



PARENT / STUDENT
HANDBOOK
2025-2026



The Administration of St. Mary's South Side Catholic High School reserves the right to amend this handbook to best address individual situations. Detailed policies and procedures for school operations during a public health crisis or other non-standard situation may be found in the St. Mary's Supplemental Procedures Manual, which will be shared with all families when needed.

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Vision

St. Mary's is a Catholic high school rooted in the Marianist tradition. Each person is seen as a child of God with gifts to be called forth. This community is a place where self-actualization, diversity, and life-long learning are encouraged. St. Mary's is a place where the whole person can grow in the love of God and each other. This Marianist community is dedicated to developing responsible young men who are prepared to live as contributing and successful members of society witnessing Jesus Christ to the world.

Mission

Rooted in the Marianist spirit, St. Mary's South Side Catholic High School forms all young men as leaders in a brotherhood of unity, empathy, dignity, and respect to uplift our neighborhood, community, and world.

Characteristics of a Marianist Education

- Educate for formation in faith
- Provide an integral, quality education
- Educate in the family spirit
- Educate for service, justice, peace
- Educate for adaptation and change

Core Values

St. Mary's students are:

- Embodied in Faith
- Empowered by Excellence
- Embraced as Family
- Enlightened through Service
- Transformed for Life

Spiritual Life

Spiritual Development: St. Mary's South Side Catholic High School dedicates time for the spiritual development of its students through the theology curriculum and the Campus Ministry Program. Through these programs, students participate in yearly retreat days as well as an overnight retreat senior year. All school and class liturgies, penance services, and prayer groups add to the faith life of our school. Students are required to give 20 hours of service to the school and community each year through the Dragon FIRE Service Program. The Dragon FIRE Service Program is a graduation requirement. Service hours from previous school years must be complete in order for students to be eligible to participate in athletics and extracurricular activities.

The Three O'Clock Prayer

Lord Jesus, we gather in spirit at the foot of the Cross
with your Mother and the disciple whom you loved.
We ask your pardon for our sins, which are the cause of your death.
We thank you for remembering us in that hour of salvation
and for giving us Mary as our Mother.
Holy Virgin, take us under your protection
and open us to the action of the Holy Spirit.
Saint John, obtain for us the grace of taking Mary into our life,
as you did, and of assisting her in her mission.

(MARIANIST DOXOLOGY)

May the Father and the Son and the Holy Spirit
be glorified in all places
through the Immaculate Virgin Mary.



School-Wide Foundations

Our school-wide foundations form the basis for how to carry oneself as a St. Mary's student. All members of our school community agree to adhere to these foundations, which are based upon mutual respect and care for the people and property of St. Mary's South Side Catholic High School. The policies in this handbook are framed within these foundations.

BE ENGAGED

- We will actively participate in the learning process.
- We will demonstrate commitment to our school community.
- We will be alert and active listeners & learners.
- We will enhance the community & spirit of St. Mary's by positively supporting school activities in & outside of the classroom.

BE PREPARED

- We will be on time and ready to learn.
- We will be prepared with all materials needed for success.
- We will always be ready to do our best and challenge ourselves.
- We will know & follow school rules even if we disagree with them.

BE RESPECTFUL

- We will act in ways that uphold the human dignity & value of all.
- We will respect students, staff & visitors in our words and actions & listen to others without judgment.
- We will be mindful & aware of the diversity that is present in our school community.
- We will respect school property & property of others.

BE ACCOUNTABLE

- We will act with honesty & integrity and do what is right & just.
- We will take responsibility for our own successes and failures.
- We will take ownership of our behavior.
- We will be responsible for helping those in need.

Be Engaged

- We will actively participate in the learning process.
- We will demonstrate commitment to our school community.
- We will be alert and active listeners and learners.
- We will enhance the community and spirit of St. Mary's by positively supporting school activities inside and outside the classroom

The following policies all fall under the foundation of BE ENGAGED. This foundation not only embodies academic engagement but full engagement as a positive member of our school community.

Academics:

MINIMUM REQUIREMENTS FOR GRADUATION

The graduation requirements totaling 30 credits are as follows:

Religion	4 Units of Credit
English	4 Units of Credit
Social Studies	4 Units of Credit
Mathematics	4 Units of Credit - highly recommended OR 3 units & 1 additional unit of STEM** senior year
Science	3 Units of Credit
Fine Arts	1 Unit of Credit
Practical Arts	1 Unit of Credit
Physical Education	1 Unit of Credit
Health	.5 Unit of Credit
Personal Finance	.5 Unit of Credit
World Language or equivalent	2 Units of Credit
Dragon FIRE Service	1 Unit of Credit
Electives	4 Units of Credit

** Eligible STEM courses include: Anatomy & Human Biology, Architecture, Botany, Computer Science Principles, Computer Technology, Earth & Space Science, ECO ACT, Environmental Science, Intro to Programming, Introduction to Sports Medicine, Physics & Engineering, Pre-Apprenticeship Program, Statistics, Zoology.

In order for students to participate in the Commencement Ceremony, students must meet these graduation requirements: complete minimum academic requirements outlined above, complete all Dragon FIRE Service hours, and meet all financial responsibilities.

GRADING SCALE

A =5=Advanced	4.3-5.0
B =4= Proficient	3.5-4.29
C =3= Sufficient	2.7-3.49
D =2= Struggling	1.9-2.69
F =1= Incomplete/Unsatisfactory	0-1.89

DUAL ENROLLMENT COLLEGE CREDIT/HONOR COURSES

St. Mary's offers college credit courses in cooperation with Saint Louis University, St. Louis Community College, and University of Missouri – St. Louis as well as dual enrollment options with South/North Tech High School and Ranken Technical College. Students may choose from a variety of course options. The criteria for placement in all college credit and honors courses is as follows: the student must be a B student in all subject areas, demonstrate good citizenship at all times, and maintain satisfactory conduct grades in all classes. The University's grading scale will be used for all college credit courses.

CREDITS EARNED OUTSIDE OF ST. MARY'S SOUTH SIDE CATHOLIC HIGH SCHOOL

The Principal will determine acceptance, under what conditions, and how credits will be counted in all circumstances such as but not limited to:

- Credits earned from another school that is accredited by North Central Association or by regional accrediting associations
- Credits earned from any non-accredited institution
- Credits earned via correspondence, internet, video, or other forms of "off-campus" or "distance learning" delivery systems

When typical school transfer records are incomplete or unavailable, the Principal may require locally developed assessments to be administered in order to determine acceptance of credit and/or placement.

ACADEMIC LAB

Advisement/Academic Lab is an important part of the school day. Advisors clarify general school information and monitor academic performance. This time will serve as an opportunity for students to receive tutoring, meet with instructors, and attend club and extra-curricular meetings. Students will use this time to read, study, and prepare for the next day. The school day is over for every student at 2:45 p.m. Students will receive a conduct grade for their participation in the Academic Lab period.

ACADEMIC INTEGRITY

Plagiarism and cheating, including unapproved use of AI, will not be tolerated. Any attempt to cheat will result in an automatic 0, an Unsatisfactory conduct grade, and a phone call home. At the teacher's discretion, there may be additional expectations or consequences for cheating.

The use of artificial intelligence, including ChatGPT or any other form of AI, to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without the permission of a teacher or administrator is strictly prohibited at St. Mary's South Side Catholic High School. AI is not a substitute for schoolwork that requires original thought, and students may not claim AI-generated content as their own work. The use of AI for these purposes constitutes cheating or plagiarism. In order to ensure academic integrity, all schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

Students must meet the Athletic Department's expectations regarding academics, attendance, service, conduct, and behavior. Athletic participation may be temporarily suspended within a season if behavior and academic expectations are not met. Students who fail two classes, no matter how many credits are being taken, will not be eligible to participate in athletics. Students must be passing a minimum of 3 semester credits. Second semester failures will determine eligibility for the fall season. Any student not meeting the Service hour requirement from the previous school year by the service deadline will be ineligible from the 1st regular season contest / competition. Once service hours are complete and verified, the student will regain eligibility to compete / participate (clubs) after the 1st contest. To be eligible for summer participation in athletics or extracurricular activities, students must be fully registered, including paying the registration fee and completing the financial aid application.

ONLINE GRADE BOOK

The primary mode of communication of student progress is through the online gradebook, Alma. Daily assignments are posted on Google Classroom. Teachers will update grades on a weekly basis, and it is the responsibility of parents, guardians, and students to regularly monitor grades.

PROGRESS GRADES & REPORT CARDS:

Report cards are available at the end of each semester. Parent conferences are offered in October and March and progress reports are posted at the same time. Students with unmet financial obligations will not receive a report card. Obligations may include tuition, lunch account, and/or athletic fees.

PROBATION / INTERVENTION / CREDIT RECOVERY

- A student who fails three or more courses in a semester will be subject to academic probation. At the end of the following semester, if a student remains on academic probation, the administration will review his standing to determine his future at St. Mary's.
- A student receiving three or more conduct grades of N or U during a semester will be placed on a disciplinary contract.
- Students failing any required course will need to make up the course in summer school or the following school year.
- Students failing the 1st semester of a math or world language course may recover 1st semester credit if they pass 2nd semester. (1st semester F will be rolled up to a "P").

Academic Honors

*** To receive any St. Mary's academic honor a student must:*

- Arrive to school on time with a 95% attendance rate
- Have exemplary conduct in all courses including academic lab each semester
- Meet all service hour requirements

CUM LAUDE SCHOLARS

St. Mary's South Side Catholic High School utilizes the Latin honors system to recognize our graduates who have earned the highest levels of academic achievement. In alignment with our Marianist charism, this method of recognition promotes a collaborative academic environment in which many students may receive high academic recognition versus only a few students vying for the highest academic spot.

- Summa Cum Laude 4.25 weighted cumulative GPA
- Magna Cum Laude 3.95 weighted cumulative GPA
- Cum Laude 3.75 weighted cumulative GPA

All Honors Courses and College Credit Courses will be weighted to determine a cum laude scholar as follows:

- Honors Courses - .5 additional credit
- College Courses - 1.0 additional credit

ST. MARY'S HONORS GRADUATE

The St. Mary's South Side Catholic High School Honors Graduate must have:

- completed at least three years of high school at St. Mary's
- a cumulative unweighted GPA of 3.8
- zero discipline referrals
- all S's (satisfactory) in conduct
- a 95% attendance record
- a minimum of 20 hours in college credit courses.

BETA CHI PHI, SCIENCE HONOR SOCIETY

- 3.5 cumulative GPA for all courses
- A minimum of 300 points in honors science courses (50 pts per semester A, 25 pts per semester B)
- Meet all general academic honor criteria **

MU ALPHA THETA, MATH HONOR SOCIETY

- 3.6 cumulative GPA in Math courses
- 3.5 cumulative GPA for all courses
- Enrolled in Pre-Calculus Honors, ACC Calculus, or ACC Statistics
- Meet all general academic honor criteria **

RENAISSANCE PROGRAM

Students earning academic honors will be recognized at the Renaissance Assembly held once each semester. Unweighted GPA will be used to determine academic honors. **

- *Gold Academic Honors* - Any student earning a semester GPA of 3.6 to 4.0 with exemplary conduct
- *Silver Academic Honors* - Any student earning a semester GPA of 3.3 – 3.599 or has increased his semester GPA by .25 with respectable conduct

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) of St. Mary's South Side Catholic High School is named the Chaminade Chapter. The NHS is the front runner of organizations and societies that

promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Students who are sophomores or juniors and have a semester GPA of 3.5 or above will be given an application. A selection committee will examine the application for evidence of leadership, character, and service to determine membership. **

E-Learning

E-learning may be utilized in the following circumstances:

- **Incllement weather:** the administration may call an e-learning day instead of a snow day. This day would still count as a school day. Notification will be made before students leave school the day prior to ensure that students have necessary materials.
- **Extended Stay-at-Home orders:** In the event that state, local, or federal governments institutes a stay-at-home order, we will institute extended e-learning.

For extended stay at home e-learning, the A/B day schedule will be modified to the following: Mondays & Thursdays will be A-days, Tuesdays & Fridays will be B-days. Wednesdays will be Academic Lab Wednesdays during which each faculty member will have online office hours.

STUDENT EXPECTATIONS

In order for e-learning days to count for the school year, students must complete assignments and activities that are assigned on e-learning days.

- Attendance will be tracked by daily attendance submitted through the Attendance Google Form & through daily work completion as reported by teachers.
 - Students will need to log attendance by 8:00 am daily. Students will receive an email each morning with an attendance form that they will need to complete by 8:00am unless otherwise specified. (Seniors with senior study will need to post attendance by 9:20 on their senior study day.) We will preserve late start Wednesdays; on Wednesdays, students will need to post attendance by 10:00.
 - If a student is sick and cannot complete work that day, a parent must call 314-481-8400 x 0 or email Luann Polette at polettel@stmaryshs.com.
- Each teacher will post assignments daily by their class period. Students will need to complete class assignments by 6:00pm. Teachers will be posting all assignments on Google Classroom. In addition, they may be utilizing other online resources to facilitate class activities. Teachers may require students to log onto a Google Meet during their class time.
- Students will be required to complete assignments for the classes that are “meeting” on specific A-day (periods 1-4) or B day (periods 5-8). If a student does not complete the daily assignments & activities, he will be considered absent.
- If a student needs more time to complete the assignment, he will need to communicate with the teacher *before* the assignment is due. Students will need to make up any work that is missed.
- Teachers will be available during their regular class time and during Academic Lab, 1:50pm- 3:00pm unless the teacher is conducting a video conference class.

Weekly Class Schedule

Tuesday, Thursday, & Friday (75 Minute Classes)		Wednesday / Mass Late Starts (60 Minute Classes)	
Period 1/5	8:00-9:15 a.m.	Faculty Meeting	8:00-10:00 a.m.
Period 2/6	9:20-10:35 a.m.	Period 1/5	10:05-11:05 a.m.
Period 3/7	10:40-12:25 p.m.	Period 2/6	11:10-12:35 p.m.
<i>Lunch 1</i>	<i>11:00-11:25 a.m.</i>	<i>Lunch 1</i>	<i>11:10-11:35 a.m.</i>
<i>Lunch 2</i>	<i>11:30-11:55 a.m.</i>	<i>Lunch 2</i>	<i>11:40-12:05 p.m.</i>
<i>Lunch 3</i>	<i>12:00-12:25 p.m.</i>	<i>Lunch 3</i>	<i>12:10-12:35pm</i>
Period 4/8	12:30-1:45 p.m.	Period 3/7	12:40-1:40 p.m.
Academic Lab	1:50-2:45 p.m.	Period 4/8	1:45-2:45 p.m.

Mondays (A Day) (40 Minute Classes)		Mondays (B Day) (40 Minute Classes)	
Period 1	8:00- 8:40 a.m.	Period 5	8:00- 8:40 a.m.
Period 2	8:45- 9:25 a.m.	Period 6	8:45- 9:25 a.m.
Period 5	9:30- 10:10 a.m.	Period 1	9:30- 10:10 a.m.
Period 6	10:15- 10:55 a.m.	Period 2	10:15- 10:55 a.m.
Period 3	11:00- 12:25 p.m.	Period 7	11:00- 12:25 p.m.
Lunch 1	11:00- 11:25 a.m.	Lunch 1	11:00- 11:25 a.m.
Lunch 2	11:30- 11:55 a.m.	Lunch 2	11:30- 11:55 a.m.
Lunch 3	12:00- 12:25 p.m.	Lunch 3	12:00- 12:25 p.m.
Period 4	12:30- 1:10 p.m.	Period 8	12:30- 1:10 p.m.
Period 7	1:15- 1:55 p.m.	Period 3	1:15- 1:55 p.m.
Period 8	2:00-2:40 p.m.	Period 4	2:00-2:40 p.m.
Dismissal	2:40 p.m.	Dismissal	2:40 p.m.

MONDAY A/B SCHEDULE: This schedule will only run on Mondays. If we do NOT have school on a Monday, it drops out. We ask teachers of Period 3/7 to read Sites Announcements after taking attendance that period (as you have an extra 15 minutes). **NOTE:** Monday, May 4th will be a regular A Day due to senior exams.

LATE START WEDNESDAYS: Continued professional growth is very important to the staff at St. Mary's South Side Catholic High School. Classes will begin at 10:00 a.m. most Wednesdays with a few exceptions. See school calendar for exceptions. Students who arrive before 9:50 a.m. should report immediately to the cafeteria for a supervised quiet study.

Policies to Enhance Student Engagement

CELL PHONES AND ELECTRONIC DEVICES

Students are not allowed to use cell phones or electronic devices anywhere on campus during the school day (8:00 a.m. – 2:45 p.m.) without the express permission of a teacher or administrator. Phones must be kept in student lockers. Due to the nature of some courses, cell phone use may be allowed on a limited basis with permission of a teacher or administrator. The use or suspected use of a cell phone, smart watch, wireless earbuds, or other electronic device without permission of a teacher or administrator will result in confiscation. Confiscated phones or electronic devices will be turned into the Deans of Students office. A student must surrender a cell phone or electronic device to a staff member when requested. St. Mary's will not be responsible for damage or loss of a cell phone or electronic device after confiscation. The cell phone or electronic device will be returned to the student at the end of the day by a Dean of Students.

Parents are asked not to call or text their sons during the school day. Please contact the school at 314-481-8400 and messages will be delivered to your son.

- Student use of cell phones during the school day is disruptive to the classroom learning environment and is NOT permitted, including during passing periods and lunch. Students are required to keep their phone in their locker during the school day in order to limit disruptions to classroom learning.
- Students are prohibited from using cell phones or electronic devices to take photographs or record video at any time on school property except when expressly permitted by a teacher. This includes taking photographs or video recording in restrooms, locker rooms, etc.
- Students are not permitted to use cell phones to listen to music or videos during the school day.
- Headphones, wireless earbuds, & AirPods are not permitted on campus during the school day. Only earbuds with wires are permitted. St. Mary's is not responsible for lost or stolen items. Should a student bring these items to school in violation of this policy, our staff will not assist in investigating if they are lost, misplaced, or stolen.
- Wired earbud use is only permitted with the permission of a teacher or administrator.
- Wired earbuds are not to be visible in the hallways.
- Chrome devices and chargers must be clearly labeled with the student's name.

If a student does not follow the cell phone, chromebook, wireless earbud, headphone, or electronics policy:

1. **First and second offense:** If a student uses his electronic device during class, he must surrender the electronic device to the staff member. The staff member writes an infraction and the student must serve an after-school detention.
2. **Third offense:** A third cell phone infraction will result in a 2-day suspension. The student will not be allowed to bring any electronic device, besides his Chrome book, to school for the rest of the school year.

CLASS REMOVAL

Each faculty member's discipline plan will clearly state behavioral expectations. In the event that it is necessary for a teacher to remove a student from a class because of disruptive or inappropriate behavior, the student is to report immediately to the Dean of Students office.

1. First Removal: Removal will be documented by teacher and deans, phone contact must be made between the parents and the teacher, the student and teacher will meet with a Dean of Students for a closure meeting, and the student may receive an "N" (Needs to Improve) or "U" (Unsatisfactory) in conduct for the semester. If the student is participating in athletics at the time of the removal, he will miss half of the next competition.
2. Second Removal: The student will be suspended from that class until a conference is held with the dean, counselor, parents, and student, will be placed on probation, may receive a "U" in conduct for the semester, and will be notified that a 3rd removal may result in loss of credit and an "F" for the semester. If the student is participating in athletics at the time of the removal, he will miss the next competition.
3. Third Removal: The student will be permanently removed from the class, may lose credit, receive a "U" in conduct, and receive an "F" for the semester.

DRUG SCREENING POLICY

In keeping with the mission of St. Mary's South Side Catholic High School, we strive for the success of all students. When a student's behavior appears to be "at risk", drugs and alcohol need to be ruled out as the primary cause for this behavior. It is for this reason we have instituted a "for cause" drug screening policy. Once this issue is ruled out, then other avenues can be explored.

Students could be tested for the following reasons:

- A. Unsatisfactory academic performance
- B. Demonstrating unsatisfactory behavior
- C. Overt preoccupation with drugs or alcohol
- D. Excessive tardiness and/or absences
- E. Student self-report or parental concerns
- F. Suspected of being under the influence or in possession of drugs or alcohol or being involved with a person in possession of drugs or alcohol while at school or at a school function

Procedure (Testing results are strictly confidential)

1. Testing will be administered at St. Mary's in "for cause" situations A-E outlined above.
2. In "for cause" situation F, the student's family must take him immediately to be tested at an approved testing center.
3. Parents are responsible for the cost of drug testing. The Guidance Department will not contact parents prior to testing but will contact them following testing and after the school receives screening results.
4. The following protocol will be followed if a student tests positive, is under the influence, or self-reports use:

- A minimum suspension of three school days to facilitate the timely completion of the steps in this process.
- A referral to an agency approved by St. Mary's South Side Catholic High School for evaluation and recommendations. If the student fails to comply, his suspension will continue until the evaluation is completed.
- The parent must sign a release of information for communication between the agency and the school.
- Results of the evaluation and recommendations must be communicated to and agreed upon by St. Mary's South Side Catholic High School.
- A conference will be scheduled with the student, his parents, and the Administration. If the student is readmitted, he will be placed on Final Probation and must adhere to the required recommendations.
- The agency must have on-going communication with the Guidance Department to ensure sincere and serious steps are being taken to support the student's future health. The student must demonstrate continued improvement and cooperation.

A student's failure to comply with recommendations or demonstrate cooperation and continued improvement may result in his immediate removal. A student must attend all scheduled meetings for continued attendance. A missed meeting must be made up before a student will be admitted to classes.

- Any parent or student refusing to sign the St. Mary's Substance Abuse Policy will result in the student's immediate removal from school.
- A student's refusal to cooperate with the drug testing procedure will be treated as an immediate positive drug screen. The inability to obtain a sample will be viewed as a positive drug screen. He will be suspended and/or removed immediately from school. Parents will be notified.
- St. Mary's believes parents are an integral part of student success. If a student is identified as "at risk", parent participation in a support group may be required.
- The Athletic Department's Substance Abuse Policy will be enforced. (see below)
- The following options may be implemented if a student's drug screen is negative:
 - Parents will be notified by the Guidance Department
 - An educational evaluation may be requested when appropriate
 - The student will be placed on the Care Team follow-up list
 - Additional interventions may be implemented on an individual basis
 - Outside counseling may be requested

The following protocol will be followed in the event of a second violation of the Substance Abuse Policy:

- The student may be suspended for a minimum of 30 days.
- The student will be responsible for maintaining his academic credits during the suspension period.
- The student must follow the recommendations of an agency approved by St. Mary's South Side Catholic High School.

- A student's failure to comply with recommendations or demonstrate cooperation and continued improvement may result in his immediate removal.
- The Athletic Department's Substance Abuse Policy will be enforced.

ATHLETIC DEPARTMENT POLICY – SUBSTANCE ABUSE

Consequences of Chemical Abuse

During the entire time of enrollment including summer, regardless of the quantity or location, a student shall not possess or use a beverage containing alcohol, possess, use, or consume any product defined by law as an illegal drug, or use tobacco. It is not a violation for a student to be in possession of a legally-defined drug specifically prescribed for the student's own use by his doctor. However, it is a violation to use any drug for a purpose other than its prescribed use. The following are only minimum guidelines.

A. Alcoholic Beverages and Illegal Mood Altering Chemicals

1. First Violation Penalty: The athlete shall be ineligible for interscholastic competition for a minimum of 30% of the highest level of competition in which the student is a participant or has participated in the past 365 days. Students may not use a sport that they have not participated in the past 365 days to serve their suspension. The exception to this rule is a first semester freshman. First semester freshman may serve their suspension during the winter or spring seasons. The student must meet all other team obligations. The student may be required to undergo counseling or rehabilitation before he may participate in games. The maximum penalty for a first violation is loss of eligibility for 365 days.
2. Second Violation Penalty: The student shall lose eligibility for 365 days and be required to undergo counseling and/or rehabilitation.

B. Tobacco/Nicotine Products, Smoking, & Vaping Devices

1. First Violation Penalty: The athlete shall be ineligible for interscholastic competition for a minimum of 20% of the highest level of competition in which the student is a participant or has participated in the past 365 days. Students may not use a sport that they have not participated in the past 365 days to serve their suspension. The exception to this rule is a first semester freshman. First semester freshman may serve their suspension during the winter or spring seasons. The student must meet all other team obligations. Also the student may be required to undergo counseling or rehabilitation before he may participate in games. The maximum penalty for a first violation is a loss of eligibility for 365 days.
2. Second Violation Penalty: The student shall lose eligibility for 365 days and be required to undergo counseling and/or rehabilitation.

Violations Occurring in Two Different Categories

The second violation, be it in the same or in a different category, shall result in the student's loss of eligibility to participate in sports for 365 days.

Self-Reporting

Self-reporting may not be used to circumvent an imminent violation. A student who self-reports receives the same consequences as a positive test result.

Be Prepared

- We will be on time and ready to learn.
- We will be prepared with all materials needed for success.
- We will always be ready to do our best and challenge ourselves.
- We will know and follow school rules even if we disagree with them.

The following policies all fall under the foundation of BE PREPARED. This foundation provides a structure for students to build successful daily habits while in high school, which will assist them in preparing for their post-secondary plans.

Student Dress Code

We believe there is a direct connection between a student's appearance, his attitude, and his accomplishments in school. Therefore, students are required to dress appropriately for the full school day and at any function where the student represents the school.

Administration reserves the right to determine whether or not a student's appearance is appropriate.

SCHOOL DAY DRESS CODE

1. Uniform top options include:
 - Kelly green or black polyester collared uniform shirt
 - Collared St. Mary's quarter-zip available in the Southside Legacy Shop
 - St. Mary's branded lightweight jacket or crewneck sweatshirt may be worn OVER a St. Mary's uniform polo shirt
 - A solid-colored long sleeve shirt (black, white, gray, or green) OR any official school-issued long-sleeved St. Mary's shirt may be worn UNDER the St. Mary's uniform polo shirt
2. Uniform bottom must be khaki style pants or shorts of tan or light brown color worn at the waist. Undergarments should not be visible. No cargo pants/shorts are allowed.
3. NO HOODED ATTIRE is allowed during the school day.
4. Athletes may wear a pressed dress shirt, tie, khaki style pants, and belt on game day.
5. Shoes are to have a closed toe and be in good condition with laces tied. Socks are required.
6. Hair is to be kept clean, combed, and away from the eyes. Hair should be of a natural color.
7. Students choosing to wear facial hair must keep beards/mustaches clean, neatly trimmed, and well-groomed. Facial hair should be of a natural color.
8. In the event that health guidelines require a face mask, the mask must be of a surgical style. Graphics on masks must be of an appropriate nature as determined by administration.
9. Students not dressed in uniform attire will receive an infraction.

MASS DRESS CODE

1. PRESSED white long sleeve dress shirt tucked in at the waist.
2. St. Mary's uniform tie.
3. All other requirements above, with the exception of outwear.
4. Mass attire is to be worn for the entire school day.

GYM DRESS CODE

1. PE uniform shirt and shorts, which may be purchased in the Southside Legacy Shop.
2. Athletic gym shoes worn with socks.
3. Backpacks are not permitted between the academic building and the gym.
4. Students should be dressed in full school dress code before leaving the gym at the conclusion of their PE class.

APPAREL ITEMS NOT PERMITTED

1. No hooded attire is allowed to be worn during the school day.
2. Jeans of any kind, cargo pants/shorts, cut offs, and shorts with frayed legs or ripped apparel items
3. Shoes that mark the floor, sandals, slides, and slippers/house shoes
4. Hats, caps, headbands, gaiters, ski masks, or other headwear
5. Backpacks, book bags, and personal bags are not allowed in the classroom or to and from PE classes and must be kept in the student's locker during the school day including Academic Lab.
6. Excess jewelry is not to be permitted. Tattoos of an inappropriate nature, as determined by administration, are not to be visible.

FIELD TRIP ATTIRE

While participating in a field trip, students represent St. Mary's and are required to follow the dress code. If the nature of the field trip requires an alteration of the dress code, administration approval is required beforehand.

DRESS DOWN DAYS

When a student is allowed to dress down, he will receive a wristband and is responsible for wearing it at all times that day. The following apparel is prohibited on Dress Down Days and will receive the appropriate infraction.

- Hoodies
- Cargo pants/shorts
- Inappropriate or offensive clothing
- Hats, caps, headbands, gaiters, ski masks, or other headwear

Senior Privileges

Senior Privileges have been negotiated between the student leaders and Administration. *Privileges are earned and not necessarily a right. If significant concerns arise in the senior class or with individual seniors, senior privileges may be revoked and/or reevaluated.*

SENIOR STUDY

Seniors may register for a senior study instead of an 8th class. To be eligible for a senior study, all service hours must be completed, logged, and verified by May 1st of your junior

year. Senior study is scheduled during periods 1 or 5. Students with a senior study should not report to school until 9:15 on the day of their senior study.

SENIOR T-SHIRTS & OUTERWEAR

Seniors may wear the (*clean*) senior class t-shirt in replacement of the uniform shirt &/or the senior class outerwear in replacement of a St. Mary's branded sweatshirt. Seniors may wear the class t-shirt or outerwear on any regular school day with the exception of Mass days. Seniors must wear Mass attire on Mass days.

FINAL EXAM EXEMPTION 2ND SEMESTER

Applies to all classes with the exception of ACC dual enrollment classes. *A student must have an A semester average* two class days prior to the exam date. The teachers will notify students if they are exempt at the end of the class on those days. Logistics of exam days: Once on campus, students may not leave campus. HOWEVER: Students may come late or leave early if they are exempt at the beginning or end of the day.

Attendance & Absentee Procedures

ATTENDANCE POLICIES

- In order for an absence to be considered excused (e.g. illness, funeral, doctor appointment, etc.), the office must receive a phone call from a parent before 9:00 a.m.
- An excess of 5 absences excused or unexcused in any class per semester impacts a student's ability to gain academic success and as a result may impact the student's final grade including a loss of credit.
- Truancy may result in suspension, a conference, and probation.
- School hours are from 8:00 a.m. to 2:45 p.m. Parents are asked to pick up their student expediently after the school day or at the conclusion of their after-school activities. Students missing more than half of a class period are marked one half day absent.
- Students who leave school property after arrival for any reason without permission from the school office are considered truant, including senior study.
- Juniors and seniors are allowed two College Visits that are not counted as an absence. Subsequent College Visits are excused, if arranged with the office, but are counted in the total absences for the year.
- Students must be in attendance for a full school day in order to participate in athletic competitions or extracurricular activities. For weekend competitions, eligibility is based on Friday attendance. In order for a medical exemption to be considered, the student must provide an approved note from a health care provider.

MORNING TARDINESS

- Students arriving after 8:00 a.m. to their classroom are considered tardy and must receive an admit slip, which they must give to their teacher upon entering the classroom. Parents/guardians will receive a text notification when their son signs in after 8:00.

- Cases of chronic tardiness will be reviewed by the Attendance Committee, which will work with the student and his parent to discern and address the core issues causing the student's chronic tardiness. If a student's attendance continues to be a concern, the school will implement interventions to assist the student in arriving on time.
- Tardiness to class will be treated as a disciplinary infraction. Students who are late to class 5 times in a single semester will be assigned detention after school. Teachers may give a conduct grade of N or U to reflect student tardiness.

EARLY DISMISSAL

Students may receive an early dismissal for doctor and dental appointments upon phone or e-mail communication from their parents prior to the appointment date. Parents should call in advance to facilitate the early dismissal procedure. Students will only be released to individuals on their emergency contact list. For the safety of our students, parents or emergency contacts may be asked to provide a photo ID when picking up a student.

MAKE-UP WORK

- When a student is absent from school for any reason, it is the student's responsibility to monitor his own Google Classroom and contact each teacher concerning the class work and homework missed. If the student is absent for several days, the parents may contact the office and request that the teachers assign work to be done at home to keep their son current in his classes. Parents should arrange to pick up these assignments as well as their son's books.
- Missed Exams: The rescheduling of exams due to family trips over the holidays must be approved by the principal. When possible, exams will be scheduled before leaving. All exams and work must be complete within 2 weeks after the return to school.

HALL PASSES

It is the student's responsibility to obtain a hall pass from his teacher. With the exception of class changes, any student in the hallways must have an approved hall pass.

Policies to Enhance Student Preparedness

PARKING

All vehicles driven to school and parked on the school lot must be registered with a Dean of Students. There is a nonrefundable fee of \$20 for the parking permit, and permits will only be issued to licensed drivers with valid insurance. Students are assigned numbered spots on the school lot. Students parking on neighboring streets are asked to be considerate, being careful of driveways and the disposal of trash. Student parking is not allowed on the north drive or behind the gym. Reckless driving is not tolerated on the school grounds or the surrounding neighborhood and will result in the loss of parking privileges. During school hours, a student must secure permission from the office before going out to his car. The school reserves the right to search any vehicle parked on school property.

SNOW DAYS

Class cancellations due to snow or inclement weather will be broadcast on FOX 2, KMOV 4, and KSDK 5. Notifications will be sent to parents via email and/or text. When operating on a SNOW SCHEDULE, school begins at 10:00 a.m. E-learning could be employed in cases of inclement weather, as outlined in the e-learning policy on page 6.

TUITION POLICY

It is school policy that all tuition and fees must be current before grade reports are issued. Tuition must be paid in full for seniors to receive their cap and gown, participate in graduation, and receive a diploma. Transcripts will not be sent to any school or prospective employer until all tuition and fees are paid in full.

Tuition and fees are set each year in the spring. Parents/Guardians receive a letter announcing the next year's rates. Tuition payments begin in July preceding the start of the school year.

- Each family may decide to pay tuition in one of three ways:
 - Option 1: Yearly—Single payment on or before June 30th with a 3% discount. Payments may be made through FACTS or directly to St. Mary's.
 - Option 2: Semester—Two payments due June 30th and November 30th with a \$25.00 discount. Payments may be made through FACTS or directly to St. Mary's.
 - Option 3: Monthly— ten payments (July-April). Payments must be made through FACTS by the 20th of each month. A choice of payment dates and payment methods are available.
- Students with an overdue tuition balance may not receive report cards or transcripts.
- Non-communication with the Business Manager regarding overdue accounts could result in student suspension.
- Failure to keep tuition current within 60 days can result in withdrawal from St. Mary's South Side Catholic High School.
- Tuition must be paid in full by April 30th. Failure to meet this commitment will require a meeting with the President before the student is eligible to attend classes the following semester. Seniors who owe tuition may not be allowed to attend graduation, receive a diploma, or transcripts.

FEES

- The \$250.00 registration fee is NON-REFUNDABLE. The registration process begins in late January, and the fee will be collected with the registration forms in early February. To be eligible for summer participation in athletics or extracurricular activities, students must be fully registered, including paying the registration fee and completing the financial aid application.
- Dates for registration are published in the school calendar.
- A \$175.00 senior fee is added to the senior year tuition.
- Athletic fees are \$175.00 per athlete per year. A \$55.00 sport-specific fee may apply in addition to the basic athletic fee.

TUITION ASSISTANCE

Tuition assistance is available for families who have verified financial need. Need is verified using a third-party assessment and then aid is awarded from St. Mary's South Side Catholic High School. Any parent/guardian requesting assistance must apply through FACTS at <https://online.factsmgt.com/aid>. No assistance will be given unless this assessment is completed. Financial awards are NON-RENEWABLE so families must reapply each school year by March 15th to receive aid.

Arrangements for tuition assistance based on an ongoing need must be made prior to the start of school in August. The following criteria must be met to keep the awarded tuition assistance:

1. Student must be in good standing with the school at all times
2. Parent/Guardian must attend both Parent Teacher Conferences
3. Parent/ Guardian must volunteer for 1 event in the fall semester & 1 event in the spring semester. Event opportunities available on <https://sites.google.com/a/stmaryshs.com/dragon-fire-program/opportunities>

Be Respectful

- We will act in ways that uphold the human dignity and value of all.
- We will respect students, staff, and visitors in our words and actions and listen to others without judgment.
- We will be mindful and aware of the diversity that is present in our school community.
- We will respect school property and property of others.

The following policies all fall under the foundation of BE RESPECTFUL. This foundation is at the heart of all that we do as a Catholic Marianist community. All members of our community are called to honor the dignity of each individual by grounding their behavior in respectful action.

School Safety

We would like all to be aware of the following in the interest of school safety:

- Parents and visitors arriving at school after the official start of class must enter the school doors through the Main Entrance (Grand Blvd.). Please ring bell for admittance.
- All visitors (including parents & alumni) must sign in at the Reception Area of the Main Entrance and wear a visitors tag while in the building. This is the only public designated area in the campus buildings.
- If a student must be dismissed before 2:45 p.m., the student's parent/guardian must notify the school in advance. Parents should call or e-mail in advance to facilitate the early dismissal procedure. Students will only be released to individuals listed on the emergency contact list. For the safety of our students, parents or emergency contacts may be asked to provide a photo ID when picking up a student.
- Students should not interfere with school security systems, such as propping open outer & facial recognition school doors.
- The school facilitates multiple safety drills throughout the school year. It is imperative that students recognize the importance of these drills and exhibit cooperativeness.
- Security cameras are installed around campus to promote a safe environment and the safety of all members of our community.

Safety is a top priority, and we will continue to fine tune our procedures to ensure a safe campus. St. Mary's believes that any form of violence is inconsistent with the unity and peace essential to living our Catholic faith. Because violence that occurs at school is one of many potential risk factors in the lives of today's youth, St. Mary's considers bullying, harassment, vandalism, fighting, and reference to violent acts or weapons very serious, and any instances of these will result in suspension, disciplinary probation, or expulsion. All reported or observed instances of violence, threats of violence, bullying, and harassment, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice.

ILLNESS DURING SCHOOL

If a student becomes ill during the school day, he must report to the Nurse's Office. Minor injuries may be treated there with antiseptics and Band-Aids. If it becomes necessary for the student to go home during the school day, a parent will be contacted to secure permission for the student to leave. If the parents cannot be contacted, the student will not be released. Only the Principal or a Dean of Students may give permission for a student to leave school.

MEDICATIONS

School personnel may not dispense prescription medication of any kind to a student in school without the direct order of a licensed physician. Written permission must be provided by the parent/guardian requesting the school to comply with the physicians order.

1. A current prescription label must be on the container.
2. Medication must be brought to school by parents, to be secured and administered by certified school personnel.
3. Students may not carry medication on their person or store them in their personal effects. Inhalers are the only exception.
4. Parents may not authorize changes in the administration of medication.

LOCKERS

Lockers are the property of the school, and the school reserves the right to open and search lockers at any time. Each student will be assigned a locker and issued a lock for the locker. The lock must be kept on the locker at all times. St. Mary's assumes no responsibility for the security of personal belongings at school or responsibility for security of the assigned lockers. This includes securing your property in the locker rooms during PE classes or extracurricular activities. Students tampering with someone else's locker without their permission will be considered to be stealing and will be suspended. Replacement cost for a lost or missing lock is \$10 per lock. Students are responsible for emptying their lockers at the end of the school year. Any student who does not clean his locker will be subject to a \$25 cleaning fee.

CAFETERIA

Students assigned to a lunch period may only be in the cafeteria and nowhere else on campus during that period without supervision. The cafeteria provides nutritious food at reasonable prices. Students may bring bag lunches from home. Food may not be ordered for delivery to the cafeteria (pizza, Door Dash, Uber Eats, etc.). All food is to remain in the cafeteria. Students are expected to keep the dining area clean. Students who misbehave in the cafeteria may not be allowed to use the facility. Students will be assigned daily to assist in cleaning the cafeteria after each lunch period. Use of wireless earbuds or cell phones are not allowed during lunch periods in the cafeteria.

Discipline

St. Mary's utilizes a restorative discipline system, which creates a culture of student self-responsibility within our community. St. Mary's encourages values such as respect,

honesty, integrity, effort, and academic competency that we want to nurture in our students during their high school years. When addressing challenging discipline issues with a student, we strive to promote these values and offer the student a learning experience by taking ownership of his behavior, having input in the discipline process, and providing an opportunity to restore his place in the St. Mary's community. Students are expected to adhere to an upstanding code of conduct any time they are on campus.

HARASSMENT / BULLYING

St. Mary's South Side Catholic High School is a Marianist family of faith. Our commitment to follow Mary in a Discipleship of Equals compels us to be respectful and inclusive of every person in our community, regardless of race, ethnicity, or way of life. Discrimination of any kind is considered unacceptable conduct.

Harassment / Bullying are defined as unacceptable conduct towards students or staff members that is severe, pervasive, and deliberate. Harassment / Bullying occurs when an individual is subjected to treatment in a school environment, using social media, or recorded or transmitted by electronic devices that are hostile, offensive, intimidating, or violations of privacy. Harassment / Bullying includes, but is not limited to the following:

- Verbal: demeaning comments, statements, questions, slurs, anecdotes, or epithet
- Written: demeaning, threatening, or obscene letters or notes, including the use of social media
- Physical: unkind, immoral, and/or unlawful touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal study or movement
- Visual: leering, gestures, display of threatening objects or sexually suggestive objects, pictures, cartoons, or posters including on social media
- Electronic: emailing, texting, blogging, or posting on any form of social media that is deemed offensive, threatening, or inappropriate in nature including the posting of audio, video, or photos

SUBSTANCE ABUSE

Through our curriculum, faith development, student activities, counseling services, referrals, and the overall implementation of our mission, St. Mary's strives to educate, prevent, and intervene when necessary to ensure that our school community is healthy, safe, and drug-free.

Under present federal and state laws, the possession, use, and transfer of prescribed drugs including, but not limited to, narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs is illegal. Breathalyzers and K-9 dogs may be used at school or any school event to determine the presence of alcohol or drugs. Any student testing positive on a drug test or who is in possession of or under the influence of drugs, including alcohol, on school property or at a school event will be suspended for a minimum of three school days.

The hosting of parties in which alcohol and/or other drugs are available endangers the safety of students and is contrary to the mission of St. Mary's South Side Catholic High School. Our mission supports efforts to create and maintain a safe/substance-free

environment that reduces teen high-risk behavior which endangers the positive development of our students. The hosting of parties in which alcohol or other drugs are served not only endangers students but also presents a liability for the parents sponsoring the event.

If a student is found in possession of an illegal substance, the Administration may notify the police. If the Administration contacts the police, they will not contact the parents. In this event, the parents will be contacted by the civil authorities.

Tobacco, Smoking, & Vaping: Smoking has been declared injurious to health by the U. S. Surgeon General as a known carcinogen. Smoking by minors is prohibited by state law and city ordinances. Smoking anywhere on St. Mary's campus at any time is prohibited. Students may not carry on their person or have in their lockers any materials connected with smoking, vaping, or similar devices. Students found in possession or in proximity of those using or possessing such materials will be held responsible as follows: The first offense will result in a suspension of three school days and probation. The second offense will result in a suspension of three school days, a conference with parents and a Dean of Students, and final probation, and could also result in a counseling referral. A third offense could result in expulsion or required counseling. This policy includes any tobacco product (chewed or smoked), e-cigarettes, vaping, or similar devices.

Technology Acceptable Use Policy

The purpose of the *St. Mary's Network* is to facilitate learning, research, and access to information that will assist students and staff in carrying out their responsibilities. St. Mary's network and the internet will be used exclusively to promote educational excellence. All users will be expected to adhere to the following guidelines.

RIGHTS AND PRIVILEGES:

The network services are provided for educationally-related communication, research, and other activities. Access to St. Mary's network will be provided to students who agree to act in a responsible manner.

- A network account will include a username and private password
- Each student or "class" with network access shall be assigned storage space on the server to save all files related to their class work.
- Students may use the internet for research and communication
- St. Mary's will provide an email account for students to use responsibly for classroom activities, promoting learning, and communication with teachers and other students on educational projects.

Be aware that network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Consequences will be at the discretion of administration.

TECHNOLOGY MISUSE

Misuse of the internet or network resources may result in loss of access, disciplinary consequences, and/or legal action. Network accounts can be revoked at any time. This may result in the student having to withdraw from a class. Any damage caused by misuse

of the computers or any other technology equipment will be paid for by the student/parent.

Intentional interference with the network operations may include:

- Damage to computers, computer systems, or computer network
- Vandalizing, damaging, or disabling the property of another person
- Using another student's password to view, copy, or edit his files without authorization
- Connecting any device to the network including but not limited to: computers, laptops, cell phones, and/or peripherals without permission
- Accessing inappropriate sites that contain sexual content, materials advocating the use and/or abuse of illegal drugs, abusive, demeaning, or harmful materials, or sites that contain pornographic materials
- Sending or knowingly receiving any material that is obscene or defamatory or which is intended to harass or intimidate others
- Using vulgar, obscene, or other inappropriate language
- Posting personal information (names, phone numbers, addresses, etc.) about others on the internet without proper authorization
- Using any communication device for messaging during school hours including, but not limited to, cell phones
- Using the St. Mary's email account for anything other than communicating with teachers and other students on an assigned project
- Uploading, downloading, installing, or otherwise transmitting commercial software or any copyrighted materials that would violate appropriate copyright and trademark laws and regulations
- Bypassing the filtering software by using proxy servers or other online resources

If a student is using his Chrome device or a school-owned computer for playing games, accessing personal email or social media sites, or any other unapproved non-educational use, he will face consequences as outlined on page 12.

ACCEPTANCE OF THE ACCEPTABLE USE POLICY

By signing the Student/Parent Contract, I understand that computers are set up primarily for educational purposes and that use of the computers and internet is a privilege and not a right. I understand that it is impossible for St. Mary's South Side Catholic High School to restrict access to all controversial materials. I will not hold the teachers or St. Mary's South Side Catholic High School responsible for or legally liable for materials distributed to or acquired from the internet. I agree to report any misuse of the internet to the system administrators or to a teacher at St. Mary's South Side Catholic High School.

Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, bullying, and other issues.

I also understand that the Chrome device purchased through St. Mary's is the ONLY acceptable device to be used at St. Mary's. A cell phone may not serve as a substitute for a

school-issued Chrome device. Students are required to have a case for their Chrome device to assist in protecting the device and limiting damage. I understand that any violation of these provisions may result in disciplinary action and a student's loss of access to computers. Families are financially responsible for the physical maintenance of their son's Chrome device, including lost or stolen devices, and any damage to the Chrome device.

As soon as St. Mary's staff is aware of a damaged Chrome device, every effort will be made to repair it. All repair costs will be added to the student's tuition statement. If necessary, a new Chrome device will be ordered immediately by St. Mary's, and the student's tuition statement will be charged.

Be Accountable

- We will act with honesty and integrity and do what is right and just.
- We will take responsibility for our own successes and failures.
- We will take ownership of our behavior.
- We will be responsible for helping those in need.

The following policies all fall under the foundation of BE ACCOUNTABLE. As an educational community our primary purpose is to assist students in their continuous overall growth. This foundation highlights the importance of ownership of actions in order to consistently learn from failures, build on successes, and respond to others in a way that honors their dignity.

Conduct

INFRACTIONS

Violation of the dress code, use of inappropriate language, behavior disruptive to learning, chewing gum, eating food, and having candy or drinks (other than water in a reusable bottle) in the school building will result in an infraction. Each time a student accumulates 5 infractions, he will be assigned a detention.

Prolonged absence from the classroom diminishes student learning and causes disruption to the classroom environment. Students who spend 10- 15 minutes or more on restroom breaks or roaming the halls will receive a consequence for prolonged classroom absence. The first and second occurrence of this behavior will result in a call home with a Dean of Students and a detention. The third occurrence will result in a 2-day suspension.

DETENTIONS

When student behavior fails to meet the expectations of a St. Mary's student, the Administration or a Dean of Students will assign detention time. Teachers may also assign detention to be served with the teacher according to their classroom discipline plan.

Multiple Detentions in a Single Semester:

- After 3 detentions, the student will call home with a Dean of Students.
- After 4 detentions, the student will meet with the school Counselor.
- After 5 detentions, we will hold a conference with the student, his parents and a Dean of Students, and the student will serve a 2-day suspension.
- After 8 detentions, a student will be placed on final probation.
- Additional disciplinary action may also be taken.

Serving Detentions:

- Detentions will be held every Monday and Tuesday.
- The detention period will be from 2:50pm - 3:50pm.
- A Dean of Students will be at the detention room to take attendance.
- The student must maintain silence during the detention period and use the time to reflect on how he can repair his relationships within the community

- Failure to meet the expectations of the detention period will result in the student being asked to leave the detention room, and he will be assigned an additional detentions.
- Failure to attend an earned detention will result in an additional detention. A second failure to attend will result in the student's suspension. The suspension will continue until after a conference with the student, his parents, and a Dean of Students.
- Rescheduling a detention will only be considered upon the request of a parent.

SUSPENSION, PROBATION, EXPULSION

When a student's behavior is uncooperative or is disruptive to the good order and discipline of St. Mary's South Side Catholic High School, he can be sent home or suspended. The student and the parent will be informed of the reason for being sent home or the suspension. Before a student is readmitted to school, a conference is held between a Dean of Students, the student, and his parent addressing the reason for the student being sent home or his suspension. Until the student is readmitted, he may not attend or participate in any school activity including those held off campus. Depending on the reason for the student being sent home or his suspension, a student will be placed on Intervention, Probation, or Final Probation. Any single serious violation of school rules or accumulation of violations could result in a student's expulsion.

- Disciplinary Intervention will be reviewed by the Dean of Students each semester.
- Disciplinary Probation will be evaluated after 13 months. Any violation of probation will restart this 13 month period.
- Final Probation will continue until a student's graduation or withdrawal.

DISMISSAL

The following behaviors could result in a student being immediately removed from school:

- Disruption of the good order and discipline of St. Mary's South Side Catholic High School
- Behavior detrimental to the reputation of St. Mary's South Side Catholic High School
- Involvement with a controlled substance or weapon
- Assault, physical or verbal, on another person
- Stealing or being in possession of another's property without permission
- Using a cell phone or electronic device during testing
- Using a cell phone or electronic device to photograph, video record, or post on social media offensive, threatening, or inappropriate text, audio, video, or photos to harass or bully others.
- Intentional interference with technology and network operations of the school, students, or staff
- Destruction of property
- Repeated suspensions
- Excessive detentions

REVIEW COMMITTEE

Members of the Review Committee investigate disciplinary cases and make recommendations for appropriate action. The Board consists of members of the Administration, the Deans of Students, and Care Team.

STUDENT EXPECTATIONS AND ELIGIBILITY - OVERNIGHT TRIPS

Students going on an overnight trip must meet the following eligibility requirements and commit to the expectations. If you do not meet one or more of the following requirements, you will be ineligible:

- Students must not be on academic or disciplinary probation.
- Students and parents must attend all required meetings for trips.
- Students must remain in good academic and disciplinary standing prior to and during the trip.
- St. Mary's conduct rules apply. Violation of these rules either before or during the trip will result in termination of the eligibility of the student.
- All trips may have specific eligibility requirements set forth by the advisor.
- Should the student be expelled either prior to or during the trip due to an infraction of the rules, he will be financially responsible for all expenses incurred. Advisors and St. Mary's Administrators do not handle refunds in any case.

STUDENTS EIGHTEEN YEARS OF AGE OR OLDER

By law, at age of 18 students are legally responsible for their actions. However, St. Mary's will continue to contact the parent/guardian of a student 18 years of age or older concerning all issues if the student resides with the parent or guardian.

PERMISSION FOR CHILD INVOLVEMENT IN MEDIA/MARKETING

Parental permission must be granted for a photo or video of any St. Mary's South Side Catholic High School student to be used in any marketing or other media materials by St. Mary's. Permission is given by signing the Media Authorization Form, which includes levels of authorization for the school, sponsoring organizations, and secular media outlets. Marketing materials may include: advertising (print and video), brochures, flyers, invitations, email content, social media, and the St. Mary's website. Media outlets may include interviews and photographs of students for St. Mary's-sanctioned activities. The Administration will make every effort to prevent outside media sources from interviewing and photographing students. Each student must have a signed release on file.