

**St. Mary's Central High School  
1025 N 2<sup>nd</sup> Street  
Bismarck, North Dakota 58501  
(701) 223-4113  
E-mail: [smchs@smchs.org](mailto:smchs@smchs.org)  
<http://www.smchs.org>**

**ACT Code: 350-160**

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

**Members of NCEA  
Accredited by AdvancEd**



JULY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016 (6 Days)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016 (21 Days)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016 (18 Days)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016 (19 Days)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016 (12 Days)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017 (20 Days)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017 (18 Days)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017 (2 Days)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017 (17 Days)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017 (20 Days)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## 2016-2017 School Calendar

August 22 & 23                      Staff Development  
 August 24                              First Day of School  
     Light of Christ Open House

Sept. 5                                      No School (Labor Day)  
 Sept. 28                              Early Dismissal (1:00PM) PD (1:30-3:30)

Oct. 19                                      No School (Staff Development)  
 Oct. 20 & 21                              No School (Teacher's Conv)

Nov. 16                              Early Dismissal (1:00PM) PD (1:30-3:30)  
 Nov. 23                                      No School (P/T Comp Day)  
 Nov. 24 & 25                              No School (Thanksgiving)

Dec. 22-Jan. 2                              No School (Christmas Break)

Jan. 3    School Resumes  
 Jan. 16                                      No School (Martin Luther King Day)

Jan. 29 to Feb. 4                              Catholic Schools Week  
 Feb. 3 to Feb. 5                              St. Mary's Carnival  
 Feb. 17                                      No School (P/T Comp Day)  
 Feb. 20                                      No School (President's Day)  
 Feb. 22                              Early Dismissal (1:00PM) PD (1:30-3:30)

March 10                                      No School (Spring Break)  
 March 13                                      No School (Spring Break)

April 13                                      No School (Easter Break)  
 April 14                                      Staff Professional Development  
 April 14                                      No School (Good Friday)  
 April 17                                      No School (Easter Monday)

April 26                                      Early Dismissal (1:00PM) PD (1:30-3:30)

May 26                                      Last Day of School  
 May 28                                      Graduation

**High School & Junior High Academy**  
 1<sup>st</sup> Quarter: August 24 – October 28 (44 Days)  
 2<sup>nd</sup> Quarter: October 31 – January 13 (44 Days)  
 3<sup>rd</sup> Quarter: January 16 – March 24 (45 Days)  
 4<sup>th</sup> Quarter: March 27 – May 26 (42 Days)

**Elementary Schools**  
 1<sup>st</sup> Trimester: August 26 – November 22 (61 Days)  
 2<sup>nd</sup> Trimester: November 28 – March 3 (59 Days)  
 3<sup>rd</sup> Trimester: March 6 – May 26 (55 Days)

Start/Resume Date
Professional Development Day - No School
1:00pm Early Dismissal/Staff PD (1:30-3:30)
Parent/Teacher Conferences
No School
No School Scheduled - Storm Day if Needed
Last Day of School/Graduation

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

## Schedules

### Regular (S)

8:10		1 <sup>st</sup> Bell
8:15	9:05	Period 1
9:08	9:53	Period 2
9:56	10:41	Period 3
10:44	11:29	Period 4
11:32	12:17	Period 5
12:17	12:43	Lunch
12:46	1:31	Period 6
1:34	2:19	Period 7
2:22	3:07	Period 8

### 37-Minute Assembly (M)

8:10		1 <sup>st</sup> Bell
8:15	8:20	Report to 1 <sup>st</sup>
8:20	9:20	Mass/Event
9:23	10:00	Period 1
10:03	10:40	Period 2
10:43	11:20	Period 3
11:23	12:00	Period 4
12:00	12:27	Lunch
12:30	1:07	Period 5
1:10	1:47	Period 6
1:50	2:27	Period 7
2:30	3:07	Period 8

Library hours are 7:30 a.m. – 3:45 p.m.

## **INTRODUCTION**

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

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

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

### **Historical Information**

St. Mary's Central High School is a fully accredited Catholic high school offering four years of secondary education, grades 9-12. St. Mary's is owned by the five Bismarck Catholic parishes and serves the young people of Bismarck, Mandan and the surrounding communities. The high school was founded in 1916 and was built on its current site in 1951. Renovations and major additions in 1987 and 1997 provide the Catholic students of this community with a facility for the 21st century.

### **Accreditation**

AdvancEd (formerly NCA) accredits St. Mary's Central High School with commendation by the North Dakota Department of Public Instruction. SMCHS is a member in good standing of the National Catholic Education Association.

### **Philosophy**

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

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

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

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

### **Administrative Interpretation of Policies**

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

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

## Environment

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

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

## Campus Policy

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

## Statement on Human Dignity

At St. Mary's Central High School, Christ is the law by which all other laws are to be judged. As a Catholic institution of learning, in the governance of our daily life we look to the teaching of Christ, which is proclaimed in Sacred Scripture and Sacred Tradition, authoritatively interpreted by Church teaching, articulated in vital understandings of the human person, and continually awakened by the wisdom born of inquiry and daily living. The abundant heritage of the Catholic faith informs and transforms our search for truth and our understanding of contemporary challenges in all of education.

The social teachings of the Catholic Church promote a society founded on justice and love, in which all persons possess inherent dignity as children of God. All Catholic teaching reinforces the need to recognize the fundamental dignity of all persons as created in the image and likeness of God

(1). All persons are to be welcomed, respected, valued, and loved: "Do to others as you would have them do to you" (2). Therefore St. Mary's Central High School communicates and strives to live out the teaching of Jesus Christ, fostering Christian and Catholic standards of value and conduct among all its members.

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

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1. Cf. Genesis 1:26-27.

2. The Gospel According to Matthew, 7:12; The Gospel According to Luke 6:31.

## Harassment Policy

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

## **Sexual Harassment**

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

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

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

- Sex oriented verbal "kidding" or abuse;
- Subtle or overt pressure for sexual activity;
- Physical contact such as patting, pinching, or intentional brushing against another's body;
- Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats;
- Obscene notes or graffiti;
- Inappropriate clothing implying a double meaning.

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

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

## **Non-Violence Statement**

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

## **Notification of Non-Discrimination Policy**

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

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

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

Reed Ruggles  
Principal  
Title IX Coordinator

He can be contacted at:

St. Mary's Central High School  
1025 N 2<sup>nd</sup> Street  
Bismarck, North Dakota 58501  
(701) 223-4113

Complaints can also be filed with the Office of Civil Rights:  
Regional Office for Civil Rights  
U.S. Department of Health and Human  
601 East 12<sup>th</sup> Street – Room 248  
Kansas City, MO 64106

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

### **BULLYING POLICY**

#### **“Bullying” means:**

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

Forms of bullying include, but are not limited to

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

#### **Prohibitions**

While at school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event, a student or school staff may not

- A. engage in bullying; or
- B. engage in reprisal or retaliation against



1. a victim of bullying;
2. an individual who witnesses an alleged act of bullying;
3. an individual who reports an alleged act of bullying; or
4. an individual who provides information about an alleged act of bullying.

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

### **Victim Protection Strategies**

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

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

### **Prevention Programs & Professional Development Activities**

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

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

### **Procedural Steps**

Procedures for **reporting, reporting options for students and community members, reporting to law enforcement and other forms of redress, reporting requirements for school staff, documentation and retention, investigative procedures, and disciplinary and corrective measures** are outlined in our student handbook.

### **SMCHS Bullying Procedures relating to board policy on bullying Reporting**

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

### **Reporting Options for Students and Community Members**

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

1. Complete a written complaint form: A complainant will have the option of including his/her name on this form or submitting it anonymously. The form may be returned to any school staff member, or filed in one of the school's main offices.
2. Complete and submit an online complaint form: A complainant will have the option of including his/her name on the form or submitting it anonymously.
3. File an oral report with any school staff member.

- **A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.**
- **Report Forms are available in the SMCHS office as well as online at [www.smchs.org](http://www.smchs.org).**

### **Reporting to Law Enforcement & Other Forms of Redress**

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

### **Reporting Requirements for School Staff**

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

1. witness an alleged violation of this policy; or
2. receive an oral report of an alleged violation of this policy.

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

1. witnesses an alleged violation of this policy; or
2. receives an oral report of an alleged violation of this policy.

### **Documentation & Retention**

All written reports of an alleged violation of this policy received by the school shall be forwarded to the appropriate school administrator for investigation and retention. Report forms and all other documentation

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

### **Investigative Procedures**

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

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

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

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

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

### **Disciplinary & Corrective Measures**

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

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

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

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

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

## **Substance Abuse Free School**

St. Mary's Central High School (SMCHS) recognizes that substance abuse is a treatable, complex, social, emotional and physical health problem. Identifying and treating substance abuse is primarily the responsibility of health care providers, family, and the community. The school has an integral role in the prevention and intervention of chemical use and abuse.

It is the responsibility of SMCHS, its administration, board, staff, students, and volunteers, to maintain and promote a safe and efficient learning environment and to deliver services in a safe and conscientious manner. The use, misuse or abuse of alcohol and drugs pose a serious threat to SMCHS administration, board, staff, students and volunteers and to the public. Such use, misuse or abuse is prohibited by SMCHS.

The school is not a treatment center; it is part of a network of community resources for helping individuals at risk of use, misuse or abuse of alcohol and drugs. The role of the school is to assist in early identification of the problem, intervention to treatment, and support after treatment and during recovery.

## **Definitions**

1. "Drug" means marijuana, cocaine, opiates, amphetamines, phencyclidine, hallucinogens, methaqualone, barbiturates, narcotics and any other substance included in schedules I-V of the Controlled Substance Act (Section 812 of Title 21 of the United States Code). The term "drugs" includes alcohol and other legal substances used in an unauthorized manner, but does not refer to the legitimate use of substances authorized by law, which do not affect an individual's health or performance.
2. "Under the influence" means that the individual has any measurable amount of unlawful drugs in his or her system or is affected by alcohol or a drug, or a combination of alcohol and a drug, in any detectable manner.

## **Prohibitions**

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

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

Reporting the use of drugs which significantly affect safety or performance

1. An individual under the influence of a substance, which could compromise performance or sobriety, has an obligation to inquire and determine whether the substance he or she is taking may or will affect his/her ability to safely and efficiently carry on his/her responsibilities.
2. If a student is using such a substance, the student is required to obtain a written statement of legitimate use from their physician.

3. Any such information must be reported to the principal prior to school attendance. A student taking any substance prescribed by a licensed physician must have the controlled substance in its original container, for review by the principal, which identifies the controlled substance, dosage, date or prescription and authorized physician.

### **Searches and Seizure Policy**

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

### **Substance Abuse Policy**

- A. Drug testing done only in case of "reasonable suspicion" requirements:
  1. Teacher/Administrative staff identifies performance issues that are observed and documented. Reasonable cause may also be indicated by notification from police or juvenile agencies to the administration.
  2. Conference with the individual in question and parent(s), where applicable, regarding observations and/or performance and decision to drug test. Parent(s) and students receive a written policy at time of registration. This will have been reviewed and signed with parent(s).
  3. After reasonable suspicion has been established, the individual shall obtain a drug test at a licensed, approved health care facility within 12 hours of notification. Prior to submitting to a drug test, the individual will sign a release of information to enable SMCHS to obtain the results of the drug test.

#### If Negative

- SMCHS bears cost of test;
- Discussion with administration, family members, student and any other necessary parties;
- Possible referral to community service.

#### If Positive

- Discussion with administration, appropriate family members, student and any other necessary parties;
  - Required evaluation/assessment of the individual at licensed treatment facility. If treatment is mandated, bi-weekly status reports must be provided to the administration.
  - Individual can return to employment or school attendance while in treatment; however, drug screen results must be provided to school administration prior to return.
4. Failure to obtain a drug test within the required guidelines may result in:
    - a. Immediate suspension or expulsion from SMCHS.

#### B. Discipline Policy:

1. Upon acknowledgment of initial drug screen, the individual will be referred to evaluation and treatment. SMCHS will not participate in cost of treatment or further screening necessary to enable the individual to return to the SMCHS environment.

2. Upon acknowledgment of a second positive drug screen:
  - a. In the case of administration, board, staff or volunteers, the individual employment contract or service to SMCHS will be terminated.
  - b. In the case of students, the individual will be suspended for the remainder of the academic year.
3. Students will be eligible to re-enroll in the subsequent school year on a case-by-case basis.

### **Tobacco Use or Possession Policy**

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

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

## **ACADEMICS**

### **Admission**

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

SMCHS reserves the right to decline acceptance of students whose intellectual, behavioral or attitudinal characteristics either prevent them from joining fully in the community of faith or from learning what SMCHS seeks to foster within its students. All students admitted to SMCHS other than those from the Light of Christ Academy are on probation for a period of 1 semester.

### **Graduation Requirements**

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

Students are required to earn the following required credits in order to receive a SMCHS diploma:

4 Religion		1 Physical Education
4 English	3	*Fine Arts/Career & Technical Education/Foreign Language
3 Math		
3 Science	6	Electives
3 Social Studies		

\*Must include: (1 Credit of Fine Art or 1 Credit of Career & Technical Education)

**27 Total Credits**

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

For good and sufficient reasons, a student may petition in writing to have a SMCHS mandated graduation requirement waived. A committee composed of representatives of the faculty; administration and guidance office will convene to rule on the petition. Their decision is final.

## Grading System

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

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

### Weighted Courses

College Courses

Advanced Placement classes (AP)

Spanish IV

Pre-Calculus

Spanish Literature

Human Anatomy

Physics

### General Grading Scale

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

### AP/Dual Credit Grading Scale

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

### Course Load

As a general rule, all freshmen and sophomores are enrolled in 8 credits per year. Juniors are required to take 7 credits per year and seniors are required to take 6 credits per year. A modified program may be established for special needs.

Science and math courses may be taken either junior or senior year or both years

provided that the student has reached the requirement of three maths and three sciences for graduation. SMCHS students in grades 11-12 may leave if they have a free period.

### **Textbooks**

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

### **Online Reporting**

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

### **Final Tests**

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

**All students are required to complete first semester final tests.**

**Students may earn an exemption from second semester final tests by:**

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

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

**Students will take their second semester final tests regardless of grade if:**

- Students have eight (8) or more absences in any particular class.

**Please note:** *Absences associated with school activities and college visits (seniors only) will not count towards second semester finals. However, all other absences including but not limited to: family vacation, illness, bereavement, appointments (medical, dental, therapy, etc.) will count towards second semester finals. Administrative discretion will be used to determine the approval of an absence in extraordinary circumstances.*

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

**General:**

- Finals for second semester may be given at instructor's discretion.
- Students who earned an exemption from second semester finals in any class may elect to take the final in order to improve their grade. Should this occur, final test results will only maintain or improve their current grade going into the test and cannot reduce it.



### **Corrective Action for Late Work and/or Failing Grade**

Any student who is behind in class work and /or failing any classes during the course of any given 9 week period will lose open campus privileges and will be required to attend supervised study until late work is completed or a passing grade is achieved.

### **Incompletes**

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

### **Academic Honesty Policy**

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

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

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

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

### **Please Note**

- ***Students found guilty of cheating will be refused admission or removed as a member of the National Honor Society.***

## **Failures**

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

Required subjects that are failed must be made up by repeating the semester(s) at St. Mary's, summer school, or by correspondence. In exceptional cases, the course may be taken at South Central High School.

## **Drop/Add A Class**

It is impractical and non-beneficial to drop one course and take another after the semester has begun. It is, therefore, important to select courses with the utmost care. When students feel it is absolutely necessary to change a course, they must complete the following within three days of the start of the semester.

1. Discuss the change with their parents and obtain written permission.
2. Discuss the advisability with a counselor.
3. Obtain written permission from the instructor.
4. Obtain permission from the principal.
5. Students must present a class drop form to the appropriate instructor and return textbook(s) and/or class materials.

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

This procedure is used in calculating GPA for course withdrawal.

Week 1-2 No record or grade

Week 3-9 Grade of "W"; no effect on GPA

After Week 9 One of the following grades:

"WP" – withdraw/pass, no effect on GPA, given in cases of illness, inappropriate level, etc.

"WF" – withdraw/fail; counts as an F on GPA given in cases of poor attendance, etc.

## **Independent Study**

Students may receive credit for a class taken through the Center for Distance Education at NDSU. As a general rule, required courses may not be taken via this option. Exceptions are granted through requests to the administrative team. The Rome Pilgrimage is offered for Independent Study.

## **Public School Classes**

SMCHS students may enroll in classes in their district high school. Arrangements should be made through the office to aid in class scheduling. Students enrolled in public school classes still pay full tuition at St. Mary's.

Students at SMCHS may enroll in classes at the Bismarck Career Academy. Once a student has been enrolled, his/her spot is reserved and class changes or withdrawals should be avoided. Students must withdraw from Vo-Tech classes within the first two weeks of the session. Withdrawal after that time may result in a withdraw/fail for that semester and a subsequent loss of credit.

## **Home Education**

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

1. a written description or outline of the course material covered in each high school subject
2. A written description or list of course subjects

3. A written description on how the course objectives were met
4. A transcript or the students' performance in grades 9-12.

A parent supervising home education shall maintain an annual record of courses taken by the child and the child's academic progress assessments, including any standardized test results. If the child enrolls in SMCHS, the parent shall furnish the record, upon request, to the school administrator.

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

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

**College Courses**

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

- \*Calculus
- \*College Algebra
- \*The Catholic Disciple (Basic Catholic Beliefs)
- \*Introduction to Sociology/Introduction to American Political Science
- \*Statistics
- \*Rome Pilgrimage (Independent Study)

Students may travel to Bismarck State College to take other college classes. The student pays all required fees and costs.

**AP Courses**

Students who enroll in Advanced Placement (AP) courses may obtain college credit by meeting the requirements set forth by their college of choice. (Based on the results of the National AP Exam). Courses included:

- \*AP Biology
- \*AP Psychology
- \*AP English (11-12)
- \*AP Calculus
- \*AP U.S. History

**Student Transfers**

If a student decides to leave St. Mary's before graduation for any reason, he or she must meet with an administrator to obtain a withdrawal form. This form must be signed by each of his or her teachers, the business manager, and the counselor and others listed on the form. All financial obligations must be resolved, borrowed equipment returned and textbooks returned in good repair before records will be released.

If a Catholic student transfers in from another high school, he or she will not be required to complete the four credits of religion. He or she must take religion while attending SMCHS.

**Commended and Honor Students**

Commended students have a cumulative grade point average of 3.9 – 3.99 for their four years of high school.

Honor students have a cumulative grade point average of 4.0 or above for their four years of high school.

### **Diplomas**

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

### **Transcripts**

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

### **Financial Obligations**

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

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

## **STUDENT DISCIPLINE**

### **Basic Standards**

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

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

1. *All forms of discrimination:* racial, sexual, religious, psychological or physical differences, etc.
2. *Fighting*, physical striking of anyone or causing a fight to occur either on school grounds or at school sponsored activities.
3. *Vandalism* of school property or an individual's property.
4. *Prohibited substances/items*, including the use, sale or possession of any dangerous and/or illegal substance or item such as drugs, alcohol, tobacco, or electronic delivery devices (ex. electronic cigarettes) and weapons, etc.
5. *Academic Dishonesty* "Some examples are: see *Academic Dishonesty*"
6. *Truancy*, skipping school or any single class, liturgies or assemblies.
7. *Verbal abuses, including cyber bullying* or any behavior that results in an injury to the good reputation of another or falls short of the basic respect that each person should be given.
8. *Insubordination*, a disruptive or flagrant failure to follow appropriate directions given by any staff member, or showing disrespect by language or behavior.
9. *Littering* or improper disposal of waste within the school or on school grounds.
10. *Domestic Violence* includes physical and sexual attacks and threats. These violent acts are criminal and the batterer can be prosecuted for committing them.
11. *Hazing Activities* of any types are inconsistent with the educational goals of St. Mary's Central High School and are prohibited at all times. (See Hazing Policy).

12. *Disruptive Behavior*, which is detrimental or disruptive to the educational process, as determined by the administrative team.
13. *Sexual Predator on School Property*. (See Sexual Predator on School Property Policy).

### **Disciplinary Policies**

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

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

Disciplinary action may include the following:

1. Restriction or removal of student's social (Prom, Homecoming, school dances, co-curricular, religious (Asst. Chaplains, Pilgrimages) or academic privileges (National Honor Society).
2. Closed campus or supervised study hall.
3. Restitution in the case of property loss or damage
4. Staff or professional counseling
5. Detention
6. Disciplinary probation: The administration may impose probation for repeated misconduct or serious breaches of conduct. When such action is taken, a letter may be sent to the parents describing behavior and subsequent consequences. This may necessitate a conference with parents, student and administration. The student's behavior will be examined during the probation period; repetition of misconduct while on a probationary status may subject the student to suspension or dismissal.
7. Suspension: The administration may elect to suspend a student for breaches of conduct. The period of suspension is considered an unexcused absence. Parents will always be notified of suspension, and a conference will be held if necessary. The Administration may suspend a student for up to five days or recommend a longer suspension or expulsion of a student.
  - a) Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity or during a school-related activity is subject to suspension or expulsion:
    - All forms of harassment;
    - Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
    - Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
    - Possessing or transmitting any firearms, knives, explosives or other dangerous objects;
    - Possessing, using, transmitting or being under the influence of narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages, tobacco, drug paraphernalia or electronic delivery devices (ex. electronic cigarettes) or intoxicants of any kind;
    - Continued disobedience or persistent defiance of proper authority;
    - Behavior which is detrimental or disruptive to the educational process, as determined by the administrative team; and

- Offensive and vulgar language, whether or not it is obscene, defamatory or incites violence, where it is disruptive of the educational process.
- b) Disciplinary consequences can include but are not limited to the following:
- Restitution;
  - Detention;
  - In-school suspension;
  - Out-of-school suspension;
  - Expulsion;
  - Referral to proper authority and/or non-school agencies.
8. Dismissal: This final step results in the removal of a student from the school. The right of dismissing a student from St. Mary's is reserved for the administrative team. Parents will always be notified of dismissal, and a conference will be held. If a student is dismissed, tuition will be refunded according to the defined scale in the Business Office.
- The following are grounds for dismissal:
- a. Serious misconduct of such nature that it interferes with the legal and personal rights of others, specifically a right to an education, and which presents a danger to the health, safety, welfare, and morale of any person, including the offender, in the school or at related school activities.
  - b. Continual and willful violation of rules and regulations of the school.
  - c. Any other sufficient grounds rendering the attendance of the student offensive to the educational program of the school which results or may result in a disruptive influence on the educational program, or other students, or school personnel.
9. Any combination of the above or any other disciplinary or corrective actions as is deemed, in the judgment of the administration, to be appropriate under the circumstances.

### **HAZING POLICY**

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

#### **General Statement of Policy**

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

## **Definitions**

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

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

1. Any type of physical brutality such as whipping, beating, striking, paddling, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the student’s mental or physical health or safety.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of St. Mary’s Central High School policies or regulations.

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

## **Reporting Procedure**

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

## **School Action**

Upon receipt of a complaint or report of hazing, St. Mary’s Central High School shall undertake or authorize an investigation by St. Mary’s Central High School officials or a third party designated by St. Mary’s Central High School. All efforts will be taken to assure the confidentiality of the victim(s). Upon completion of the investigation, St. Mary’s Central High School will take appropriate action. Such action may include, but is not



limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

If the investigation concludes that two or more students from the same athletic team or other extra-curricular activity directed, engaged in, aided or otherwise participated inactively or passively in an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.

### **Reprisal**

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

### **Policy Information**

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

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

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

### **Subsidiary Policy (Grievance Procedure)**

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

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

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

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



## **Sexual Predators on School Property Policy**

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

### **DEFINITIONS**

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

### **GENERAL STATEMENT OF POLICY**

#### **Nonparent Sexual Offender**

1. A nonparent sexual offender is prohibited from being present on school property except:

- a. For the purpose of voting in a school building used as a public polling place; or
- b. For the purpose of attending an open meeting under North Dakota Century Code Chapter 44-04 in a school building.

2. A nonparent sexual offender who attempts to communicate electronically with a student while the student is present on school property will be considered to be present on school property without permission and will be in violation of this policy.

#### **Parent Sexual Offender**

1. A parent sexual offender is required to identify themselves as such to the school at the time their child is enrolled.
2. A parent sexual offender is permitted to be present on school property for the purposes set forth in Section A, "Nonparent Sexual Offender."
3. Upon receipt of prior, written approval from the School Administrator, a parent sexual offender is permitted to be present on school property for the following purposes:
  - a. To transport his/her child to and from school. The parent sexual offender shall drop the child off and pick the child up on public property (i.e., a public street) that enables the child to enter and leave the school facility safely. The parent sexual offender will be permitted to transport only their own child/children.
  - b. To discuss their child's progress, placement or individualized service plan (ISP).
  - c. To attend a school function in which the child is participating.
4. Except while transporting their child, parent sexual offenders who receive permission to be present on school property must immediately report to the individual designated in the School Administrator's written permission statement and present the written statement to that individual. A chaperone may be designated to accompany the parent sexual offender while on school property.

5. A parent sexual offender who attempts to communicate electronically with a student other than their own child while the student is present on school property will be considered to be present on school property without permission and will be in violation of this policy.

### **Student Sexual Offender**

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

### **PROCEDURE**

- No sexual offender shall be present on school property except as provided above.
- If any employee of the school becomes aware of any sexual offender's presence on school property in violation of this policy, she/he shall immediately inform the School Administrator or administrator in charge of the facility or function, who shall direct the sexual offender to leave the premises immediately. The school official shall request the assistance of law enforcement if the sexual offender refuses to leave.

### **NOTICE OF SEXUAL OFFENDER STATUS**

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

### **POLICY INFORMATION**

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

### **Title IX Policy**

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

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

- 1) An oral complaint may be filed with the department chairperson or immediate supervisor of a complaining employee.
  - 2) A formal written complaint may be filed with the building principal.
  - 3) A formal written complaint may be filed with the Title IX coordinator or SMCHS.
- Any person lodging an informal oral complaint reserves the right to file a formal written

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

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

## **UNIFORM DRESS CODE**

### *Philosophy of the Dress Code*

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

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

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

### *Polo Shirts*

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

### *Slacks/Pants*

- Khaki, gray (boys only), or black
- Belts are encouraged when shirt is worn tucked in

### *Shorts*

- Khaki or black
- Length may not be altered or rolled
- Belts are encouraged when shirt is worn tucked in

### *Skirts (girls only)*

- Khaki or black
- Must be worn at the natural waist and must not be rolled.
- Tights/nylons/leggings/knee/crew socks may be worn (in accordance with Christian decency). Tights/nylons/leggings must be full length free of patterns or designs, and in black, gray, or white colors.

### *Oxford shirts*

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

### *Sweaters*

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

### *Blazer*

- Navy or black
- Must be worn with oxford or polo shirt

### *Underclothing*

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

### *Outerwear*

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

### *Shoes*

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

### *General guidelines*

- No caps/hats or bandanas of any type will be worn in the building during school hours

- Accessories must be appropriate and in good taste. Accessories (i.e., chains, etc.) that can be construed as weapons are prohibited.
- Students are strongly encouraged to wear their natural hair color in styles that do not draw undue attention.
- Tattoos must be covered at all times.
- These guidelines are effective during school hours (8:10 a.m. - 3:07 p.m.), including lunch period.

#### **Boys:**

1. All boys must be clean-shaven.
2. Hair should be no longer than collar length and not cover eyes. Side burns should be no lower than the ear lobe. Hairstyles that draw attention are prohibited.
3. Earrings or other body piercings are not allowed.

#### **Girls:**

1. Hairstyles and make-up that draw attention are prohibited.
2. Other than earrings worn in the ear, no other body piercings are allowed.

#### **MASS DAY ATTIRE**

- Mass Day attire must be worn throughout the school day
- Girls – Uniform pants or skirt; **oxford shirt**; if desired, a cardigan, vest, or blazer may also be worn.
- Puffy vests are not allowed during or on Mass Day.
- Boys – Uniform pants; oxford shirt with tie; if desired, a sweater, vest, or blazer may also be worn. Quarter or full-zip sweatshirt allowed over oxford shirt and tie.

#### **JEANS DAY**

- Students may wear long blue jeans or jean capri pants (girls only) in good condition (jeans shorts are not allowed).
- Shirts or sweatshirts worn by students must be any Saints logo apparel (i.e. Saints t-shirt). These items are separate from the SMCHS Uniform attire.
- Uniform attire may be worn.

#### **GAME DAY TEAM DRESS**

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

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

### **Dress code violation consequences:**

1<sup>st</sup> Offense: The violation will be addressed and documented.

2<sup>nd</sup> Offense: The violation will be addressed and documented. Student will take part in a formal meeting with administration which will address consequences of the offense.

Subsequent offenses may warrant a meeting with parents/guardians or further disciplinary action.

### **Attendance Policy**

Good attendance at school is essential for academic progress and is the responsibility of both students and parents. A student's contribution to class and academic achievement are directly related to attendance. Consequently, it is essential that parents and students communicate with the school office when an absence is necessary.

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

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

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

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

The administration recognizes there are situations when a student must be released from school for various reasons. For a planned absence (wedding, family trip, etc.), parental notification at least two days prior to departure is necessary for the office. Prior to the event, the student should inform the teacher of the situation and ask what needs to be completed.

Two categories of absences will be recorded in the attendance file and **both will count towards second semester final tests (see final test policy on p. 16):**

### **Excused Absence (Including but not limited to):**

- Family vacation
- Illness
- Bereavement
- Appointments (medical, dental, therapy, etc.)
- College visits
- School sponsored activities (athletic practices and contests, fine arts practices and performances, clubs, retreats, etc.)

**Please Note: Schools sponsored activities and college visits do not count toward final tests.**

### **Unexcused Absence (Including but not limited to):**

- Absence from school, class, or a scheduled event (liturgy, assemblies, etc.) for reasons other than cited above.

- Unverified absences
- Suspension

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

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

### **College Visits**

Seniors (only) are allowed to utilize three days to visit a college of his or her choice. These absences are excused but will count towards final tests. Students must complete the "college visit form" prior to leaving and upon his or her return. Forms can be found in the main office.

### **Make-up Work**

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

### **Credit Loss**

Under ordinary circumstances, a student may miss no more than ten days or ten periods of one class per semester. A letter will notify parents if the student is in danger of exceeding the limit. If the number is reached within the semester, credit(s) may be withheld. Excessive absences may necessitate a conference with parents, student and administration.

### **Tardy Policy**

A total of ten (10) tardies for all classes combined for the entire year will result in a student taking all final tests during the second semester. Any tardies in any classes after 10 will result in detention for each subsequent tardy. Detention will be scheduled and served before or after school and takes precedence over all other school activities.

Excessive tardies may necessitate a conference with parents, student and administration.

## **STUDENT ACTIVITIES**

### **Spiritual Events**

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

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

Because of its importance in the Christian life, Mass will be celebrated regularly--at times in chapel for a class, once a week in the chapel, and at least once a month for the entire school. Attendance at religious services is required for all students, both Catholic and non-Catholic.

Absence from liturgy and religious services is considered a serious offense and students found to be absent will lose their final test exemption and will serve detention time. Their parents will be notified of their absence as well.

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

### **Sportsmanship (Spectator Suspension)**

Students who attend any extracurricular activities or events are expected to display good sportsmanship and act in an appropriate manner. Any student who uses profane language or cheers, displays inappropriate signs, makes inappropriate remarks to the officials or opposing team, or interferes in any way with the activity or event will receive a suspension from activities and will not be allowed to attend any events during that suspension.

### **Guidance and Counseling**

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

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

### **Assemblies**

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

### **Student Council**

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

### **National Honor Society**

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

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

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



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

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

### **School-sponsored Activities and Field Trips**

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

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

### **Dance Regulations**

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

1. Students are asked to dress in the spirit of Christian modesty.
2. Once a student has paid admission, he/she is not permitted to leave the school building. If a student decides to leave, he/she will not be permitted to return.

Generally, no admission to the dance will be permitted approximately one and a half-hours after the dance is scheduled to begin. Any student who knows in advance he/she will be late for any reason, should obtain permission in advance from the faculty advisor of the dance or an administrator.

3. All school rules will apply, particularly those regarding tobacco, alcohol and drug use.
4. Any student who wishes to bring a guest to a SMCHS dance is required to register that guest at the office prior to the dance. The guest must be at minimum a freshman in high school and no older than age 20 and must provide SMCHS administration with evidence of good standing at current school or employer.
5. A student (or guest) who exhibits any disorderly conduct is subject to removal and forfeiture of the admission charge.
6. Organizations wishing to sponsor a dance should secure a date well in advance and secure three faculty sponsors, three sets of parents, and an administrator as chaperones.
7. Sponsoring organization may, at its discretion, establish a dress code.
8. All matters of appropriate dress are subject to administrative discretion.

### **Medical Insurance**

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

### **Medications**

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

## CO-CURRICULAR PARTICIPATION POLICY

### Philosophy

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

It is our hope that the students involved in co-curricular activities enjoy themselves and become more enriched young people because of the experience.

The co-curricular participants will be ladies and gentlemen, showing proper attitude and conduct at all times. It is mandatory that at least one parent/guardian and the athlete attend one St. Mary's Sports Night, which will be offered in the spring and the fall.

### Game Day Attire

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

### Co-Curricular Activities Covered By This Policy

1. All athletic teams
2. All co-op athletes
3. Saintiques
4. Cheerleaders
5. Music (competitive and co-curricular groups)
6. Drama/speech teams
7. Academic i.e. Science Olympiad, Math meets, etc.

### Training Rules

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

1. The use or possession of tobacco, alcohol or any controlled substance as defined by North Dakota law is prohibited. Any violation will result in a 6-week suspension for the first offense and a period of 18 weeks for any subsequent offense. **Period of ineligibility will start at the time the student is notified of the violation by the administration.** The athletic director and the administration will carry out an investigation. Students may request a hearing in writing within three days of the offense.
2. Association or attendance at a place where alcohol or drugs are being used will result in a two-week suspension from activities starting from the time the administrative team is informed. The second offense will result in a three-week suspension and a third offense could mean suspension from the activity. A student is considered "in attendance" or "by association" if he/she is there. The amount of time present is not a consideration.
3. The SMCHS Substance Abuse Free School Policy is followed in all situations
4. Specific Standards: A participant in any SMCHS or Co-op co-curricular activity will be declared ineligible for engaging in any act that that would be grounds for arrest of citation in the court system (excluding minor offenses such as traffic or hunting/fishing violations). Ineligibility can occur without a formal citation, arrest, conviction, or adjudication. All ineligibility appeals must be directed to the SMCHS Administration Team. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others is grounds for ineligibility from co-curricular activities. Such conduct could include group conduct. This is not an all-inclusive list of behaviors. The school reserves the right to discipline a student for violation of the good conduct rule which includes, but is not limited to, the above referenced behaviors.

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

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

### **Conduct In School**

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

### **Attendance and Absence**

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

### **School Trips**

1. The school uniform policy will be in effect for all trips.
2. At all times, students are expected to act like ladies and gentlemen.
3. All participants must ride to the activity in school-related transportation. To promote a sense of team unity, students are encouraged to ride home with the team, but may ride home with their parents if permitted by the activity's head coach or advisor.

### **Team Cutting Policy**

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

### **Eligibility Requirements**

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

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

2. St. Mary's Central High School

In order to participate in extracurricular activities and school-sponsored student trips, a student must balance time between his/her academic and extracurricular requirements. Students must also meet the following criteria:

**Grade Assessments/Checks:** The first grade assessment will not be taken until three weeks have passed in each semester and subsequent grade assessments will occur on every 3<sup>rd</sup> Wednesday at 8:00 a.m. for the remainder of the semester. The student will be notified on the Wednesday of each grade assessment of the ineligibility. Students who are placed on the ineligibility list are ineligible from Wednesday through Wednesday of the following week. A grade assessment is done again the next Wednesday for those students placed on the ineligibility list to determine eligibility for the following week. This is done until the student achieves a passing grade or meets his/her EGPA. Eligibility will be based on the semester grade for quarters two and four.

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

**Sophomore, Junior and Senior Eligibility:** Each student should maintain a satisfactory grade point average (GPA), which correlates with his or her ability and potential. Each student in grades 10-12 is assigned an eligibility grade point average (EGPA). This EGPA must be achieved by the student in order to participate in co-curricular activities and goes beyond the minimum requirements of the NDHSAA. The formula used to calculate a student's EGPA is: Cumulative GPA minus 0.3. However, the maximum EGPA any student will have to maintain is 3.3. Each student's EGPA is issued at the beginning of the extracurricular activity's season. If he/she wishes to negotiate a lower EGPA, it must be done at that time, not after being determined ineligible. If a student fails to make the EGPA, then he/she is ineligible for the following week. A grade assessment is run the following Wednesday to determine eligibility for the following week. This is done until the student achieves his/her EGPA. If a student is failing a class yet has achieved his/her EGPA, he/she will be placed on a warning status for that week and will remain eligible to participate in extracurricular activities for that week. However, the student must achieve a passing grade in that class at the next grade run in order to stay eligible. Incomplete lessons will be graded as zeroes and grade average calculated accordingly. If a student is failing more than one class, that student will be considered ineligible. A grade assessment will be done the following Wednesday to determine eligibility the following week. The first eligibility check will be conducted the 3<sup>rd</sup> Wednesday of each semester.

Courses considered for eligibility are subjects that are taken daily for five days a week and have a credit value of one-half unit per semester. The courses that a student uses for eligibility purposes must have been taken and earned at St. Mary's Central High School. Courses taken at Bismarck Public School to include courses taken at and online through the BPS Career Academy are considered courses taken at St. Mary's Central High School. Courses taken through the Division of Independent Study or earned through another school district or online institution cannot be counted for eligibility purposes.

### **Co-Curricular Activities**

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

#### **SMCHS Co-Curricular Activities**

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

#### **Co-op Co-Curricular Activities**

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

#### **Clubs and Organizations**

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

**Co-Curricular Event Expectations** All students are encouraged to attend as many co-curricular events as they can in order to support and encourage fellow classmates. While all are encouraged to support the event with as much enthusiasm as possible, it should be kept in mind that we respect our opponent, the game officials, our own players and coaches.

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

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

### **FACILITIES**

#### **Chapel**

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

## **Library/Media Center**

The SMCHS library/media center exists to serve the school community within the limits of its available collection of materials. The library provides a basic, general resource collection for reference and research to support the curriculum of the school. Students are asked to treat all library property respectfully. All materials borrowed from the library must be checked out and returned promptly. Students should follow other policies and procedures as established by the library/media staff.

It is important to be considerate of other students and faculty who desire a quiet study area. An atmosphere of quiet is stressed. Studying loudly together, talking, and social gatherings are not acceptable. Absolutely no food or beverage is to be brought into the library/media center.

## **Computer Use**

The computer lab in the library is available for student use during the school day unless an instructor has scheduled a class. Laptop computers are also available for classroom use. The computers are for the academic use of the SMCHS school community. Any abuse of the computers and printers or policy infractions by students may result in restricted or loss of access. Absolutely no food or beverage is to be brought into the lab.

## **Responsible Use of Technology Policy**

Staff and Student (“users”) use of technology and communication tools include school-owned equipment and personally-owned devices used on school-owned/rented/contracted property (including busses) and at school-affiliated events.

Tools include, but are not limited to, computers and related peripherals, digital devices running mobile operating systems, Internet accessibility from local, wide, and cellular networks, including wireless, local and internet hosted file and application services, video networks, digital video camcorders, and cameras, telephones, cell/smart phones, fax, and copy machines, televisions, VCRs, DVDs, etc.

The use of electronic resources, technologies, and the internet must be in support of education and consistent with the educational goals, objectives, and priorities of St. Mary’s Central High School (SMCHS). Acceptable and appropriate use in an extension of the educator’s responsibility in his/her classroom. Users are expected to adhere to the policies as they apply to the schools and personal technology resources. Users are also required to comply with all local, state, and federal laws which include regulations against computer/network hacking, software piracy, copyright infringement, and other illegal behaviors.

Inappropriate use includes, but is not limited to

- Cyberbullying, hate mail, defamation, harassment of any kind, and discriminatory jokes and remarks.
- Viewing, creating, accessing, requesting, uploading, downloading, sorting, sending, or distributing obscene, pornographic/sexually explicit, or other offensive material.
- Violating any U.S. or state law, including, but not limited to, those related to copyrighted material, material protected by trade secrets, threatening or obscene material, privacy and safety violations of the Children Internet Protection Act (CIPA) and Family Educational Rights and Privacy Act (FERPA).
- Using others’ passwords, tampering with or forging names on electronic mail or other online environments. Trespassing in others’ folders, work, or files.
- Negligence regarding confidential data.
- Physically damaging equipment or hacking with intent to damage or for the purpose of circumventing standard configurations.

- Downloading, uploading and/or executing viruses, worms, Trojan horses, time bombs, bots, malware, spyware, SPAM, etc., and changes to tools used to filter content or monitor hardware and software.
- Using the network for any illegal, unethical, or commercial activities.
- Performing any action which results in a compromise of the system security.
- Using multiple-user games, internet chats, instant messaging, anonymous e-mail, and other web applications unless the use is supervised by a SMCHS staff member and is appropriately related to education.
- All other uses that interfere with the performance of education endeavors.

District-owned equipment and the district network may not be used for:

- Political or personal commercial purposes.
- Personal use that adds cost to the district.
- Storage of personal applications and files to the extent that they violate this policy, interfere with district uses, or result in additional support costs.

Electronic Mail and Internet Use:

- Users must adhere to this policy at all times when using the internet and/or email, including after hours, weekend and/or holiday use.
- School email accounts will be provided to all employees.
- Student email accounts will be provided. Student accounts may be revoked if used inappropriately as outlined in this policy.
- Users are prohibited from using school provided email or internet access for commercial or personal gain.
- Users are prohibited from using school provided email or internet access for unethical or illegal behaviors or activities that are contrary to any district policy.
- Material hosted on school servers and published on the internet may be reviewed for appropriateness. Materials that represent SMCHS and are hosted on non-school servers should adhere to this policy.

### **Internet Safety and Use of Filters**

SMCHS participates in internet filtering services to help prevent access to internet content that is obscene, pornographic, or harmful as defined by the CIPA. All internet traffic that goes through the district network will be filtered in accordance with CIPA requirements. Although SMCHS provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access internet resources appropriately. Users accessing the internet through personal cellular connections or other non-school networks and who are on/using school owned/rented/contracted property (including busses) and/or at district affiliated events must adhere to the same filtering restrictions by avoiding internet sites that would be prohibited under CIPA, including those with visual depictions that are obscene, child pornography, or harmful to minors. Staff are responsible for supervising students using internet resources. Problems with the school filtering system should be reported immediately to the technology coordinator.

SMCHS instructs students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and on the awareness of a response to cyberbullying. Some of the safety tips include:

- Keep your personal information (name, phone numbers, address, passwords, etc.) private.
- Don't read email or download attachments from people you don't know.
- Understand that nothing done on the internet is private.



- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate (do not respond to the person either directly or indirectly).
- Never meet online-only friends in person (you have no way to confirm the real identity of someone you meet online).
- Practice proper etiquette while online and avoid conflicts with other users.

Privacy is not guaranteed when using SMCHS owned technology, the SMCHS network, or personal technology used on SMCHS owned/rented property (including busses). Files, communications (including email/texts), and use history may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. SMCHS will cooperate with local, state, and federal authorities when necessary. All activity could fall under North Dakota open record laws, which means that someone can ask to review this information at any time.

Network and computer security systems help maintain the integrity of the school technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem, they should notify the technology coordinator.

Vandalism includes any malicious attempt to harm or destroy any SMCHS equipment or software or the data of another user on a computer, local network, or global network. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action.

Use of Personal Cell Phones and Privately Owned Devices. All SMCHS staff are expected to conduct themselves with professionalism with regard to personal cell phone and/or technology devices usage during the school day. All activity on personal devices that occurs on district owned/rented property or during work hours is subject to Acceptable Use as defined in this policy. All student cell phone use is subject to this policy. In cases where this policy or a school-level policy are violated, the student equipment may be confiscated. Student cell phones and other personal equipment will be protected from unreasonable search.

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

Enforcement & Sanctions. SMCHS reserves the right to actively monitor staff or student use of technology to ensure compliance with this policy and shall investigate any suspected or alleged violation.

The building administrators, supervisors, and/or teacher is responsible for applying sanctions when the Staff and Student Acceptable Use Policy has been violated. Possible sanctions include, but are not limited to:

- Loss of access to school or personal technology resources.
- Removal of students from classes with loss of credit.
- Termination of employment.
- Expulsion.
- Restitution for costs associated with repair of equipment or software or associated with improper use of school equipment or systems.
- Additional disciplinary action may be determined that is in line with existing discipline procedures.
- When applicable, law enforcement agencies may be involved.

Documentation of all violations of this acceptable use policy will be placed in the employee's personnel file or the student academic file. The following offenses may result in immediate suspension, expulsion, and/or termination:



- Harassment or other inappropriate behavior regarding race, color, creed, religion, gender, ancestry, national origin, sexual orientation, age, or disability.
- Accessing, displaying, requesting, archiving, storing, distributing, editing, or recording sexually explicit material.
- Creating or distributing immoral, obscene, threatening, defrauding, or violent text or images/video or transmitting unlawful materials.
- Using electronic communication devices for illegal activity.

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

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

### Gymnasiums

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

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

### Cafeteria

The cafeteria at St. Mary's serves the dual purpose of a student commons as well as a dining area. **Students are expected to keep this area clean and inviting.** Because students use this area for study purposes, decorum of general respect must be maintained at all times.

All students are encouraged to utilize the food services available in the cafeteria. SMCHS has an open campus policy for lunch for grades 10-12. Freshmen must remain on campus at all times.

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

### Hallways

*Hallways must be kept clear of any obstructions, including backpacks, purses, and gym bags. Students are asked to sit in the cafeteria, library, atrium tables, or a classroom. Students will not be allowed to obstruct hallways by sitting on the floor.*

### Lockers

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

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

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

### Equipment

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

### Telephone

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

### Bulletin Boards & Posters

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

### Weight Room

The weight room is available to all St. Mary's students--athletes and non-athletes alike. No student may use the weight room without a partner and the supervision of a representative of the SMCHS coaching staff. SMCHS is not responsible for lifting accidents due to improper training or technique or the unsupervised use of the equipment.

### Parking

Parking is at a premium at St. Mary's. All vehicles must be parked within designated areas and display a SMCHS parking pass, which has been assigned to each driving student. For the first parking violation, a warning is given. A second violation may result in the loss of 2<sup>nd</sup> semester Final Test exemption. The third and subsequent violations will result in the vehicle being towed at the owner's expense. **Parking in the Arrowhead Plaza parking lot is prohibited.**

## **GENERAL DIRECTIVES**

### **Electronic Devices**

Students are not permitted to use cell phones or other electronic devices (sound or image) during the school day in any unauthorized area of the school building. "Use" of a cell phone includes talking or sending pictures, or inappropriate use of social media. "Unauthorized area" means any area where there is a reasonable expectation of privacy; including, but not limited to classrooms, locker rooms, and restrooms or any other area designated by the building principal. Use of cell phones or image recording devices in locker rooms and restrooms at any time is strictly prohibited. Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the cell phone or other electronic device. If a student's cell phone or other electronic device is confiscated, the building principal may search the confiscated property upon reasonable suspicion that the search will yield evidence of a violation of a school rule or upon reasonable suspicion that school safety or security may be in jeopardy. Disciplinary action up to and including suspension, expulsion and/or citation by law enforcement may be taken against any student using a prohibited device contrary to this rule or in a manner that causes substantial disruption to the educational environment. The building principal is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, emergencies or as required by an individual education program. Students may use cell phones during class time if teacher allows it for educational matters. Teachers may also collect cell phones before class begins in order to maintain greater focus from students. Teacher will return the phone before the bell.

#### Consequences

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

### **Weapons**

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

### **Vandalism/ Theft**

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

### **Safety Drills**

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

### **Weather (School Closing)**

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

### **Lost and Found**

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

### **Visitors**

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

### **Immunization Law**

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

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

### **Notification of Rights**

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

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

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
  
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

### **Asbestos Notice**

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

