SMCC student may register one guest in the school office no later than 2:30 pm on the last school day before the dance or as noted by the Dance Coordinator.
 - b. The non-SMCC student must enter the dance at the same time as the SMCC student. Guests must also present a picture ID.
 - c. The SMCC student is responsible for the actions of his/her guest. If there is any vandalism, etc., the SMCC student is responsible - even to being financially responsible for his/her actions.
 - d. SMCC reserves the right to deny admittance to any guest.
- 4) No one may leave the dance and then re-enter, even if he/she offers to pay again.
- 5) Students are not allowed to loiter in the parking lot or anywhere on campus, or sit in cars. Students must enter the building upon arrival and leave the premises when they exit the dance.

- 6) No student who is absent during the school day may attend a dance.
- 7) Students must wear appropriate attire. Attire must conform to standards of decency and good taste. Persons in charge have the right to refuse admittance or require persons not in proper attire to leave. Examples of inappropriate attire are: miniskirts, plastic/leather clothing, shorts, pajamas, tank tops, or any clothing which suggests immodesty (i.e. short shirts which bare the midriff).
- 8) School regulations with regard to student conduct are in effect. Student conduct should be in compliance with the school's moral and ethical expectations. Therefore, inappropriate (i.e. "dirty") dancing will not be tolerated, and students who engage in this behavior may be asked to leave.
- 9) Students are not permitted to appear at the dance under the influence of alcohol or other drugs, with alcohol on their breath, or with alcohol or other drugs in their car or in their possession. Violators will be subject to consequences outlined in the student disciplinary code of conduct.
- 10) Chaperones have complete authority. Their directives are to be followed and respected.

EXTRACURRICULAR PARTICIPATION POLICY

Extracurricular Activities are organized activities that may occur before or after school and may or may not involve competing with other schools.

Participation in extracurricular activities is encouraged. This policy covers those groups, organizations and activities which do not receive academic credit. Such participation is an additional form of education and individual growth and a development opportunity for the individual student.

While extracurricular activities do offer educational experiences, they are a privilege. As such, extracurricular activities may be withheld from any student as a condition of discipline or academic probation. Furthermore, all policies which apply to the regular school day apply also to extracurricular activities. In addition, moderators may establish policies for their clubs in addition to those stated herein.

In regard to attendance, a student must be in class for **5 full consecutive class periods** on days of extracurricular participation. Failure to do so will eliminate the student from participation that day. Special situations such as funerals, college visits, etc. must have the approval of the Administration to be considered excused.

Extracurricular activities may be offered depending upon student interest, financial resources, facilities, and the availability of moderators for supervision.

Cases involving extracurricular students suspected of being involved with alcohol or other drugs according to the guidelines of the SMCC Alcohol, Drugs, and Tobacco Policy will be handled on an individual basis. A student who seeks help or a parent who seeks help for the student according to the guidelines of the SMCC Alcohol, Drugs, and Tobacco Policy will also be handled on an individual basis.

Students who wish to apply for a leadership position in a club or activity must be in good standing in the areas of academics, discipline, and attendance.

Violation of the SMCC Extracurricular Participation Policy may result in an exclusion from extracurricular activities by the decision of the moderator and/or the Administration.

DRIVER EDUCATION POLICY

Students interested in driver education must obtain a form from the College Advising Office for approval before they may enroll in driver education. Students must meet the following minimum standards:

1. The student must have at least a C- (1.66 grade point average) on the most recent report card. The previous quarter report card is used in all cases. Ninth grade and transfer students must have one quarter of grades at SMCC

before approval is given.

2. The student must be passing all but one of the classes being taken. (Example: passing six of seven classes, passing five of six classes.)

NHS POLICY

National Honor Society Membership Selection Policy

1. A list of sophomore and juniors who have a combined 3.5 GPA or higher after the first semester will be compiled. These students will be notified and invited to complete an activity information form for the NHS.
2. The NHS Faculty Review Board, which consists of five principal - appointed faculty members, will review the candidates and their forms to make the selection for membership in the NHS.
3. Selection will be based on a rating of excellence in each of the following areas:
 - a. scholarship-used only for the initial invitation to join the NHS
 - b. leadership-assessed via the activity information form
 - c. service-assessed via the activity information form
 - d. character-assessed via full faculty confidential evaluation

WEAPONS POLICY

Students are prohibited from bringing weapons to school and school sponsored activities, or having weapons in school or at school sponsored activities, on the school premises, on a school bus, or in the immediate vicinity of the school.

Definitions

A weapon is any object which can be used to threaten or injure another. A weapon includes but is not limited to a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches long, pocket knife opened by mechanical device, iron bar, brass knuckles, ammunition, fireworks, smoke/stink bombs, chemical repellents such as mace, etc. When legal items (i.e. scissors, pens, rulers, etc.) are used as weapons to threaten another person, they are considered to be weapons.

School premises includes the school building and the adjacent grounds including, but not limited to parking lots, student lockers, and buses. Immediate vicinity of the school means a block radius of the school.

Guidelines

Any student discovered to be, or suspected of carrying, possessing, storing, transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bag, purse, lunch container, locker, automobile, etc.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises, he/she should be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.

Depending on the nature of the weapon, the local police department may be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found to be in violation of this policy is subject to disciplinary action, up to and including expulsion.

Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:

- 1) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
- 2) the frame or receiver of any such weapons;
- 3) any firearm muffler or firearm silencer; or
- 4) any destructive device.

ALCOHOL, DRUG, AND TOBACCO POLICY

INTRODUCTION

St. Mary Catholic Central High School has a vital interest in maintaining a positive learning environment, one that is safe and healthy for all of its members. It is SMCC's goal to form its students spiritually, intellectually and socially into faithful disciples of Jesus Christ and successful members of society. As members of the SMCC community, including our parents¹, students, faculty, staff, coaches, administration, benefactors and friends, we have mutually pledged to help our students grow toward a healthy, safe, moral, successful and Catholic lifestyle.

The SMCC community recognizes the challenges that adolescents face in today's society, with regard to alcohol and drugs. As the Catechism of the Catholic Church observes, use of alcohol and illegal drugs and the abuse of prescription medications inflicts grave damage on mind, body and spirit. SMCC considers alcohol, drug, and tobacco use by teenagers as a serious social problem. We recognize that the problem is community-wide, resulting in consequences which impact the school and can interfere with learning and the fullest possible development of each student.

We recognize that alcohol, drug, or tobacco use/abuse often leads to chemical dependency. We affirm that chemical dependency is a primary disease affecting all persons in the dependent's life. It is progressive, chronic, and, if untreated, may be fatal.

We are aware of the power and allure that alcohol, drugs and tobacco hold. We commit ourselves to do everything reasonable to keep our school and events free of alcohol, drugs, and tobacco. We will deal swiftly and firmly with anyone bringing these substances into our school or school-sponsored activities. We understand that achieving these ends requires us to employ a comprehensive approach to educating our student about the dangers of drug and alcohol use, as well as committing ourselves to reasonable and lawful actions that ensure, as best as possible, that a safe, drug-free environment for student formation exists.

Attendance at a Catholic high school is not a right, but a privilege. With that privilege, come certain responsibilities. We hold our students and their parents to a high standard of behavior in areas that affect well-being and safety. All students and parents are required to consent to participation in all the aspects of this policy and its accompanying administrative regulation as a condition of the student's continued enrollment at St. Mary Catholic Central High School.

FOCUS and CONCERNS

¹ Throughout this Policy, a reference to "parents" includes a single parent, guardian, foster parent, step-parent, custodial relative, or other person having responsibility for the welfare of the student, as the context and the student's situation require.

The SMCC Drug and Alcohol Policy is focused on student-parent participation, restorative support, and recognition of the moral significance of drug and alcohol abuse. ***Prevention, not punishment, is the primary focus of this policy and the accompanying random mandatory drug testing program.*** The policy and its components are used to deter initial use and to identify anyone in need of help. This testing program works in concert with all SMCC policies in the Student and Faculty/Staff handbooks including policies prohibiting the possession and use of drugs.

We are concerned for our students

- who may face challenges that become obstacles in reaching their goals in life.
- who deserve a learning environment where the culture of illegal drugs is not present or tolerated.
- who struggle to belong and sometimes choose against the advice of those who love them.
- who sometimes find themselves in situations or circumstances where they are assisted in making the correct choice by having an external reason not to participate in destructive behaviors.

We are concerned for our parents

- who share the same values, hopes and dreams as SMCC does for the young people entrusted to our care.
- who are looking to us for professional support and referral resource information to help with a substance abuse issue.

We are concerned for our faculty and staff

- who are asked to serve as role models for our students, not only in their duties defined by their employment contract but also as models of who Christ calls us to be for one another.

APPLICATION

The Policy applies to every SMCC student, from the day of orientation until the student's last school-affiliated event is completed. The Policy applies at all times and in all places, on-campus and off-campus, throughout the student's enrollment at SMCC. A student's behavior away from school and in the school can affect the safety of the student or others. It can also be a sign of a significant issue in the student's life and can affect the overall well-being of the school community. For this reason, the parents agree that SMCC has full and complete discretion to impose discipline, or take other action as it deems appropriate for behavior occurring at the school and away from school.

EXPECTATIONS

Expectations for the SMCC community with respect to the Policy:

1. No student shall commit an offense under the Policy.
2. Each member of the community pledges not to ignore an offense.

PROHIBITED CONDUCT

The following conduct is an offense under the Policy:

1. Possession of a prohibited substance or material
2. Use of a prohibited substance or material
3. Sale, purchase, or transfer of a prohibited substance
4. Being intoxicated or under the influence of a prohibited substance

5. Failure to complete the terms of a consequence of this Policy

PROHIBITED SUBSTANCES

The following, in any form or quantity, are prohibited substances:

1. Alcohol (including beverages sold as non-alcoholic versions of alcohol beverages)
2. Tobacco (whether or not the student is of legal age to purchase or use it)
3. E-cigarettes, vaping materials, or synthetic drugs
4. Illegal Drugs
5. Prescription drugs for which the student lacks a prescription. When a student's use of a prescription drug has been authorized by a licensed physician and the medication requires administration during school hours, the student's parent/guardian should provide the School Office with a written request that the school comply with the physician's orders. The student must give the prescription drug to one of the School Office personnel, who will administer the dosage to the student at the proper time.
6. Steroids, Human Growth Hormone or any performance-enhancing drugs
7. Glues, solvents, fuels, or other common materials used for inhalant abuse, if clearly intended for that purpose.
8. Drug paraphernalia and related items

USE AND ABUSE OUTSIDE OF SCHOOL HOURS/ACTIVITIES

We are also aware that most often the use of alcohol, drugs, or tobacco occurs outside of school hours or school activities. We encourage parents to be forthright in discussing these issues with their student and with other parents. It is important for parents to network and communicate as this is a way to connect and increase awareness concerning your students' activities.

Occasionally school personnel are given information about off campus activities. Although it is not our responsibility to chaperone students 24/7, we do believe it is helpful for the parents to be aware of any information we receive. Therefore, we will send a letter stating the information we receive. This is in no way an accusation or judgment. It is our way of helping parents to be aware of what we hear about your student's activities. We encourage you to follow up on the information as this is the parent's responsibility and not the schools.

We will provide parents and students with referrals to outside agencies who provide reputable service and assistance in the areas of substance abuse, personal and family counseling, drug assessment, psychological testing, support group therapy, and/or patient treatment facilities.

RANDOM MANDATORY DRUG TESTING PROGRAM

As a further provision aimed at preventing members of the community from engaging in the illegal use of drugs, SMCC will drug test its students, faculty, and staff as part of a proactive approach to ensuring an appropriate and positive learning environment. The student's participation in the program is outlined below in this section. The policy and procedures governing faculty, staff and coaches participation are set forth in the Faculty/Staff Handbook.

Students must sign a consent form agreeing to participate in the drug-testing program. The consent form must also be signed by the student's parent or guardian before the beginning of the school year. Consent forms are valid for the current school year only and must be renewed annually as a condition of admission for the school year. If appropriate signed consent is not given, the student will not be allowed to attend SMCC.

The primary method of testing will be hair analysis performed by a licensed clinical laboratory. Trained personnel will perform the hair collections. A sample of hair will be cut from the person's head. Individuals with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the trained personnel and identified by the tested student.

RANDOM TESTING

All students will be subject to random testing throughout the school year. Once a student is selected and tested, his or her name is returned to the collective pool for future selection. Thus, a student may be tested more than once a year.

SCREENING WITH CAUSE

A student may also be required to submit to a drug test if the School has a reasonable suspicion that the individual possesses, is using, or is under the influence of illegal substances. Any student tested under this provision will be notified that their test is with cause. The student's parents will also be notified of the reason for the test.

NOTIFICATION OF TEST RESULTS

Notification of positive test results for a banned substance will be given to the Administrator by the Medical Review Officer. In situations involving the possible valid use of a prescription medication, parents will be contacted by the Medical Review Officer to verify legitimate, prescribed use prior to any notification being given to the Administrator.

The parent(s) of the student shall be notified of a positive test result as soon as possible by the Administrator and/or Medical Review Officer. All efforts will be made to reach the parents prior to informing the student. The school reserves the right to contact the student directly if immediate parental notification is not successful and/or if the student's welfare is deemed to be in imminent danger. The parents will be asked to come to the school at the first mutually convenient time to discuss the report (the discussion normally will not occur over the telephone.)

CONTESTING A POSITIVE RESULT

As noted above, parents will have an opportunity to verify the student's use of prescribed medications under the care of a qualified physician who is not related to the student or parent.

If a parent or student wishes to contest the results of the drug test, they may do so in writing to the Administrator within 5 days of the notification of a positive result. Any re-test will be at the parents' expense. The re-test must be done using a method comparable to the original test at an accredited testing lab approved by SMCC Administration in advance of the re-test.

CONFIDENTIALITY AND DISSEMINATION OF RESULTS

All information related to drug testing will be kept strictly confidential. Only the School Administration will have access to this information. Parents will be notified discreetly and in an expeditious manner of positive test results. SMCC will keep drug testing records until the student either graduates or leaves SMCC. Drug testing information will not be included on a student's permanent record.

CONSEQUENCES OF POSITIVE RESULTS FOR STUDENTS

A first positive drug test in any school year will result in the following:

1. A confidential conference will be held as soon as possible after a positive test between the student, a parent or guardian, and the Medical Review Officer to medically review the testing results. This meeting will evaluate the results and determine if a violation has occurred or if there is a legal, medical use of the drug under a licensed physician's care and prescription. When a violation has occurred, counseling and/or a referral to an SMCC-approved and licensed assessment agency/Substance Abuse Professional (SAP) will be provided.
2. With the determination that a violation has occurred, a parent and student meeting (mandatory) will take place with the school Administrator to discuss the offense, the consequences, and loss of certain privileges under this Policy. The student will provide a copy of the assessment and the plan resulting from the assessment to the Administrator. The student is required to complete the plan successfully and will provide any verification requested by SMCC. Any expenses incurred for the assessment and/or any treatment program required by the plan will be the responsibility of the student/parent and not SMCC.
3. Follow up screenings (mandatory) - The student will be subject to periodic drug testing at the student/parent expense utilizing an SMCC-approved and licensed testing facility per the counseling and treatment plan established by the SAP.
4. Disciplinary/Social Probation (mandatory) - If the student who tested positive is involved in an extra-curricular activity, s/he will be suspended immediately from that activity until the conference is held between the student, his/her parent(s) and the Administrator. Additional consequences beyond the initial conference are outlined below under Disciplinary/Social Probation.
5. Spiritual Counseling (strongly recommended) - The occasion of an offense is an opportunity to encounter Christ, whose positive message is one of Truth and Redemption. Catholic students will make an appointment with the School Chaplain, the student's parish pastor, or other priest for spiritual guidance and conscience formation, and have the opportunity, if desired, for the Sacrament of Reconciliation. Non-Catholic students will make an appointment with the School Chaplain, Campus Minister, or a minister within the student's religious tradition for similar purposes.

Upon a second offense, the student may be expelled from SMCC. The Administration reserves the right to handle secondary offenses on a case by case basis, determining additional consequences, including the above, and any other steps deemed necessary to address the student's needs, up to and including expulsion from the school.

Should a student refuse to take a drug test, it will be treated as a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any. Decisions in all matters are reserved to the review of the Administrative Team.

SELF DISCLOSURE

Self disclosure exists for students willing to admit their violation of the Policy and move forward on the path toward full restoration of privileges at SMCC and toward becoming the person God is calling them to be. A student who by him/herself or together with his/her parent voluntarily discloses their violation to an SMCC Administrator of a first offense violation may have the terms of his/her Disciplinary/Social probation modified upon approval by the SMCC Administration.

SUSPECTED USE

All faculty and staff members of St. Mary Catholic Central High School will take an active role in the early identification of students who may be involved with alcohol and other drugs. Searches may be conducted at school or any school sponsored event by school personnel.

1. A staff member suspecting a student's use of alcohol or other drugs will inform an Administrator.
2. If the Administration deems it appropriate, the student will be tested. See Screening for Cause section above.
3. Parents will be notified by the Administrator and/or a letter regarding alleged activities will be sent to the parent(s).
4. If professional assessment is judged to be appropriate:
 - a. An Administrator will provide parent/guardian with information regarding assessment providers.
 - b. The Administrator will verify that an appointment for assessment interview has been made.
 - c. The Administrator will request that any recommendations from assessment be provided to an Administrator in writing.
 - d. The Assessment provider will inform the Administrator of recommendations in writing and the implementation begins.
5. If supervised treatment is judged to be appropriate, the Administrator and the Assessment provider will meet with the student and the parent/guardian as needed to assess progress and assist in the student's re-entry.

OVERDOSE

1. Procedures governing staff action for medical emergencies (as provided in the Archdiocesan Schools Handbook) will be implemented by staff members when confronted with a student experiencing an alcohol, drug, or tobacco overdose.
2. After appropriate action has been taken, policy governing student use or possession will be implemented.

DISCIPLINARY/SOCIAL PROBATION OF EXTRACURRICULAR ACTIVITIES RESULTING FROM ALCOHOL/DRUGS/TOBACCO USE

Being involved in extracurricular activities at SMCC is a privilege. This carries with it an obligation to the school and to the community to conduct one's self in a manner of integrity and wholesomeness. Any objectionable conduct is a discredit to him/herself, his/her family, his/her school, and his/her community. Therefore, no student at this institution will use or have in his/her possession alcohol, drugs, or tobacco in any form at any time. Any violation of the above will result in immediate school disciplinary/social probation as noted in the SMCC Behavior Rubric. The probation will include suspension from participation in any extracurricular activity for the equivalent of a semester/an athletic season. It is our hope that the character developed in our students would lead them to come forward in the event of any incident contrary to our code of conduct and in doing so the administration reserves the right to reduce the length of a suspension.

Clarifications:

- 1) A semester is defined as two full quarters or 18 full weeks.
- 2) An athletic season is defined as the time between the first scheduled athletic contest and the last regular scheduled athletic contest. The school year shall be divided into three athletic seasons: fall, winter and spring.

When necessary, because of the time of the infraction, suspension shall extend into the next season/semester of participation until such time as the equivalent of one full season/semester of suspension is met.

For example, if a student is suspended for 8 weeks of one semester, he/she remains suspended for 10 weeks of the next semester. If an athlete is suspended for 60% of the contests of one season, he/she remains suspended for the first 40% of the contests of his /her next season of competition provided he/she participates as a team member from the beginning of the season to the conclusion of the season.

During the course of the suspension, a student involved in extracurricular clubs or productions must dedicate an agreed upon number of Community Service hours to fulfill the requirements of the suspension. An athlete/musician/musical participant must continue to practice and adhere to all team/activity policies to fulfill the requirements of the suspension. If a student refuses or fails to fulfill the requirements of the suspension, it will be treated as a second offense. A second offense will result in the suspension from all extracurricular activities for one calendar year, (e.g. Sept. 1st to Aug. 31st). If the suspension includes counseling, follow up testing, chemical assessments, counseling, the student must meet regularly with a member of the Administrative team for review. All community service or athletic membership during the suspension must meet with the approval of the Administrative Team, Volunteer Coordinator or the Coach of the sport in which the athlete plans to participate.

LAW ENFORCEMENT

It is the policy of SMCC to cooperate fully with law enforcement agencies. The school will report any conduct that it is required by law to report. Where appropriate, the school will seek information from law enforcement agencies regarding student’s conduct.

EXCEPTIONAL CIRCUMSTANCES

Notwithstanding any other provisions of this Policy, SMCC retains the full and complete discretion to impose any discipline or take any action, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time except as required by law.

CONCUSSION MATERIAL

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not “Feeling Right”
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	“Feeling Down”	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality change

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion

TIME SCHEDULES- Appendix A

A SCHEDULE

		7:50	First Bell
7:55	-	8:43	1 st Hour
8:46	-	9:34	2 nd Hour
9:37	-	10:25	3 rd Hour
10:28	-	10:42	Homeroom
10:45	-	11:33	4 th Hour
11:36	-	11:57	A Lunch
12:00	-	12:48	5 th Hour
11:36	-	12:24	5 th Hour
12:27	-	12:48	B Lunch
12:51	-	1:39	6 th Hour
1:42	-	2:30	7 th Hour

C SCHEDULE

		7:50	First Bell
7:55	-	8:35	1 st Hour
8:38	-	9:18	2 nd Hour
9:21	-	10:01	3 rd Hour
10:04	-	10:18	Homeroom
10:21	-	11:01	4 th Hour
11:04	-	11:44	6 th Hour
11:47	-	12:09	A Lunch
12:12	-	12:52	5 th Hour
11:47	-	12:27	5 th Hour
12:30	-	12:52	B Lunch
12:55	-	1:35	7 th Hour
1:38	-	2:30	Pep Assembly

Morning Prayer Service

		7:50	First Bell
7:55	-	8:41	1 st Hour
8:44	-	9:30	2 nd Hour
9:33	-	10:19	3 rd Hour
10:22	-	10:53	Prayer Service
10:53	-	11:39	4 th Hour
11:42	-	12:03	A Lunch
12:06	-	12:52	5 th Hour
11:42	-	12:28	5 th Hour
12:30	-	12:52	B Lunch
12:55	-	1:41	6 th Hour
1:44	-	2:30	7 th Hour

FOG DELAY SCHEDULE

		9:50	First Bell
9:55	-	10:28	1 st Hour
10:31	-	11:05	2 nd Hour
11:08	-	11:39	3 rd Hour
11:42	-	12:13	4 th Hour
12:16	-	12:36	A Lunch
12:39	-	1:25	5 th Hour
12:16	-	1:02	5 th Hour
1:05	-	1:25	B Lunch
1:28	-	1:57	6 th Hour
2:00	-	2:30	7 th Hour

B SCHEDULE

		7:50	First Bell
7:55	-	8:34	1 st Hour
8:37	-	9:16	2 nd Hour
9:19	-	9:58	3 rd Hour
9:58	-	11:18	
		MASS/ASSEMBLY	
11:18	-	11:57	4 th Hour
12:00	-	12:20	A Lunch
12:23	-	1:06	5 th Hour
12:00	-	12:43	5 th Hour
12:46	-	1:06	B Lunch
1:09	-	1:48	6 th Hour
1:51	-	2:30	7 th Hour

D SCHEDULE (1/2 day)

		7:50	First Bell
7:55	-	8:27	1 st Hour
8:30	-	9:02	2 nd Hour
9:05	-	9:37	3 rd Hour
9:40	-	10:12	4 th Hour
10:15	-	10:47	5 th Hour
10:50	-	11:22	6 th Hour
11:25	-	12:00	7 th Hour
12:00			Homeroom if necessary
12:00			Dismissal on meeting days

F SCHEDULE

		7:50	First Bell
7:55	-	8:39	1 st Hour
8:42	-	9:26	2 nd Hour
9:29	-	10:13	3 rd Hour
10:16	-	10:30	Homeroom
10:33	-	11:17	4 th Hour
11:20	-	11:40	A Lunch
11:43	-	12:29	5 th Hour
11:20	-	12:06	5 th Hour
12:09	-	12:29	B Lunch
12:32	-	1:15	6 th hour
1:18	-	2:02	7 th hour
2:05	-	2:30	Pep Assembly

Morning Mass Schedule

		7:50	1 st Bell
7:55	-	8:38	1st Hour
8:41	-	9:30	Mass
9:33	-	10:16	2 nd Hour
10:19	-	11:02	3 rd Hour
8:41	-	9:30	Mass
9:33	-	10:16	2 nd Hour
10:19	-	11:02	3 rd Hour
11:05	-	11:48	4 th Hour
11:51	-	12:12	A Lunch
12:15	-	12:58	5th Hour
11:51	-	12:34	5th Hour
12:37	-	12:58	B Lunch
1:01	-	1:44	6 th Hour
1:47	-	2:30	7 th Hour

Appendix B

SMCC Behavior Rubric				
<p>Note: At the discretion of the Administration, consequences assigned may be more severe in any below category based on the seriousness of the action, severity of result of the infraction or prior offenses in other categories. While specifics of each plan may vary from person to person, the expectations for behavior would be consistent with the standards for all students. After 4 offenses in one semester, Administration will determine the process the student will follow for the remainder of the semester. There may be additional consequences found in the Student Handbook for certain offenses.</p>				
<p>Dress Code Violations: Any violation of the dress code reported by a staff member will result in a Lunch Detention. After the 2nd Violation each Violation will result in a After School Detention.</p>	<p>All Tardies will be treated on a Point System: All unexcused tardies to school or class will be cumulative for the semester.</p> <ul style="list-style-type: none"> ○ Accumulation of 5 tardies = 1 (45 minute) After School Detention ○ Accumulation of 10 tardies = 3 (45 minute) After School Detentions ○ Every 5th tardy after 10 tardies = 3(45 minute) After School Detentions 			
Offense	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
Level One				
<p>Low Level Horseplay & Teasing: Goofing around, pushing, grabbing, name calling, profanity, rude gestures, insulting behavior that would hurt others feelings. Continuous talking or disruption in class. Use of cell phone or other unauthorized electronic device.</p>	<ul style="list-style-type: none"> ○ 15 second intervention ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 1 Lunch Detention 	<ul style="list-style-type: none"> ○ 15 second intervention ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 2 Lunch Detentions 	<ul style="list-style-type: none"> ○ 15 second intervention ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 1 After School Detention ○ Parent Conference 	<ul style="list-style-type: none"> ○ 15 second intervention ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 1 Day in/out-of-school Suspension ○ 1 Week Disciplinary Probation ○ Parent Conference
Level Two				
<p>Moderate Physical Contact, Property Damage, Refusal or Defiant Behavior Towards an Adult: Pushing or shoving in an intimidating way. Social alienation or emotional blackmail. Cyber- bullying. Refusing to follow directions after continuous intervention. Disrespect. Stealing, damaging property, graffiti or vandalism. iPad agreement misuse. Skipping Class/School.</p>	<ul style="list-style-type: none"> ○ 15 second intervention ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 2 Lunch Detentions ○ Academic consequences per code of conduct 	<ul style="list-style-type: none"> ○ 15 second intervention ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 1 After School Detention ○ Parent Conference ○ Academic consequences per code of conduct 	<ul style="list-style-type: none"> ○ 15 second intervention ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 1 day in/out of school suspension ○ 1 Week Disciplinary Probation ○ Parent Conference ○ Academic consequences per code of conduct 	<ul style="list-style-type: none"> ○ 15 second intervention ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 4 days in/out of school suspension & possible expulsion ○ 1 Weeks Disciplinary Probation ○ Parent Conference ○ Academic consequences per code of conduct
<p>Cheating/Plagiarism</p>	<p>○ 2 After School Detentions</p>	<p>○ 4 After School Detentions</p>		
Level Three				
<p>Severe Aggression & Possession of dangerous Items: Fighting and other physical violence. Severe harassment including pictures or videos on camera phone. Racial, ethnic or sexual slurs. Possession of weapons, fireworks, explosives. Bomb threats and arson.</p>	<ul style="list-style-type: none"> ○ 15 second intervention ○ Student sent to office ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 2 day in/out of school suspension ○ 1 Week Disciplinary Probation ○ Parent Conference ○ Possible Police Notification 	<ul style="list-style-type: none"> ○ 15 second intervention ○ Student sent to office ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 5 day in/out of school suspension/ Possible expulsion ○ 2 Weeks Disciplinary Probation ○ Possible police notification ○ Parent Conference 	<ul style="list-style-type: none"> ○ 15 second intervention ○ Student sent to office ○ Behavior logged by office ○ Dean Calls/Emails Home ○ 10 day in/out of school suspension/ possible expulsion ○ 5 Weeks Disciplinary Probation ○ Probable police notification ○ Parent Conference 	<ul style="list-style-type: none"> ○ 15 second intervention ○ Student sent to office ○ Behavior logged by office ○ Dean Calls/Emails Home ○ Expulsion ○ Probable police notification ○ Parent Conference