



**ST. MARY CATHOLIC CENTRAL HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2026-2027**

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STAFF DIRECTORY

When trying to reach a staff member listed below one may call the main line (734-241-7622); for after business hours one may dial the extension listed below.

President	Sean Jorgensen	x 300
Principal	Joe Carroll	x 301
Director of Campus Ministry	Joe Boggs	x 303
Assistant Principal	Scott Ferrier	x 302
Director of Athletics	Jared Janssen	x 304
Chief Financial Officer	Heidi Galati	x 412
Director of Admissions	Julie Uhl	x 406
Director of Student Support	Erin Johnson	x 415
College Counselor	Anna Montgomery	x 414
Director of Academic Support	Kayla Lutz	x 420
Inclusion Interventionist	Beth DeFigueiredo	x 421
Director of MTC and Ed Tech	Laura Strube	x 427
Office Assistant/Registrar	Jessica Odette	x 401
School Office and Advancement Associate	Stephanie Kennedy	x 402

School Office Hours: 7:00 am - 4:00 pm
School Office Phone Number: 734-241-7622
Fax Number: 734-241-9042
Website: www.smccmonroe.com
Academic Tracking: <https://powerschool.smccmonroe.com/public/>
Call Command: Automated voice messaging system
E-mail for attendance: attendance@smccmonroe.com

Call Command

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

MISSION & VISION STATEMENTS OF ST. MARY CATHOLIC CENTRAL HIGH SCHOOL

Mission Statement

The mission of St. Mary Catholic Central High School is to help form the next generation of disciples, scholars, and servant leaders.

Vision Statement

Building on the charism of our founders, St. Mary Catholic Central High School is a Christ-centered learning community committed to forming lives in a tradition of faithfulness to the Gospel, providing educational excellence for all students regardless of their academic or economic background, and instilling service to others as a habit of the heart.

St. Mary Catholic Central High School serves the people of the Roman Catholic Vicariate of Monroe and surrounding communities. SMCC endeavors to collaborate with parents who seek a faith-based teaching and learning environment for their sons and daughters. SMCC offers an outstanding Catholic secondary educational experience to a student body with diverse learning abilities from families representing a broad cross-section of economic backgrounds.

Philosophy

St. Mary Catholic Central is a fully accredited (Cognia) Catholic secondary educational institution sponsored by the Monroe Vicariate and the Archdiocese of Detroit.

SMCC offers students a challenging, comprehensive, multi-leveled college preparatory program that forms each student spiritually, academically, physically, and socially for a full, loving, and Gospel-centered adult life. Since 1846, SMCC has provided its families with an educational experience that is second to none, where faith is evident, learning is valued, and service becomes a habit of the heart.

St. Mary Catholic Central teaches Roman Catholic theology in a manner that enables its students to understand, embody, and share the teachings of Jesus Christ. It does so in the hope that they learn how to live out the Gospel mandates in an ever-changing global society through a life committed to prayer, discipleship, and service.

Goals of St. Mary Catholic Central

SMCC seeks to:

- Create and sustain a Catholic community that strives to challenge all students to live a Christian life and to, in turn, evangelize the world by their words and deeds.
- Offer an academically comprehensive teaching and learning environment for students, one where they are called to master fundamental skills and develop scholarly critical tools for use in their personal and professional lives.
- Empower students to realize their role within our democracy is to be engaged, responsive, and compassionate citizens called to bear witness to their faith in our society.
- Develop an extracurricular and social activities program that allows students to develop a sense of self-discipline, success, and social etiquette while appreciating the Catholic belief that we are called to live in communion with others.
- Provide an athletic program that enables students to realize their full potential, recognizing that physical growth is directly associated with spiritual and emotional development.

Core Values

1. **Compassion:** Being men and women of empathy and love, committed to creating a more just, virtuous, and Christ-like world.
2. **Discipleship:** Being men and women of integrity and faithfulness, seeking to live lives committed to Christ.
3. **Hope:** Being men and women of the Good News, called to share Christ's message of salvation and love through our thoughts, words, and actions.
4. **Zeal:** Being men and women of enthusiasm and joy, motivated to be Christ's feet and hands to others as servant-leaders.

HISTORY & TRADITIONS

St. Mary Catholic Central History

St. Mary Catholic Central is a legacy school born of the merger of two institutions that served as community anchors over the history and development of Monroe, Michigan, and in particular, the region's Catholic community.

The 1986 merger of the IHM Sisters' St. Mary Academy and the Archdiocese of Detroit's Monroe Catholic Central was more than 15 years in the making. Discussions that began in 1971 culminated in 1986 with the Joint School Board, the IHM Sisters Leadership Council, and Cardinal Szoka's final approval of the merger of SMA and MCC.

The consolidation helped to stabilize enrollment and improve the financial condition for the high school. SMCC, as it is colloquially known, turned the page in the history of Catholic education in Monroe with its move to a co-educational model. The men and women of this era, those who had the vision to see a common future for these two schools and the courage to act during this time, ultimately preserved Catholic education in Monroe for generations to come.

In 2021, the SMCC community celebrated the 175th anniversary of the founding of St. Mary Academy and the 35th anniversary of the merger of SMA and MCC. In the three and half decades since its implementation, the merger had accomplished its primary goal, namely to ensure that a Catholic secondary education continues to remain available to the people of Monroe County and surrounding communities. SMCC exists as a strong, vibrant, and vital part of the Catholic Church in southeast Michigan.

Since the merger, SMCC has become the preeminent college prep school in the region. Today, 100% of its graduates are accepted to college or university. Graduating classes have annually given an average of 9,000 hours of community service and have earned an average of over \$8 million in college scholarship offers each year.

In the last decade, SMCC has undergone a major facility renovation and upgrade that added the Chapel of the Infant Jesus of Prague, a Media and Technology Center, and Founders' Hall which contains the IHM Activities Center, the Brothers of Holy Cross conference room, a Music and Theatre learning space, and an ADA accessible elevator.

Since 2010, the School has been a trailblazer in secondary education in Michigan and across the country. SMCC became the first school in Michigan and one of the first in the nation to become a 1:1 iPad school that utilizes 100% digital textbooks and curricular materials. It was only the third school in Michigan to have a random, mandatory, drug testing program for its students when it adopted that program as part of its Student Health and Wellness program. And in response to Gospel call and a core belief that all students, regardless of their educational or economic circumstances, deserve the opportunity to receive a Catholic secondary education, SMCC became the first Catholic high school in Michigan to offer a program for students with moderate to severe learning disabilities when it launched the St. Andre Bessette Open Doors Inclusion program in 2018.

To read and learn more about the history of St. Mary Academy and Monroe Catholic Central visitors may do so on our website by visiting this link: [About SMCC](#) and clicking on "History & Tradition."

School Crest:

The St. Mary Catholic Central crest is a symbol of the merger between St. Mary Academy and Catholic Central back in 1986. The crest was later developed two years after the official merger in 1988. This crest is represented in a variety of areas around the building as well as being used for formal materials such as diplomas, certificates, and specialty awards. The contents of the crest are daily reminders to our school community of what the merger of the two schools strived to achieve and still do to this day.

Lamp – knowledge, our pursuit of academic excellence

Scroll & Quill – learning, passing it on

Laurel – valor (strength of mind and spirit, personal bravery)

Falcon/Kestrel – athletics

Cross – our Catholic Christian faith is at the center of all we do at SMCC



Jerusalem Cross:

St. Mary Catholic Central's official school logo is the Jerusalem Cross. It features a large central cross, surrounded by four smaller crosses in each quadrant. The symbolism of the Jerusalem Cross varies, but commonly it represents Christ's command to spread the Gospel to the four corners of the earth, with the central cross symbolizing Christ and the smaller crosses representing the four evangelists (Matthew, Mark, Luke, and John), or alternatively, the five wounds of Christ.



Mascot:

St. Mary Catholic Central High School is a heritage school formed from the 1986 merger of St. Mary Academy and Monroe Catholic Central. To honor the history and tradition of athletics at each school, SMCC preserved the team names for the Kestrels (girls) and Falcons (boys) teams.

(Katie the Kestrel and Freddie the Falcon).



Rouser Lyrics:

Catholic Central, hats off to thee!

To your colors, true we will ever be,

Firm and strong, united are we.

Rah! Rah! Rah! Rah!

Rah! Rah! Rah! Rah!

Rah for the Falcons (or Kestrels) team!

ADMISSIONS POLICY

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

Age of Majority

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

Non-Discriminatory Policy

SMCC is committed to quality education within a Catholic environment. Consistent with this commitment, SMCC has established an admissions policy which fosters family involvement in the parish.

St. Mary Catholic Central does not discriminate against students in admissions to participation in any school program or activity on the basis of race, ethnic origin, sex, or handicap which is unrelated to the student's ability to utilize and benefit from the educational opportunities, programs and facilities offered by the school.

Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs. The final decision will be made by the Principal.

Enrollment

- Submit an Admissions Application found under the 'Admissions' tab on the website
- If an incoming freshman, sitting for the HSPT is required
- If the student has an IEP or a 504: please email it to the Admissions Office or drop it off at the School Office.
- If transferring from another school: all transfer students and their parents will need to have an interview with the principal and send the last 2 years of transcripts to the Admissions Office. Shadowing is not required but strongly recommended.

Registration Procedures

- Once a student is accepted to SMCC, he/she and their parents will meet with the student's counselor to create their class schedule.

WITHDRAWAL & TRANSFER

Withdrawal Process

Families wishing to withdraw their student from SMCC must notify the SMCC administration of their intention to withdraw. The student's parent/guardian must secure and complete a Release of Records form from the school they intend to transfer to. Records will only be released upon the receipt of a signed consent form from the student's next school. SMCC reserves the right to withhold a student's official grades, transcripts and other records if there is an unpaid amount remaining on the family's tuition account for the student or they are not in compliance with the requirements of the refund policy, or in possession of any SMCC owned items that have not been returned. A student's health records and any records related to special education needs will be immediately released.

Transfer Process

Families wishing to have their students considered for enrollment as a transfer into SMCC must submit an Application for

Admission and schedule a meeting with the SMCC Principal. SMCC requires that inquiring families also submit school records from their current school. A Student Shadow experience is not required but is highly encouraged.

To submit an application the link can be found here: [Admissions Application](#)

TUITION

SMCC's policies related to tuition, payments, financial aid, Tuition Covenant Agreements, and refunds can be found on the School Board approved SMCC Tuition and Fees Policy document, which is reviewed and approved annually by the School Board. This document is sent to parents with their Family Tuition Account statement and is available in the SMCC Business Office at any time.

HEALTH SERVICES & MEDICATION POLICIES

Please Note: St. Mary Catholic Central does not have a registered nurse or medical professional on campus.

Accidents

Minor cuts and bruises will be treated in the School Office by the office staff. Any injury of questionable or more serious nature will be initially treated and parents will be contacted immediately. If emergency room treatment appears necessary, the school will call for an ambulance. Parents will be responsible for any costs.

Administration of Medication

The following guidelines are to be followed when it is necessary to administer medication: **All medication use during school hours requires physician authorization. All medication (Rx or OTC) must be provided by parents/guardians.**

*Please note: OTC medication includes, but not limited to: Tylenol, Motrin, Tums, Neosporin, cough drops, mouth wash, lotions, creams etc.

- **Students are not allowed to keep medication in the classroom, locker, or to carry medication on them at any time.** Exceptions are, inhalers, epinephrine devices, and / or diabetic supplies.
 - **Authorization for Dispensing Medication:** This form is required to be completely filled out and on file with the School Office prior to school personnel administering any prescription and /or OTC medication. Forms are available in the School Office. Michigan law prohibits dispensing of OTC meds by all school systems without the attending physician completed paperwork.
- OTC (Over the Counter) and Prescription medications must be in their original container. All prescription medication must have the original affixed label including the student's name, name of medication, dosage, route of administration and time of administration.
- All medications are required to be dropped off in the School Office by a parent/guardian with a completed Authorization for Dispensing Medication form during office hours.
- New forms are required **each school year** and as necessary for all changes in medication , including change of dosage.
- All administered medication will be logged by school personnel.
- A parent/guardian is to pick up any unused medication once the child no longer needs to receive it or at the end of the school year. Any medication not picked up by parent/guardian will be disposed of by proper method.

Emergency Medical Forms

The emergency medical form is essential for medical action to be taken upon sudden need. The authorization of this form does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity of such surgery, are obtained prior to the performance of such surgery. The form must be on file for all registered students on the **first day of school every year**. New students registering during the school year have one week to complete the form.

Illness in School

Should a student become ill during the school day, a parent/guardian will be asked to pick up the student . If unable to reach the parent/guardian, an authorized person from the student's emergency medical form will be contacted to pick up the child. In the event that the authorized person picks up the child, and the child's immediate family has voice mail/answering machine, a notice will be left stating that the child went home with the authorized person and why. If the illness is of a life threatening nature, the emergency services will be called immediately followed by a call to the parents.

- A student who exhibits signs of illness will be isolated in the School Office and must be picked up.
- Students must be fever free for 24 hrs after illness to return to school.

Immunization Requirements

Any student attending SMCC, must be immunized according to the Michigan Department of Health and Human Services(MDHHS). For students who have not received these vaccines, documented immunity/waiver is required. During disease outbreaks, incompletely vaccinated students may be excluded from school. Parent/guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department.

Child Abuse/Neglect

The Michigan Law (Act No. 238, Public Acts of 1975) requires that all cases of suspected child abuse and/or neglect be reported to the appropriate office of the Michigan Department of Social Services. A report will also be made to the Catholic Schools Office. State law requires school administrators, school counselors, teachers, social workers and members of the clergy, to be mandated reporter if they have reason to believe that a child under the age of eighteen years has been abused or neglected must report the matter promptly.

“Child abuse” is defined as harm or threatened harm to a child’s health or welfare by a parent, legal guardian, teacher, teacher’s aide, clergy, or any other person responsible for the child’s health or welfare through non-accidental, physical or mental injury, sexual abuse, sexual exploitation, or maltreatment. “Child neglect” is defined as failure to provide adequate food, clothing, shelter or medical care.

CAMPUS MINISTRY

Participation Policy

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

Retreat Policy

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

Community Service Policy

As a Catholic Christian institution, we believe in the need to put our faith into action. Through volunteer work in our community we put our gifts at the service of God, Church, and community. Therefore, all St. Mary Catholic Central students are required to complete forty (40) community service hours (ten hours for every year in attendance at SMCC) in order to receive a diploma from SMCC. Students cannot get paid for their work, and they cannot benefit a family member. Students can also not receive hours for any extracurricular activities (sport teams, musical productions etc.). After the requirement is met, students are encouraged to continue to report service hours as they may contribute to students being admitted to college and awarded scholarships.

Students are encouraged to volunteer at service agencies, in their parishes, and at SMCC events that require assistance. These are

almost always non-profit organizations. Service opportunities are announced on the daily announcements and via email. All service hours must take place outside of the school day, unless approved by campus ministry.

Community service hours may be accumulated beginning June 1st of a student's freshman year, and must be submitted by the last Friday in April of his/her senior year. For each service act performed, students are required to submit their hours through an online app called MobileServe. For the following special volunteer opportunities, the stated guidelines must be followed.

Service Trips

SMCC does provide service trips where students will receive service hours. Please refer to the service trip supervisor for the number of hours they will receive.

Parish Worship Service

- One hour of service may be verified for each worship service at which a service is given outside of the school day. Types of service may include: altar server, sacristan, musician (unpaid), lector, commentator, usher, etc.

ACADEMIC REQUIREMENTS

Academic Accommodations

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

Course Failures

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

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

Students who receive a 59% or lower (no credit) for a semester grade in a course required for graduation, or lose credit due to excessive absences must make up the credit(s). Credit recovery grades do not replace the failed course grades. Both the failed course and credit recovery will appear on the transcript. The recovery course grade does count towards a student's overall GPA. However, the original failing grade does not come off their final transcript. It would also count towards eligibility. Students with excessive failures face the possibility of not being allowed to re-enroll at SMCC for the following school year.

Course Appeal

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

GRADUATION REQUIREMENTS

The following credits are required for graduation at SMCC.

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

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

Graduation Activities

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

COLLEGE ADVISING DEPARTMENT

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

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

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

Schedules

Each student must take a minimum of 7 courses each semester, unless approved by the Principal.

Online, Dual Credit and College Course Program:

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

the following conditions have been set for students enrolling in the Online, Dual Credit and College Course Program:

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

Class Drop and Add Policy

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

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

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

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

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

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

Grading Scale

Report cards are distributed at the end of each quarter.

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

Advanced Placement, Direct College, and College Dual Enrollment courses earn an additional 1.00 honor point. Honors

courses earn an additional .5 honor point.

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

Transcripts & Standardized Test Scores

Official transcript requests will be provided at no charge prior to graduation, as long as the student is in good financial standing at the school. It is the responsibility of the student to make sure that all standardized test scores (ACT and SAT) are sent from the testing agency to the college of choice.

College Application & College Visitation Policy

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

- All seniors are highly encouraged to submit college applications to at least 3 different colleges. Students are urged to send all applications prior to November 1st for maximum consideration from colleges.
- All seniors applying to colleges must submit a request for transcripts in SCOIR at least 7 days before the college application deadline.
- All Federal Financial Aid forms (e.g. FAFSA) should be submitted as early as possible for maximum consideration, or by college specific deadlines.
- All SMCC students are highly encouraged to visit at least 3 colleges before they submit their college applications.
- A student may select 5 days to visit college campuses beginning his/her sophomore year. These 5 days are considered excused daily absences. However, perfect attendance requires that students are in school from 7:45 am to 2:45 pm every school day with no absences. A student may only use two of these days in any given semester. Special circumstances will be considered upon request for consideration by the College Counselor.
- A student requesting a college visit must obtain a **college visit request form** from the College Advising Office or College Advising Website. This form must be completed by the student and his/her parent/guardian and returned to the College Advising Office prior to the college visit.
- College visits are encouraged during Spring Break and days SMCC is not in session.

Student Academic Progress on Powerschool

Students and parents have the opportunity to regularly check grades and student progress through the PowerSchool program. Parents will receive a parent code to access the program before the start of the school year. PowerSchool gives parents information on assignments, tests, quizzes, and grades. The program also includes an e-mail component for easy communication between parents/students and teachers. If at any time parents have questions or concerns about grades, they should contact the individual teacher. Since the PowerSchool program is in use, it is our expectation that the student and the parent will regularly review grades and make contact with the teachers as necessary.

Academic Eligibility & Suspension

Academic student is placed on Academic Ineligibility if the **student is not passing 6 of his/her classes during a semester**. During this time the student is Academically Ineligible. He/She:

- will meet with a member of the Academic Support Team to review the reasons for the Academic Ineligibility and to formulate a plan for improvement.
- will be ineligible to participate in all extracurricular activities, i.e. clubs, drama/music productions, athletics.
- will remain ineligible for a minimum of 2 weeks to allow time for improvement of grades and until the next PowerSchool check occurs.
- will be reviewed via PowerSchool every other Tuesday to determine reinstatement of eligibility.
- will be ineligible for period beginning on the Wednesday immediately following and continue for 2 weeks.
- The student will meet with the Academic Support Faculty/Interventionist to develop a Learning Contract. During the weeks of ineligibility, if the student has a study hall, they will meet with Academic Support Faculty twice a week during their study hall for progress monitoring and support. If the student does not have a study hall, they will arrange a time with the Academic Support Faculty to meet twice a week.

Students must be **passing over 66% of their classes to remain eligible**. If a student does not meet this requirement they will be put on Academic Suspension and may not participate in any extracurricular activities for the following semester. The extracurricular activities include athletics, band, musical or drama productions and all club activities. Students who have been placed on Academic Suspension **may** be asked to withdraw from school if no evidence of improvement is forthcoming during the semester of probation. All final eligibility decisions are at the discretion of the principal.

Honor Roll/ Academic Honors

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

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

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

SMCC Academic Award Program

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

- 1st year achievement – SMCC Academic Certificate
- 2nd year achievement - SMCC Academic Letter
- 3rd year achievement - SMCC Crest
- 4th year achievement - Academic Medal/Ribbon

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

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

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

Valedictorian and Salutatorian

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

INCLUSION PROGRAM

History

The St. Andre Bessette Open Door Inclusion Program began in the fall of 2018 and has become an integral part of the SMCC school community. The program allows for students with moderate learning disabilities to experience the spiritual, communal, and educational benefits of a Catholic secondary education at SMCC. Students in this program are learn alongside their peers. Which means that that are integrated in all classroom settings, at lunch in the cafeteria, participate on sports teams and in clubs, and sit side by side with their peers at extra-curricular activities.

The Peer Mentor Program:

Through this program as a Peer Mentor, our hope is that mentor students will build lasting friendships and relationships, develop social and leadership skills, assist the program's students in learning and growing in a Christ-centered learning community, and help develop a positive outlook for the program's students' future. Peer Mentors will be responsible for attending class daily with their mentee to provide assistance under the guidance of the classroom teacher and program director. Students must contact their college advisor if they wish to apply to be a Peer Mentor.

- [Peer Mentor Syllabus](#)

For any inquiries regarding the inclusion program, parents can access information through this provided link:

[Parent Guide](#)

TECHNOLOGY

Media Technology Center

The SMCC Media Technology Center (MTC) is a multi use space that provides students a quiet space to work, computers to use, a printer for school work and books to read or check out. It is open for general student use after school each day until 3:30 pm. If a student checks out a book, the student and his/her parents are responsible for any materials that are borrowed. Outstanding items must be returned or a replacement fee paid.

Computer Usage Policy

Students will have access to use the school's laptop and desktop computers as well as their iPads for school work. It is an expectation that SMCC's technology resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission, values, understandings and beliefs of SMCC.

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

Terms and Conditions

1. **Acceptable Use:** Access to the network/wifi at SMCC must be for educational purposes and be consistent with the educational objectives of the school.

2. **Privileges:** The use of the Internet at SMCC is a privilege, not a right. Inappropriate use will result in disciplinary action. SMCC faculty and staff will make all decisions regarding whether a user has violated this policy and may restrict, deny, revoke, or suspend use at any time.
3. **Unacceptable Use:** Students are responsible for their actions and activities involving the network. Some examples of unacceptable use are:
 - Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation;
 - Accessing games, instant messaging or any social media.
4. **Network Etiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - Be polite. Bullying or harassment is unacceptable.
 - Use appropriate language. Swearing or use of vulgarities is inappropriate language.
 - Do not reveal the addresses or telephone numbers of yourself or others.
 - Recognize that electronic mail (e-mail) is not private. The administration has access to all mail. Messages relating or in support of illegal activities may be reported to the authorities.
 - All communications and information accessible via the network are the property of SMCC.
5. **Security:** Network security is a high priority. Attempts to log-on to the network as a staff member will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. **Do not share personal password with other students.**
6. **Vandalism/Harassment:** Vandalism and/or harassment will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the network or any other network.

SMCC iPad Acceptable Use Policy

Program Overview

SMCC utilizes a 1-to-1 iPad program to allow personalized learning, increase access to educational technology during the school day, narrow the digital divide between students, and promote responsible use of today's ever changing technologies through digital citizenship.

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

Students in violation of SMCC AUP will be subject to disciplinary action under SMCC's Behavior Rubric. In addition, their device may be: confiscated for a period of time during the day or overnight.

Student Responsibilities

1. Caring For The iPad

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, etc.) on top of the iPad.
- iPads must be in an approved, sturdy protective case at all times. Cases will not prevent all damage but they will help protect the iPad as well as students from injury due to broken glass, etc.
- Defacing of the iPad, including the SMCC provided name tag, in any way is prohibited.

2. Safeguarding and Maintaining as an Academic Tool

- The iPad is required to be at school every day, fully charged.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Students will use their SMCC Managed Apple ID's iCloud for storage and backup of educational materials.
- The volume is to remain on mute all day. **Permission must be obtained from the teacher to use headphones or unmute the device.**
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member.

3. Lost, Damaged or Stolen iPad

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

Prohibited Uses

1. Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of SMCC. Students must abide by the same prohibited uses as when they use school computers. See SMCC AUP.
2. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, harassing, obscene or sexually explicit materials.
3. Illegal Activities- Use of the device or school's internet/E-mail accounts for financial or commercial gain or for any illegal activity is strictly prohibited.
4. The iPad's camera and microphone functions are not to be used during the school day unless under the direction of a teacher for academic purposes. Any use of cameras in restrooms or the locker room, regardless of intent, is strictly prohibited. Use of all social media platforms (e.g. Snapchat, Instagram, Tik Tok etc.) during the school day is prohibited.
5. Media inappropriate for school should not be stored on iPads and certainly may not be used as a screensaver or background photo (including but not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures).
6. Students may only access the Internet through SMCC's student wireless network during the school day and all other access (cellular, use of VPNs, or other unauthorized wireless networks) is strictly prohibited.
7. Students are not allowed to remove the school installed profiles on their iPads. Adding profiles is also prohibited.
 - **Misuse of Passwords/Unauthorized Access-** Students must set a passcode to their iPad to prevent other students from misusing their iPad. Students are prohibited from trying to gain access to another student's iPad, accounts, or data.
 - **Malicious Use/Vandalism-** Any attempt to destroy hardware, software or data is prohibited. Students must never attempt a repair on their own as it will void any applicable warranty. If the device was purchased through SMCC, any damage must be reported to the School Office. Students who purchased devices on their own should inquire for service from their retailer or Apple.
 - **Jailbreaking-** the process which removes limitations placed on the iPad by Apple. Jailbreaking results in a less secure device, voids warranties and is strictly prohibited.

ELECTRONIC COMMUNICATION DEVICES

Cell Phones & Cellular Watches

Office phones may be used for emergency purposes. If a parent needs to get a message to their student, they may call the School Office at any time and the message will be relayed to their student.

- **Cell Phones must be turned off, locked inside lockers, and never carried by students during the school day.**
- Cell Phones & Cellular Watches may not be used to text message during school.
- Cell Phones & Cellular Watches may not be used to take picture and/or record videos at any time.
- Cell Phones & Cellular Watches may not be used to access any social media platform.
- Harassing or threatening persons via Cell Phones & Cellular Watches is not permitted.
- Cell Phones & Cellular Watches may not be used for game playing, internet or email access, gambling, or making purchases of any kind.
- Before 7:45 am, Cell Phones & Cellular Watches may be used in the IHM and/or concourse.
- Cell Phones & Cellular Watches confiscated during **any testing situation** will result in an automatic failure of the test, quiz, or final exam.

The administration and teachers reserve the right to require students to empty their pockets, purses, backpacks, etc. at any time during the school day to check for cell phones and cellular watches. Possession and/or use of a cell phone and/or cellular watch will result in disciplinary action and the device will be confiscated until 2:30 pm of that same school day.

1. **First and Second Offense:** Phone/cellular watch confiscated and taken to Dean's Office, written referral given, parent/guardian notified via email, student will have to pay a fine of **\$20.00** for First and Second offense.
2. **Third Offense:** Phone/cellular watch confiscated and taken to Dean's Office, written referral given, parent/guardian notified via email, student will have to pay a fine of **\$20.00**, and student will have to serve a detention.
3. **Unpaid Phone Fees:** There will be a running record of students who have been caught with their phone and if they paid their \$20.00 fee(s). If it is recorded that a student never fulfilled their fees by the end of the semester, they will not be allowed to take their exams until all fees have been paid in full.

Cyber Bullying

Cyber bullying is the process of using the internet, cell phones or social media apps/platforms to send or post text, images, or videos intended to hurt or embarrass another person. Cyber bullying will not be tolerated. Any issues of cyber bullying that is brought to our attention will become a disciplinary matter and may result in suspension or possible dismissal.

ATTENDANCE POLICY

The primary purpose of the attendance policy is to encourage students to be present in their classes to attain maximum benefit from classroom activities. There is a correlation between good attendance, academic success, and acceptance of academic responsibility. Students are expected to attend all classes, and all school activities within the school day such as assemblies, class meetings, club meetings, school day religious services, retreats, and pep rallies. In order to ensure the best educational environment possible the following rules and procedures are in effect. We encourage all families to schedule all medical/dental appointments after school hours if possible, as well as plan family trips during the scheduled breaks to limit students missing important instructional time.

School Hours

Students are expected to be in attendance every day of the school year. Classes begin at 7:45 am and dismiss at 2:45 pm. Main Doors, Peninsula Doors, Locker Room Doors, and Bus Pad Doors open at 7:00 am each morning for students who need to arrive early. Students are welcome to study/wait in the IHM Cafeteria and/or Concourse area until 7:35 am. Students that wish to meet with a teacher before 7:45 am must have made prior arrangements. The academic wings will be closed at 4:30 pm each day. At that time students will need to wait in the IHM cafeteria, Founders Hall, or the Athletic Concourse area until their ride arrives, unless they are with a supervised group (club/athletic team). If students are not participating in a supervised activity, they must vacate the building by 6:00 pm.

Attendance

Perfect Attendance

Perfect attendance is defined as no absences (excused/unexcused) or tardies to school (tardies to class may count against perfect attendance), and no off campus permits, for the entire school year. Perfect attendance requires that students are in school from 7:45 am to 2:45 pm every school day with no absences or tardies. Exceptions include: school related activities, athletic dismissals or funeral for immediate family members. Students will be recognized for perfect attendance at the Fall Awards Assembly.

Written Notice

The School Office must receive a written notice via email, handwritten note or in person. If a student is leaving early a parent can come into the School Office to sign their student out, if a student's attendance will be affected due to the following:

1. Absence due to illness
2. Early dismissal for various appointments
3. Tardiness
4. Planned absences, trips, etc.
5. To receive medication during the school day

Parents/Guardians are required to email their written notice to the following address:

- attendance@smccmonroe.com

Please state the following in attendance emails/notes:

- State the student's first and last name
- Date(s) they will be out of the building
- Reason (ex. illness, funeral, surgery, appointment, early dismissal, therapy, appointments etc.)
- Time frame of how long the student will be out (if known)
- A phone number where the parent/guardian can be reached

Call Out Service

If a student is to be absent parents/guardians must ensure they are informing the School Office no later than 9:00 am of the day they will be out. If the student is marked absent with no Written Notice received the parent/guardian will receive an automated phone call informing them of the student's absence.

Early Dismissal/Off Campus

All parental requests for early dismissal/off campus must be presented in writing to the School Office by 9:00 am the day they will need to leave early. Students will be issued a slip for early dismissal. A student with an off-campus slip **must sign out in the School Office and upon their return they must sign back in to record the times they were gone.** If a note is not received by the School Office the student will not be allowed to leave the premises until one is submitted.

Student Illness

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

A student will not be excused from receiving an absence AND a tardy on their attendance record if they show up to school late due to not feeling well in the morning. Parents are still required to communicate and notify the School Office of their student's arrival time due to legal documentation purposes, but the student will still receive an absence for the classes they missed and a tardy for arriving late to school.

Excused/Unexcused Absences:

Absences from school will be excused for the following reasons:

1. Death of immediate family member/Funeral

2. School Sponsored events such as: field trips, college visits (2), retreats, athletic events, extracurricular events
All other absences will be considered unexcused

Attendance and Extracurricular Activities

Students must be in class for the **entirety of the school day** in order to participate in any club activity, drama/musical or athletic practice. In addition students must be in class for the **entirety of the school day** on the day of an activity, production or athletic contest in order to participate. Special situations such as funerals, college visits, etc. must have the approval of the Administration to be considered excused. If a student is not feeling well and comes in late they will not be allowed to participate in their event that evening. The only exception is if the School Office is previously provided a **medical doctor's note verifying a student's extenuating medical circumstance**.

Extended Absences for Personal Convenience

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

Tardy Policy

Punctuality (being on time) is an important habit to develop and is the one character trait most often asked about by employers. Students are expected to be on time for school and for each class period.

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

1. Tardies to School:

Any student reporting to school after 7:45 am is considered tardy and must sign in and obtain an admit slip at the School Office. A student will **not** be admitted to class without an admit slip. If a student is more than 20 minutes tardy to school, the student is required to present a signed note or email sent to the School Office emails listed above, from a custodial parent/guardian stating the reason for the tardiness. A phone call from a parent/guardian stating the time a student **will arrive** and the reason for the tardiness is also acceptable. **That student will also be marked absent from first period. The student will also be given a tardy on their record as well.**

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

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

2. Tardies During The School Day:

All students not in their assigned classroom/area when the second bell begins to ring are **tardy-unexcused**. This is a minimum definition. Each teacher has outlined his/her definition and plan of action for unexcused tardies on the Classroom Procedure Sheet. The **only** tardies that will be excused are those occurring when a student has been detained by a staff member and has a signed note from that staff member. If a personal hygiene problem develops during the exchange period, students should report to the School Office or the teacher of their next class period to obtain permission to use the restroom. **A student will be considered absent from an individual class period if he/she misses more than 20 minutes of the class period.**

3. SmartPass:

Students must make a pass using the SmartPass app when they want to leave class. Misuse of the pass system will result in tardies or other consequences as stated in the rubric. Examples of misuse are going somewhere other than where the pass states, being out of class with an expired pass, or leaving class without a pass. These examples are not exhaustive and if a student is deemed to have abused the pass system they will be placed on **attendance probation**

- **Attendance Probation:** is when a student will be put on “No-Fly” List where they will not be allowed any hall/bathroom passes for a 1 or more week(s).

4. Tardy Violations:

Tardies will be cumulative for each quarter. Detentions will be served on Tuesday and Thursdays after school, unless otherwise specified by the Dean of Students.

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First 5 Tardies: Student will receive one 45 minute after school detention. Parents will be notified via written notice.	Tardies 6th-9th: Every tardy after the 5th tardy, the student will serve a 60 minute detention for each tardy obtained.	10th Tardy: On the 10th tardy the student will receive an additional 60 minute detention, will be put on a 2 week attendance probation, and parents will have to participate in a conference call with the Dean of Students.	All Tardies after 10th: Students will possibly face suspension and/or recommended dismissal depending on amount acquired. Parents will be notified via phone conference by Dean of Students.
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Forfeiture of Credit

Days Of Absences Or Individual Class Period Absences/Tardies

If a student misses 10 days of school in any given semester, they will be Academically Ineligible from all athletic and extracurricular activities for a period of 3 weeks. The student must comply with the *Academic Ineligibility guidelines (found on page 14)* set forth in the handbook to regain eligibility. If a student accumulates a total of 15 absences in a semester, credit for courses may be forfeited. School sponsored activities such as field trips, retreats, or athletic events do not count toward the absence total. Written notification of this forfeiture of credit will be given to the student, parent/guardian, and principal.

If a student misses or is tardy to an individual class period 15 times during the semester for non-school sponsored activities (unexcused absences/tardies) then the student may forfeit credit for that class and receive an F (failing) grade for the quarter. The student may be removed from the class and placed in a study hall for the remainder of the semester.

Appeal Process For Forfeiture Of Credit and/or Absence-Related Academic Ineligibility

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

Truancy

Truancy is declared when a student is absent from school without school authorization and/or parental consent. Leaving a class early without permission as well as leaving school during the school day without the approval of the Principal, will be treated as truancy. A pattern of truancy will be reported to the authorities.

DISCIPLINARY CODE OF CONDUCT AND ACTION POLICY

Philosophy

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

Disciplinary Actions

SMCC's disciplinary actions are described in the SMCC Behavior Rubric that is listed following this current section.

Violations of Student Code of Conduct

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

1. Attendance/Tuancy (Quarterly)
 - a. Tardy to school
 - b. No tardy/absence note
 - c. Leaving school/campus without permission
 - d. Leaving a class or school related activity without permission
 - e. In halls, classroom, school grounds, and/or unauthorized area without permission
 - f. Failure to sign out or obtain an admit slip upon entering or leaving school
 - g. Being late to lunch detention
 - h. Skipping a class/skipping school
2. Respect for Other People
 - a. Disruptive conduct, poor sportsmanship, or loud, obnoxious behavior in our building or during any home or away school event.
 - b. Written notes, electronic communications, or verbal references (i.e. rumors/gossip,) about a person or personal characteristics which are hurtful or harmful
 - c. Swearing, foul language, rude, inconsiderate or disrespectful behavior
 - d. Inappropriate public display of affection (embracing, kissing, etc.) on school grounds or at school functions.
 - e. Shoving, pushing, horseplay, throwing snowballs, water balloons, stink bombs, etc.
 - f. Possession/use of and/or failure to surrender materials which are potentially disruptive to the learning process such as cell phones, Apple Watches, frisbees, squirt guns, laser pointers, etc.
 - g. Demonstrating insubordination by a failure to complete a disciplinary action with a teacher or staff member or to comply with a reasonable request
 - h. Running in the corridors
3. Respect for Property
 - a. Littering (e.g. improper disposal of gum, paper, or trash) in the building or on the campus
 - b. Not cleaning up table/area in the cafeteria after eating
 - c. Throwing food in the cafeteria
 - d. Vandalism such as writing on or damaging computers, desks, lockers, posters; destruction of property. Financial restitution may be required.
 - e. Graffiti anywhere in the school or on school grounds. Financial restitution may be required.
 - f. Entering a locker assigned to someone else without permission.
4. Cars and Driving
 - a. Parking in non-student or non-parking areas
 - b. Inappropriate or unsafe driving on school grounds or adjacent streets

5. Other School Policies

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

Senior Traditions & Privileges

At SMCC, we believe that Seniors put in a lot of time and effort to be successful in our school community. By their final year of high school, we expect Seniors to demonstrate leadership, by modeling faith-filled and respectful behaviors towards others, themselves, our school building, and the community. Granting Seniors traditions and privileges is to truly motivate and show our appreciation of the seniors, honor their leadership qualities, and get them in the mindset for life after graduation.

Traditions: defined as habitual customs that seniors are allowed to participate once they reach their final year of high school.

As a result, Seniors are granted the following **traditions** throughout their final year:

- Senior uniform shirt (specific shirt they design at the end of junior year-with the approval by administration).
- First class of students to purchase parking passes.
- Eating lunch in the concourse and outside depending on the weather.
- Homecoming Queen/King Court Nominations.
- Senior breakfast
- Senior honors assembly
- Senior Appreciation Day

Privileges: granted to the senior class based on their behavior and their leadership throughout the year. Administration will go through a class review before privileges are granted. The Dean of Students and Principal will meet with the senior class officers and STUCO members to decide what privileges will be granted for the 4th quarter. However, once privileges are granted, they can be taken away.

Cheating/Plagiarism Policy

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

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

Chat GPT/AI Usage Policy

St. Mary Catholic Central High School seeks to deliver an unsurpassed 9th-12th grade high school education to all of its students. This education consists not only of the accumulation of knowledge, but more importantly, of the development of wisdom and understanding, of an appreciation for "academic excellence and spiritual development." As we seek to live out that mission, we want to embrace every available tool that will aid in this educational journey. Today's new AI technology provides new opportunities but also exposes us to risks that threaten to undermine this growth and development.

To promote and assess student learning in an English language arts class, for example, a teacher may choose to prohibit or strictly manage the use of these technologies. Alternatively, in other types of subjects, a teacher might encourage the use of these technologies as part of a creative process. In all cases, the teacher's responsibility is to communicate to students the expectations for their classroom and classes. It is the responsibility of students to conduct themselves accordingly, and never to represent work they did not produce as their own, including work generated or materially modified by AI technology.

In cases where students use generative AI in a way that violates a teacher’s articulated policy, or where a student uses generative AI in a way not expressly permitted by the teacher, the procedures and remedies outlined in the Behavior Rubric as administered by the Administration including the Principal and Dean of Students will be used to resolve the matter.

Harassment, Bullying and Abuse

Students and parents of St. Mary Catholic Central are expected to avoid harassing, bullying, and abusive behaviors. Such behaviors will not be tolerated and disciplinary action will be promptly taken. Student to student harassment may be deemed abuse when the age, maturity or developmental differences between the students are significant.

The school agrees to:

- Provide active supervision during non-academic as well as academic times
- Consistently investigate reports of bullying
- Communicate and teach Christian values which uphold the dignity of each person and contribute to the formation of a healthy and morally sound lifestyle among its members
- Impose progressive penalties or consequences for repeated violations

Search and Seizure

Because school officials have a legitimate interest in the personal safety and protection of all students within their care and custody, there is a right to search for and seize weapons or other dangerous or illegal objects, where the school official has reasonable grounds to believe that such are in the possession of a student. Teachers and other staff members shall make the administration aware of reliable knowledge concerning the whereabouts of such materials.

Weapons/Explosive Materials/Pornographic Materials

SMCC prohibits the use, possession and/or sale of any item which might be considered a dangerous weapon or object capable of harming in any way the carrier, another person, or another’s property. Any staff person who observes actual or suspected use, possession or sale of such objects will immediately report the incident to SMCC Administration. SMCC Administration will investigate the incident and the City of Monroe Police will be contacted. If the incident is verified, the student will be sent home for the remainder of the day. Steps of the discipline code will be initiated immediately.

Removal from a Class

If a student is asked to leave a classroom or other assigned area, he/she will report immediately to the Administration or the School Office. The teacher in charge must notify the Administration or School Office immediately that such action took place. The teacher is to complete a Behavior Intervention Form and send the completed form to the Dean of Students for assessment of the consequence. Teachers have the right to meet with a student before or after school to work towards a resolution and rebuild the student/teacher relationship.

Detention

Lunch Detention Rules

1. A student will serve the lunch detention after they have been notified by the Dean of Students
2. Students are to report on time to the School Office.
3. The Dean of Students and/or secretary will instruct the student to sit in a chair; feet flat on the floor and look forward only.
4. Homework will be allowed to be completed-however all electronic devices must be turned in (iPads, airpods, headphones etc.)

5. **Students will need to bring a packed lunch that day-parents will not be allowed to send a delivered lunch (fastfood drop off etc.)**
6. **COMPLETE SILENCE** is required. There will be no talking or non-verbal communication with other students or the adult supervisor.
7. The lunch detention is not considered served unless the above guidelines are satisfied.
8. Skipping a lunch detention period will result in additional consequences.

After School Detention Rules

1. A student will serve after school detention after they have been notified by the Dean of Students.
2. Students are to report on time to the assigned after school detention room. The faculty/staff member in charge will instruct the student what needs to be done to complete the after school detention.
3. The After School Detention will last from 2:45-3:30 or 2:45-3:45 depending on the level of consequence the student has received.
 - a. If a student decides to goof around and/or chat during detention they will receive an additional 5 minutes added to their detention time.
4. Students must turn in all electronics; this includes but is not limited to: cell phones, iPads, headphones, air pods, smart watches etc.
5. Students must grab what they need out of their book bag and leave the rest of their belongings at the front of the room until the conclusion of detention.
6. The after school detention is not considered served unless the above guidelines are satisfied.
7. Skipping an after school detention period will result in additional consequences.

Suspension

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

1. **In-School Suspension:** In-school suspension may be issued for a student's extreme or repeated disregard of the SMCC Student Disciplinary Code of Conduct. Which day(s) the student will serve the suspension will be determined by the Administration. The rules for in-school suspension are as follows:
 - a. The student reports to the School Office by 7:45 am with all notebooks/binders, iPad, paper, and pens/pencils. The student will be dismissed at 2:45 pm or the end of the school day.
 - b. The Administration will assign the student the tasks to be performed during his/her in-school suspension. No sleeping will be allowed.
 - c. Permission will be issued by the suspension proctor for the student to use the restroom and to buy lunch, which will be eaten in the suspension room. A student will not be allowed to leave the suspension room during the school's normal classroom exchange.
 - d. Violation of these regulations will result in further disciplinary action.
2. **Out-of-School Suspension:** Out of school suspension is issued for as many days as deemed appropriate for a student's extreme or repeated disregard of the SMCC Student Disciplinary Code of Conduct. During the time of this suspension the student may not be on school grounds or attend school-related functions. Out-of-school suspensions may result in expulsion.

Immediate Suspension Violations: The following violations will be investigated by the Principal and forwarded to the Dean of Students. Together, the Administration will then make a determination of the requirements of the suspension based on the SMCC Behavior Rubric. In addition, a student may receive consequences for each suspension violation listed below and/or be placed on disciplinary/social probation. The suspension recommendation may be corrective in nature with the student returning to normal status, or may warrant expulsion from the school.

- A. **Fighting:** Fighting is unacceptable conduct for all parties involved and is prohibited on school grounds or at any school functions anywhere/anytime.
- B. **Gross Disrespect/Threats/Bullying:** Exhibiting behavior that shows gross disrespect to school personnel, fellow students, and/or guests is prohibited. No individual will create a threatening environment, which endangers the physical, emotional or social health and/or safety of others (Examples: Sexual harassment, written, verbal, or physical threats).
- C. **Sexual Misconduct/Indecency:** Acts of indecent exposure or lewd gestures are prohibited. A student may not engage in any indecent touching of their own body or that of another. Also prohibited are inappropriate gestures that mimic or imply sexual acts, including dirty dancing, or engage in any acts of “streaking” or “mooning” as those terms are commonly understood. All such acts of sexual misconduct and/or indecency will not be regarded lightly nor be considered pranks.
- D. **Slurs concerning a person’s race, ethnicity, sexual orientation or religion:** Written and/or verbal references are unacceptable.
- E. **Weapons:** See Weapons Policy on page 43.
- F. **Theft/Possession of Stolen Properties:** Theft or possession of stolen property on school grounds or at any school function anywhere/anytime is prohibited.
- G. **Forgery/Falsifying Documents:** Forgery is the unauthorized using or writing of the name of another person on school forms or other school related correspondence. Falsifying documents means changing any note, pass, or school communication.
- H. **Violation of the Law:** Any student who commits an act that would be considered a violation of any criminal law may be suspended.
- I. **Creating a Potentially Dangerous Situation:** Any student creating a situation that is considered dangerous to the safety and well-being of students and staff such as fire alarm tampering, setting off fireworks, etc. will result in a suspension.
- J. **Student Possession, Use or Abuse:** A student shall not knowingly possess, use, transmit, sell, or be under the influence of alcohol, drugs, or tobacco including counterfeit/look alike drugs, over-the counter mood-modifiers, prescription medications, or inhalants. This may result in expulsion.

Disciplinary Probation

Any above offense (A-J) or an accumulation of occurrences and consequences may result in disciplinary probation. The terms and length of the probation are determined by the Administration. The Administration will notify the Club Moderator/Coach or the Athletic Director as necessary.

Disciplinary Probation includes the following:

- The duration of probation will be held for 1+ weeks dependent on the offense.
- A student will enter the SMCC campus no earlier than 15 minutes before the start of school and must leave no later than 15 minutes after the end of the school day.
- The student will not be granted any passes (hall, media center, bathroom etc.)
- The student will not be allowed to compete and/or perform in any game(s) and/or main events for their respective athletic team, academic team or drama production during the week of their probation period, starting the day it is assigned.
 - However, the student will still be allowed to practice with their athletic team, academic team (mock trial, quiz bowl, etc.), or drama production during the probation period.
- The student will also be prohibited from attending extra-curricular functions such as a dance or any after school related event (e.g. being a spectator at sporting event that they do not actively participate in)
- If a student cannot complete his/her probation during the current semester/ school year, it will carry over to the next semester/ school year.

Expulsion/Withdrawal

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

Conflict Resolution

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

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

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

Peer Mediation

Peer Mediation is a restorative practice to help students work through conflict effectively and efficiently. If a student is undergoing a situation with a classmate, they may report it to the Dean of Students. The Dean will then facilitate and mediate a conversation between the two students, where both parties have the opportunity to communicate their concerns without being interrupted. The students will then work together in conjunction with the Dean of Students to find common ground and resolve the conflict peacefully.

SMCC Behavior Rubric					
Note: SMCC staff and administration have the right to adjust consequences based on the circumstances of an incident. Any action or circumstance not specified in the rubric below is left to the discretion of the SMCC staff and administration. SMCC is required to report any illegal activities in threatening situations.					
*Each official warning will be documented through a disciplinary referral sheet. *Refer to Attendance Policy on Pg. ___ for circumstances/consequences regarding tardies and absences.					
*Suspension Note: Homework must be completed, and all tests/quizzes must be made up on the day returned to school.					
LEVEL 1 OFFENSE					
Offense		Step 1	Step 2	Step 3	Step 4
Uniform infraction (Resets each semester)	Teachers reserve the right to first address student behavioral concerns by giving reminders/ warning and talk through the situation with students. Based on the severity of the infraction, teachers will proceed to step 1.	1st warning	Email to parent by Teacher; Lunch Detention assigned by Dean of Students	Email to parent by Dean of Students; 45 min After School detention	Phone call to parent by Dean of Students; 60 min After School detention
Cell Phone/Cellular Watches/Bluetooth Speakers/Microphones/Wireless Headphones (apple watch etc.) *Headphones will be confiscated if they are being used during instructional time and were not given permission by the teacher.		Proceed to step 2	Phone confiscated; Student owes \$20	Phone confiscated; Student owes \$20; Email to parent by Dean of Students	Phone confiscated; Student owes \$20; Email to parent by Dean of Students; 45 minute After School Detention
Cheating/Plagiarism: copying another student's work, plagiarism from another source, talking about tests/quizzes who haven't taken the assessment yet, sharing pictures of tests/quizzes/hw answers etc. "working together on individual assignments, forgery		Proceed to step 2	"0%" credit, on assignment, test, quiz; Teacher email to parent.	"0%" credit, on assignment, test, quiz; 60 minute After School Detention; phone call to parent by Dean of Students.	"0%" credit, on assignment, test, quiz; In-School Suspension; Parent-Teacher-Dean of Students Conference
Misconduct: name-calling, insults/put-downs, teasing, sarcasm, harmful or inappropriate words/action, inappropriate church/assembly behavior, SmartPass issues		1st warning	2nd warning; Email to parent	Phone call to parent by Dean of Students, Lunch Detention	Parent-Teacher-Dean of Students Conference; 60 minute After School Detention

Disrespect to Adults: talking back/arguing, ignoring requests from adults, refusal to follow directions,		1st warning	2nd warning; Email to parent	Phone call to parent by Dean of Students, Lunch Detention	Parent-Teacher-Dean of Students Conference; 60 minute After School Detention
LEVEL 2 OFFENSE					
Offense		Step 1	Step 2	Step 3	Step 4
Destruction of Property/Theft: graffiti, vandalism to school property and/or other individuals.	Teachers reserve the right to first address student behavioral concerns by giving reminders/ warning and talk through the situation with students. Based on the severity of the infraction, teachers will proceed to step 1	Call home, 45 minute After School Detention, repayment of damage/stolen item	1 day In School Suspension, repayment of damage/stolen item; conference with Principal & Dean of Students.	2 day Out of School Suspension, repayment of damage/stolen item,, conference with Principal and Dean of Students.	Possible Expulsion, repayment of damage/stolen item;; meeting with Principal, and President.
More Serious Behaviors: Cyberbullying or Bullying, including but not limited to isolating/excluding, gossiping, mocking and/or rumors.		1st warning & Teacher calls/emails home	Lunch Detention; Dean of students calls home;	60 Minute After School Detention or In school Suspension dependent on severity; Conference with Dean of Students,	Possible Suspension or Expulsion; to be determined by Administration
Mild Physical Contact: hitting, pushing, hair-pulling, grabbing, throwing objects, play fighting “horseplay”		1st warning & teacher calls/emails home	60 minute After School Detention; 1 week disciplinary probation; Dean of students calls home;	In School Suspension; 1 week disciplinary probation; Conference with Parent-Teacher-Dean of students,	Possible Suspension or Expulsion; to be determined by Administration
Aggressive Physical Contact: punching, kicking, hitting, spitting, similar behaviors that may injure others.		Proceed to step 2	In school suspension; 1 week disciplinary probation; conference with principal & Dean of students	Out of School Suspension; 1 week disciplinary probation; conference with principal, dean of students	Possible Expulsion; conference with president, principal and dean of students.
Harassment: racial, ethnic, religious, or sexual name-calling; this includes but is not limited to comments, jokes, gestures, drawings, verbal or nonverbal communication		Proceed to step 2	In school suspension; 1 week disciplinary probation; conference with principal & Dean of students	Out of School Suspension; 1 week disciplinary probation; conference with principal, dean of student	Possible Expulsion; conference with president, principal and dean of students.
LEVEL 3 OFFENSE					
Offense		Step 1	Step 2	Step 3	Step 4
Escalated Threats & Intimidation: verbal and nonverbal or discussions of use of weapons or any object to be used as a weapon for intimidation.	Teachers reserve the right to first address student behavioral concerns by giving reminders /warning and talk through the situation with students. Based on the severity of the infraction, teachers will proceed to step 1	Move directly to step 4			Removal from the situation, parents contacted immediately, Suspension/Expulsion, law enforcement contacted.
Illegal Activities: bringing any illegal substance or items onto SMCC property; includes but not limited to knives, guns, explosives, drugs, alcohol & paraphernalia.		Move directly to step 4			Removal from the situation, parents contacted immediately, Suspension/Expulsion, law enforcement contacted.

DRESS CODE

SMCC Dress Code

The Uniform Dress Code at SMCC is designed to promote an atmosphere that is businesslike and conducive to learning. The Dress Code is in effect from the time the student arrives on campus until the end of the school day. All clothing must be clean, neat, properly fitted, and in good repair. The hems of slacks are not to be frayed nor are seams to be slit. It is the student's responsibility to select, purchase, and wear clothing from the SMCC Dress Code Catalogue. The Uniform Dress Code applies to all school functions (unless otherwise specified). SMCC encourages parents to check how their student's uniform fits at the beginning of each school year and after first semester and to purchase new items if necessary.

Uniform Dress Requirements

Students are to wear items in accordance with the SMCC Dress Code. **Schoolbelles code is S2123.**

Young Men & Women Uniform Attire Options

- **Slacks:** Conventional, khaki-colored dress pants in good repair must be worn. Pant bottoms should be straight or cuffed and cover the ankle (recommended from Schoolbelles or Lands' End but not required) with a belt (recommended). This excludes all jeans, any pants with large pockets on the front or sides, drawstring pants, pants with elastic ankles, or any pants with rivets.
- **Skirt:** Students may choose from the **Schoolbelles** option for skirts (we no longer will be accepting navy skirts). Skirts must be no higher than the top of the knee and are not to be altered or rolled.
 - **Schoolbelles:** Skirt 3525: Navy/Green Polyester Plaid-158
- **Banded Polo Shirt**–(Schoolbelles) Colors: Navy or Dark Green (short or long-sleeved) with school logo.
- **Oxford Shirt** – (Schoolbelles) Long or short-sleeved in White or Light Blue w/ school logo.
- **V-neck Sweater or Sweater Vest** – (Schoolbelles) in dark green or navy with the school logo, and uniform polo/oxford worn underneath.
- **Cardigan** –(Schoolbelles) – in Navy with school logo and uniform polo or oxford worn underneath
- **SMCC 3-Quarter Zip Sweatshirt**-(available at Monroe Varsity Athletic-can get order form from School Office) in Green, Black, or Navy with Jerusalem Cross School Logo. Quarter Zips must be worn with a shirt underneath; a uniform shirt is recommended, but not required.

Normal Uniform Day Reminders

- Short sleeve or long sleeve undershirts, must be tucked in, and may be worn **provided there are no visible slogans/logos on the shirt.**

Shoes: Students are to wear shoes that must be conventional black or brown dress shoes that are leather in look. Sports shoes, work boots, Ugg boots, hiking or athletic boots, canvas shoes, sandals, moccasins, slippers, and clogs of any color are **unacceptable.**

Cosmetics and Jewelry

Body piercing (including but not limited to nose piercings) and visible tattoos are prohibited. Students may wear small earrings with no more than two earrings per ear, in earlobe only. Small hoops are acceptable. A simple necklace is allowed for a necklace. A reasonable-size wristwatch is acceptable. **Smart watches, including Apple watches, or any watches with a function other than telling time, are not permitted to be worn.**

Hair/Facial Hair

Students must keep hair, including facial hair, neatly groomed. Hair should be neat, clean, and properly combed, and in no way obscure a student's face. The following is not considered acceptable: partially shaved hair or shaved numbers/patterns/letters. Hair of such length that it extends beyond the bottom of the collar needs to be braided or tied up. Extremes in style are to be avoided. If a student dyes their hair, it should be of only natural color.

Head Gear for boys and girls

Girls' hair accessories should be simple and modest in size, color, and material. Hair bows, headbands, ribbons, scrunchies, and hair clips are acceptable. Hats, bandanas, durags, crowns, or visually distracting hair adornments are not allowed. The teacher or principal/administrative staff will have the final say on what causes a visual distraction in regard to hairstyles and accessories.

Uniform Dress-Up Day

Church/Uniform Dress-Up Day (Each Wednesday or when Mass is celebrated): Students must wear Dress-Up Day Uniform as stated below, for the entirety of the school day. If a student forgets and wears the regular school day uniform, the student will be allowed to call home and have a parent provide appropriate attire or the student will receive a Dress Code Violation. All violations will follow the SMCC Behavior Rubric. For Uniform Dress-Up days, the following attire (purchased from the SMCC Dress Code) is required:

Young Women

Uniform Skirt or Slacks
Oxford shirt
School shoes
Socks/nylons
Tie (recommended not required)

Young Men

Uniform Slacks
Oxford shirt (button to top)
School shoes
Tie (top button should not be seen)
Socks
Belt (recommended)

Other Requirements:

- If an SMCC 3-Quarter Zip Sweatshirt is worn on a dress up day an oxford shirt must be worn underneath.
- Undershirts are recommended for all students when wearing a White or Light Blue Oxford Shirt. Slogans/logos should not be visible.

Not Allowed on Regular AND Dress-Up Uniform Days:

- Outerwear includes but is not limited to spirit wear/varsity jackets/light jackets/coats/hoodies/general outerwear or blankets shall not be worn over top or underneath uniforms.
- Spirit wear of any kind is not permitted to be worn during regular school uniform days.

Dress Down/Spirit Days

Spirit Days provide funds for various SMCC clubs/activities and/or charitable clubs and organizations in the community. There will be at least one paid Spirit Day per month. The cost of wearing Spirit Day attire is \$2.00. Free Spirit Days will be given at the discretion of the administration.

1. Allowed Spirit Day attire

- Tops:** t-shirts, sweaters, or sweatshirts professionally printed with SMCC and/or Falcons/Kestrels logos only.
- Bottoms:** denim pants, khakis, shorts 3 in" above the knee (short side of 3x5 notecard) or longer, sweatpants, loose-fitting joggers. Belts may be worn. **Shoes:** tennis shoes, moccasins, boots, school shoes, crocs, slippers, and sandals (sandals, slippers, and crocs must have a back and must wear socks).

2. Not Allowed Spirit Day Attire

- Tops:** Nothing too tight fitting, no sheer materials, no bare midriffs/crop tops, no tank tops, no sleeveless, no low cut or revealing necklines.
- Bottoms:** Jeggings, leggings, and yoga pants (aka leggings with a flared bottom) are **not** acceptable-even if a student is wearing an oversized shirt or sweatshirt. Mini skirts, skorts, spandex shorts, or bike shorts are **not** acceptable. Shorts must be no more than 3" inches above the knee.

- c. **Shoes:** Clogs, platforms, high-heels, or open-back shoes are **not acceptable**.
 - d. **Other:** No outside group apparel (offensive pictures/wording, political shirts, or sponsored by non-SMCC groups) is allowed. Clothes should be neat, clean, opaque, not sheer material, and have no holes, rips, or tears.
3. Students who choose not to participate in Spirit Day are expected to follow the normal uniform dress code.

Violation of Dress Code (Refer to the Behavior Rubric on pgs. 28-29)

A student found out of dress code may be sent to Administration to be examined, and may be asked to call home for a change of clothes. If a dress code violation has occurred, the student will receive a written referral and may borrow the appropriate piece of clothing, if available, that is required to be in acceptable uniform for the school day. Any violation of the dress code reported by a staff member will result in a written referral. After the 3rd Violation the student will receive an After School Detention.

****It is at the discretion of the Administration to make the final decision on Dress Code guidelines. Dependent on how severe the policy is broken, further discipline consequences may be taken.**

Water Bottles

All forms of water bottles that have closed and secured lids are acceptable. No glass bottles / cups will be allowed, due to safety reasons.

ATHLETICS

Please Note: SMCC does not have a certified athletic trainer on campus.

At SMCC we believe it is of great importance that all students have the opportunity to participate in sports. We also believe that personal involvement and development by all team members should be the goal, and through participation in sports, these members are better able to realize their potential. We hope that our young people learn self-discipline, the importance of teamwork and group responsibility, and the idea that participation in sports should promote results that are not always directly associated with athletics. The athletic programs are supported through the Monroe parishes and are considered parish-based. Every student who is interested in playing a sport will be provided the opportunity as long as he/she meets academic and conduct standards.

Follow Athletic Updates on our social media platforms:



f: SMCC Athletics



X: @AthleticsSMCC



@smcc_athletics

SMCC is a member of the MHSAA and Huron League, and offers students the opportunity to participate in the following sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Boys Basketball	Baseball
Volleyball	Girls Basketball	Softball
Boys Cross Country	Boys Wrestling	Boys Track and Field
Girls Cross Country	Girls Wrestling	Girls Track and Field
Girls Golf	Hockey	Lacrosse
Boys Tennis	Boys Bowling	Girls Soccer
Boys Soccer	Girls Bowling	Boys Golf
Sideline Cheer		Girls Tennis
Girls Swimming		

Locker Room/Weight Room

- Locker room will be opened in the morning from **7:35-7:45** for students to drop items off. It will remain closed throughout the school day (with exception of gym and weight lifting class), and will be reopened at **2:45 pm** for after school team use.
 - Students should not leave their items outside of the locker room hallway if it is locked.
 - Hang on to items and seek assistance from the School Office
- No student should be in the locker room without the supervision of a teacher or coach.
- Athletes will be assigned a locker in the appropriate locker room at the beginning of their season.
- Athletes must provide their own lock and are required to provide the Athletic Director with the combination.
- Lockers must remain locked at all times.
- **SMCC will not be held responsible for any items lost or stolen from athletes' lockers or items that are left in the hall outside the locker room.**

- Athletes are not allowed to use their cellular devices in the locker room.
- The Weight Room is available to students when not in use by teams. No student may be in the Fitness Center without adult supervision.

Academic Eligibility

- Must be passing 6 classes.
- If ineligible, student will miss 2 weeks of game, but will be allowed to practice.
- After two weeks, if students are still ineligible they will be removed from practices and games.
- After four weeks, student will be removed from the team.

College Athletics

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

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

It is each student's responsibility, not SMCC's, to know the requirements for NCAA eligibility. Parents and students interested in obtaining information about college eligibility should view the link: "[NCAA Guide for the College-Bound Student-Athlete](#)" or contact the Athletic Director at SMCC.

MHSAA (Michigan High School Athletic Association)

- **Eligibility:**
 - Must be eligible by SMCC
 - Must pass 66+ percent of classes to be eligible through MHSAA
- **Transfers**
 - Must meet one of the 15 exceptions of the MHSAA to participate in games
 - Transfers will be eligible to participate in practice if they do not meet one of the MHSAA exceptions
- **Mandatory Athletic Forms**
 - Sports Physical

SMCC Athletic Boosters

- Will meet once a month.
- Responsible for the Reverse Raffle, Golf Outing, Concessions, and Spirit Wear.
- A great opportunity to earn parent service hours.

Athletic Uniform Agreement

- All athletes will be responsible to return all uniforms and equipment prior to receiving your end of the season awards.
- Any lost uniforms will be paid for by the student athletes

EXTRACURRICULAR ACTIVITIES POLICY

Extracurricular Activities are organized activities that may occur before or after school and may or may not involve competing with other schools. Participation in extracurricular activities is encouraged. This policy covers those groups, organizations and activities which do not receive academic credit. Such participation is an additional form of education and individual growth and a development opportunity for the individual student.

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

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

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

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

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

Clubs

If a student and/or teacher wish to start a new club at the school they must fill out an **Application to Form New Club** found in the School Office Area, and have it completed and turned in for approval by the Dean of Students.

The following are active clubs at SMCC:

Student Council (StuCo)	Respect Life	Ski and Snowboard Club
Student Prevention Leadership Team (SPLT)	Geek Squad	Art Club
Student Amabassdor Team	Interact Club	
National Honors Society (NHS)	iMatter	

National Honor Society Membership Selection Policy

1. A list of sophomore and juniors who have a combined 3.5 GPA or higher after the first semester will be compiled. These students will be invited to apply for admission into the NHS by completing the application process.
2. The NHS Faculty Review Board, which consists of five principal - appointed faculty members, will review the candidates and their forms to make the selection for membership in the NHS.
3. Selection will be based on a rating of excellence in each of the following areas:
 - a. Scholarship-based on student’s GPA and used only for the initial invitation to join the NHS
 - b. Leadership-assessed via the NHS application
 - c. Service-assessed via the NHS application.
 - d. Character-assessed via the NHS application.
4. Candidates ARE NOT guaranteed admission into the NHS when invited. All applicants must complete the application process.

GENERAL SCHOOL INFORMATION

Assemblies/Prayer Services/Weekly Mass

Assemblies make contributions to the quality of educational and spiritual experiences. These assemblies present an opportunity for integrating ideals into the lives of our students.

Courtesy and consideration should mark the student's behavior at any assembly, including going to and leaving it. Prior to the assembly students shall wait in their current class they are in until they are dismissed to go to the appropriate location.

Campus Safety Protocols

Safe Environment Program (Archdiocese)

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

In compliance with the instructions of the USCCB and under the direction of the Archdiocese of Detroit, students at SMCC participate in ongoing instruction during their four years at SMCC. The instruction includes Called to Protect, an introductory program on the issue of protecting oneself from abuse. This program is presented to all freshmen and is required for teens grades 9-12, who are church or school employees, or whose volunteer service involves working with children. The program teaches students on how to deal with individual situations and circumstances that may arise as they are volunteering and working with younger children. Students also receive continued education on the topic through individual courses.

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

Bark for Schools Program

Online monitoring program that was introduced during the 23-24 SY. Bark for Schools was brought on to monitor our Google Education applications for any signs of students in danger of harm. Bark for Schools uses advanced algorithms to detect and proactively alert school administrators to issues their students face online, such as cyberbullying, threats, sexting, and signs of depression and suicidal thoughts. Bark for Schools only looks at SMCC student activity on their school email and other Google applications. Parents have the opportunity to be able to sign up receive notifications through Bark for School's Parent Portal at no cost.

Safety Resources

OK2SAY

Student safety program that allows students to confidentially report tips on potential harm or criminal activities directed at students, school employees, and schools. The program is available statewide for public and nonpublic schools in Michigan.

- Students, staff, and parents are encouraged to utilize OK2SAY to report a potential harmful situation at SMCC.
 - Call: (855) 565-2729 or Text: 652729
 - Online: ok2say.state.mi.gov
- Students have access to a Google form called "Speak Up For Safety" to report concerns within our building. This report is anonymous unless an attachment is added. A form should be filled out if a student or staff member has a concern regarding bullying, drugs, alcohol, self-harm, safety, depression, etc. This form is received by the Safety Assessment Team and action steps are followed.
- A similar form has been implemented for staff to report their concerns with follow up required by the Safety Assessment Team.

Mental Health Supports

St. Mary Catholic Central recognizes the importance of supporting and growing the whole person. Students who may be struggling mentally/socially/emotionally are encouraged to find a trusted adult in the building who can provide resources for support. If a student is in need of immediate support, he/she can be referred to the Campus Minister.

- A list of community resources including mental health supports can be found here:
<https://www.monroeisd.us> > Publications > Family Resource Guide

Care of Property

All students must assume the responsibility of caring for the upkeep of the school and of all that is provided for their use. Students are liable if they are guilty of any damage of property. Students are also discouraged from bringing valuables or large sums of money to school.

Change of Address or Phone

If a student has a change of address or telephone number, contact the School Office immediately. It is essential that the school have accurate addresses and telephone numbers, so that in emergency situations, SMCC can reach parents or appointed emergency contacts.

Parents/Guardians are required to email their change of address or phone to BOTH of the following addresses:

- **Jessica Odette:** jodette@smccmonroe.com
- **Stephanie Kennedy:** skennedy@smccmonroe.com

Dance Policy

1. **Student ID card:** A school photo ID will be required before admittance to an SMCC dance. If an SMCC student forgets his/her ID, he/she must purchase a temporary ID prior to the dance or at the door for \$1.00. That ID is valid only for that dance.
2. SMCC reserves the right to close any dance to non-SMCC students.
3. **Guests:**
 - a. Any non-SMCC student must be a guest of an SMCC student. A SMCC student may register one guest in the School Office no later than 2:30 pm on the last school day before the dance or as noted by the Dance Coordinator.
 - b. The non-SMCC student must enter the dance at the same time as the SMCC student.
 - c. Guests must also present a picture ID.
 - d. The SMCC student is responsible for the actions of his/her guest. If there is any vandalism, etc., the SMCC student is responsible - even to being financially responsible for his/her actions.
 - e. SMCC reserves the right to deny admittance to any guest.
4. No one may leave the dance and then re-enter, even if he/she offers to pay again.
5. Students are not allowed to loiter in the parking lot or anywhere on campus, or sit in cars. Students must enter the building upon arrival and leave the premises when they exit the dance.
6. No student who is absent during the school day may attend a dance.
7. Students must wear appropriate attire. Attire must conform to standards of decency and good taste. Persons in charge have the right to refuse admittance or require persons not in proper attire to leave.
 - a. **Examples of inappropriate attire are:** miniskirts, plastic/leather clothing, shorts, pajamas, tank tops, or any clothing which suggests immodesty (i.e. short shirts which bare the midriff).
 - b. There is also a PDF that will be shared with students prior to dances to provide what is appropriate attire.
8. School regulations with regard to student conduct are in effect. Student conduct should be in compliance with the school's moral and ethical expectations. Therefore, inappropriate (i.e. "dirty") dancing will not be tolerated, and students who engage in this behavior may be asked to leave.
9. Students are not permitted to appear at the dance under the influence of alcohol or other drugs, with alcohol on their breath, or with alcohol or other drugs in their car or in their possession. Violators will be subject to consequences outlined in the student disciplinary code of conduct.
10. Chaperones have complete authority. Their directives are to be followed and respected.
11. Students are expected to stay till the end of dance time, unless a designated time has been specified by the administration.

- a. If a student needs to leave early from the dance due to a prior engagement, the administration must have a note provided by the student's parent prior to the day of the dance, with the reason for leaving early and the time they are expected to leave.

Emergency Closing, Weather and Epidemics

For any emergency school closings please ensure all contact information is up to date in our Powerschool database, so students/parents can receive all text alerts and automated phone calls through School Messenger. If Monroe Public School is closed or delayed due to weather, then SMCC will follow the same schedule. If a tornado watch/warning or winter storm takes place while the children are at school, they will be kept as safe as possible at school unless a parent personally collects them.

You can also find these reports and other school related announcements on our different social media platforms (Facebook, Twitter, Instagram, Youtube & LinkedIn):

 : St. Mary Catholic Central

 : @SMCCMonroe

 : @smccmonroe

 : @smccmonroe

 : St. Mary Catholic Central High School

Emergency Management Guide & Drills:

The Emergency Management Guide details how the school will operate during critical incidents affecting students, faculty, staff or facilities. It is designed to provide guidance for personnel who discover, or are notified of, any emergency situation. The written plan is located in the teacher emergency bag near each classroom door and refers to natural disasters, environmental and building disasters etc. Training sessions are held annually with appropriate updates and practices. Please do not call our school buildings during an emergency. Phone lines must remain open for specific directions from emergency officials for the school.

- **FERMI Emergency Plan:**

A Fermi Emergency plan is in place. In the event of a radiological disaster, children are bused to Bedford Senior High School, 8285 Jackman Rd., Temperance. SMCC students may be picked up following the evacuation in Temperance. Major radio/TV stations will carry directive information to parents. Our students will remain at Bedford High School with our SMCC staff until a parent, or an adult designated on the emergency medical form, picks them up. Please do not call the school during an emergency. Phone lines must remain open for specific directions from emergency officials for the school.

- **Fire Drills:**

Fire drill practice takes place to show students how to evacuate the building in the event of a fire emergency. Signs are posted in the rooms to show where the evacuation route is from each room in each building. Students and staff will follow that route to the designated safe location outside of the school, away from potential fire danger. Students and staff will be alerted to the drill by a fire alarm siren or by a verbal message over the school PA system by a member of the school administration team. At the conclusion of the drill the students and staff will be signaled by the administration to go back into the building and resume their classes. Parents will be unable to pick up their children during drills and must wait until the conclusion of the drill to take their children to appointments, home for the day, etc. In the event of a real fire emergency, parents that come to school to pick up their children must sign their child(ren) out with the classroom teacher from the safety zone outside, after showing photo ID, before taking their children off the SMCC grounds.

- **Tornado Drills:**

Tornado Drill practice is done to prepare students and staff for what to do during a severe weather emergency. Signs are posted in the rooms to show where the evacuation route is from each room in each building. Students and staff will be alerted to the drill via a message on the PA system. Students will be expected to sit on the floor of their designated safety zone with their heads covered for the duration of the drill or until the severe weather has passed. Parents will be unable to pick up their children during drills and must wait until the conclusion of the drill to take their children to appointments, home for the day, etc. In the event of a real severe weather emergency, parents that come to school to pick up their children must sign their child(ren) out with the classroom teacher

from the safety zone inside the school, after showing photo ID, before taking their children home. ****Note:** In the event of severe weather, it is at the parent's own risk to be moving and evacuating their child(ren) from their designated secure location on the SMCC campus.

- **Lockdown Drills:**

Lockdown Drill practice is done to prepare students and staff for what to do during a safety emergency or threat of danger at the school campus. An announcement is made over the PA system allowing students and staff to know that a lockdown is taking place. Teachers will pull down their interior window shades, lock their doors and move the students to a corner of the room away from the windows and the doors (this could be a closet or a storage area). Teachers will keep the students calm and silent while waiting for the drill/emergency to end. There will not be exchange of classes, movement in the hallways or classrooms or around the school grounds. ****Under no circumstance may a person enter or exit the school campus during a drill or an actual lockdown.** Students, staff and parents must remain in their locations until an all-clear message is given over the PA system by the school administration team.

- **Shelter in Place Drills:**

Shelter in Place Drills are conducted to prepare students and staff for what to do in the event of a potential threat to the campus. An announcement is made over the PA system alerting students and staff that a Shelter in Place is occurring. Teachers would lock their classroom doors but continue on teaching within their classrooms as normal. Limited hallway activity may occur. There will not be any usage of external doors and students and staff must stay in the building until an all-clear is given. ****Under no circumstance may a person enter or exit the school campus during a drill or an actual Shelter in Place.** Students and staff must remain on campus until an all-clear message is given over the PA system by the school administration team. Parents must wait for dismissal until an all-clear message is given.

Field Trips

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

Hall Passes-SmartPass Program

During the 3 minute exchange of classes, students are expected to move quickly to their destinations. Running, loitering, loud or obnoxious behavior is unacceptable. All students are to be **in** their assigned classroom/area before the 2nd (tardy) bell begins to ring. No student should be in the hall during the class period without **signing out of the room using the SmartPass Program.**

- **SmartPass:** a digital hall pass system that replaces traditional hall passes such as sign-out sheets, wooden blocks, passbooks, and lanyards through the use of a website students access via their iPads. This program is used to promote a strong school culture that accounts for safety, security and digitally tracks missed instruction time by students.
 - Students login to their school provided SmartPass account and will use it when given staff member permission to sign out of class for any reason (restroom, office, locker, water fountain, etc.).
 - Students are required to leave their iPad in the classroom while their pass is active and will be given an allotted time to leave and then return to class. (.
 - If students go over the allotted pass time, the pass will record how much longer they remained out of class, and track the full instructional time that was missed.
 - Students will end the pass on the website once they re-enter the classroom.
 - Parent Portal-there is a parent portal where parents can see in real time how long their student is out of class and where they are going to throughout the day as well.

Lunch Program & Expectations

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

- No throwing of food or drink

- No loud talking/No loud noises (screaming/yelling/screeching)
- No hitting or pounding on tables.
- **Delivery of Lunch:** parents or guardians are allowed to deliver their student's lunch to the School Office if forgotten at home. However, delivery services of any kind (ex. Grub Hub, Door Dash etc.) are prohibited. This is purely a safety precaution and limiting the amount of traffic of unknown outsiders into the building.
- **Payment of Hot Lunch:** It is only allowed that students pay with a credit/debit card, cash, or the lunch card that can be set up through our SMCC Cafe cafeteria program. **Apple Pay or payment using one's cell phone is not allowed-cell phones will be confiscated if students are found using them to pay at lunch.**
- **Outside Food & Drink:** any outside food/drink is not allowed during the school day in the academic wings of the building. Students bringing in smoothies, coffee drinks, open snack bags etc. can lead to major spills in lockers, hallways, and classrooms. This can cause unwanted and hard to clean messes as well as inviting in unwanted critters.

Lockers

***SMCC will not be held responsible for any items lost or stolen from student lockers.**

All lockers remain the property of SMCC and should be kept neat and clean. Simple decorations for birthdays, extracurricular activity recognition, holiday celebrations may be taped on locker doors. The student is responsible for the condition of his/her locker at the end of the school year. For the safety and protection of all students, anything brought on to the school grounds (in a locker, in a car, in a book bag, on their person, etc.), is subject to search by school authorities. There will be random inspections throughout the school year for the condition of his/her locker.

Not Allowed:

1. Using a locker issued to others.
2. No stickers, tape, or markings from a pen, pencil, marker, etc.
3. Open food and drinks are not permitted in the lockers. All food items (tupperware lunchboxes etc.) should be cleared from locker at the end of each school day.

Locks are not provided by the school, but students are encouraged to purchase their own locks and keep **locked** at all times. All locker combinations should be shared with Administration, but otherwise should be kept confidential from peers. Lock combinations should be kept confidential from peers.

Lost & Found

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

Parent Communications

Parent Back-To-School Meetings are held at the beginning of each school year. The purpose of the meetings are to introduce the school Administration and update the community about improvements and enhancements to our curriculum and to familiarize new and current families with policies, procedures, schedules, and programs for the school year.

A school calendar is published and updated at www.smccmonroe.com under "Quick Links." Communication to parents will be done through email.

Parent Concerns

Parents/guardians with concerns involving a student and/or teacher should first attempt to address the concern with the teacher. Teachers are not available to make or receive calls between 7:45 – 2:30. If emailing please allow a reasonable amount of time (within 48 hours) for a response. Again, teachers are teaching all day, not checking email. Do not contact teachers at home or on their cell phones. If attempts to resolve concerns with teachers have failed, administrators should be contacted.

Posters

Posters may be placed, with permission, on bulletin boards or glazed block, but not on the lockers. Posters for the building are to be approved by the Administration. Clubs, students, and different student organizations are responsible for taking the posters down once requested by Administration.

Student ID Cards

All students will be issued an ID card and should have that card in their possession at all times. If lost a student may request a temporary replacement for \$1.00 from the Dean of Students.

Students Needing to Go Their Vehicle

The safety and security of our students is our top priority; therefore, students are not permitted to exit the building during the school day to retrieve items from their vehicles. Students need to make sure they have everything they need when entering the building in the morning; this includes lunches, book bags, homework, wallets, purses, money, clothing, etc. This policy provides additional safety and security for our students.

Shadowing Policy

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

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

Transportation

Bus & Van:

- Routes will be assigned prior to the start of school.
- If a family lives in Monroe Public School District, contact MPS for transportation.
- Morning and afternoon SMCC Transportation is available.
- Front door pick-ups are not guaranteed.
- There may be group stops and pickups.
- Cost is \$250 for morning and afternoon transportation, \$500 for both.
- Student rider may be assigned to a transit van.

Car/Parking Lot Assignments & Expectations

For student drivers there are two potential parking options:

1. Across Elm Avenue public park lot
2. On-Campus Parking (Seniors and selected Juniors only)

Parking is initially offered to Seniors only, before the first day of school. At a later date the Junior class drivers will have the opportunity to put their name in a raffle for the left over spots we have in the school on-campus parking lot. All approved parkers must pay for their parking permit hanger at the cost \$20.00. The permit must be displayed on the rear view mirror with the number visible. Replacement permits due to loss or broken permits are \$1.

Any Senior and/or Junior student requesting to drive must also fill out the provided online form providing the following information:

- Vehicle Make/Model
- Vehicle Color
- Vehicle License Plate

Seniors will have a week to complete their payment, if they miss the provided deadline they will forfeit their spot. Once all Seniors have registered and paid, the registration raffle will open for Juniors. The randomly selected Junior students will also be provided a week to complete their payment, and if they miss the provided deadline they will forfeit their spot.

Lot Expectations:

- Parking lot is off limits during the school day
- Leaving campus during school hours requires a written note from parents and a permit from the School Office.
- Students who exceed the speed limit or drive in an unsafe manner on SMCC property may have their driving privileges revoked.

- Students shall not play loud music, sit in the back of trucks, huddle around cars, play catch or any leisure activity in the parking lot. This is a safety concern. If students are seen performing these acts they may have their driving privileges revoked.

Work Permits

Students may pick up all work permits in the School Office. The application must be signed by the parents/guardians and employer then returned to the School Office to get approved by the Principal. Permits will be kept on file in the School Office.

ASBESTOS & RADON

In compliance with Asbestos Hazard Emergency Response Act of 1986, SMCC must issue this annual report to families regarding the status of asbestos in our school. Periodic surveillance/inspections are conducted at the school buildings. Accredited inspectors not only check the conditions of asbestos, but reassessed operations and maintenance procedures that will keep this material in good condition.

Detailed awareness and training classes for school maintenance and custodial personnel have been conducted and will continue. Management plans are available for inspection Monday through Friday during normal school hours. The Management Plan is designed in an effort to ensure that any potential health hazard from asbestos is eliminated.

PESTICIDES

As part of St. Mary Catholic Central pest management program, pesticides are occasionally applied. Families have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice, but families will be provided notice following any such application. If your family needs prior notification, please complete the notification letter that was sent home during September or request a notification letter in the School Office providing the school with name, address, and telephone. Pesticides (Health, Athletics, Phys. Ed & Safety) Aug. 2009.

CODE OF CONDUCT FOR VOLUNTEERS (ARCHDIOCESE)

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines in this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of our archdiocese.

A volunteer must:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where he or she is alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children, youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and the local Child Protection Services agency. Failure to report suspected abuse to civil authorities (by required reporters) is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

A volunteer must not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.

- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth through fevers or other contagious situations.
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this *Code of Pastoral Conduct* or failure to take action mandated by this *Code of Pastoral Conduct* may result in removal as a volunteer with children and/or youth.

The following is a reprint from the **Code of Pastoral Conduct For Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers**. The **Code of Conduct for Volunteers** can be found on the Archdiocese of Detroit website at www.aod.org.

Volunteers

The Archdiocese of Detroit, in following the mandate from the United States Conference of Catholic Bishops, requires all parishes to perform criminal background checks on all parish and school staff and volunteers who may be in a position to have unsupervised contact with children, the elderly or the disabled. The purpose is to ensure all personnel working with the at-risk groups have no misdemeanor or felony convictions that impact the safety of at-risk individuals: children, elderly, handicapped, etc.

All staff and volunteers will receive a copy of the Archdiocesan Background Check Policy and an Authorization form. The completed form is to be returned to the Background Check Administrators through the School Office. All information remains strictly confidential.

New staff and volunteers are also required to attend a *Protecting God's Children* prior to the start of the school year. Volunteerism is not allowed until this is completed. Attendance is required for all parish staff and volunteers who have contact with children. If the workshop is not attended, that person's name is removed from the approved list to chaperone activities, coach, etc. even though there was a successful background check. The parish is required to repeat background checks every seven years and is required to submit compliance information to the Archdiocese. The mandatory screening is a condition of employment or volunteer assignment. The school assistant principal will be provided with a list of staff and volunteers who have submitted an authorization form. Teachers must check with the assistant principal prior to accepting the service of any volunteer whose duties would include unsupervised contact with the children. If a name is not on the list, volunteer service will not be allowed. Please review the Archdiocese of Detroit's *Code of Conduct for Volunteers* found in this handbook.

WEAPONS POLICY (ARCHDIOCESE)

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

Definitions

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

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

Guidelines

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

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

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

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

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

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

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

ALCOHOL, DRUG, AND TOBACCO POLICY

Introduction

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

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

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

We are aware of the power and allure that alcohol, drugs and tobacco hold. We commit ourselves to do everything reasonable to keep our school and events free of alcohol, drugs, and tobacco. We will deal swiftly and firmly with anyone bringing these substances into our school or school-sponsored activities. We understand that achieving these ends requires us to employ a

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

comprehensive approach to educating our students about the dangers of drug and alcohol use, as well as committing ourselves to reasonable and lawful actions that ensure, as best as possible, that a safe, drug-free environment for student formation exists.

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

Focus and Concerns

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

We are concerned for our students

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

We are concerned for our parents

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

We are concerned for our faculty and staff

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

Application

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

Expectations

Expectations for the SMCC community with respect to the Policy:

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

Prohibited Conduct

The following conduct is an offense under the Policy:

1. Possession of a prohibited substance or material
2. Use of a prohibited substance or material
3. Sale, purchase, or transfer of a prohibited substance
4. Being intoxicated or under the influence of a prohibited substance
5. Failure to complete the terms of a consequence of this Policy

Prohibited Substances

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

1. Alcohol (including beverages sold as non-alcoholic versions of alcohol beverages)
2. Tobacco (whether or not the student is of legal age to purchase or use it)

3. E-cigarettes, vaping materials, or synthetic drugs
4. Illegal Drugs
5. Prescription drugs for which the student lacks a prescription. When a student's use of a prescription drug has been authorized by a licensed physician and the medication requires administration during school hours, the student's parent/guardian should provide the School Office with a written request that the school comply with the physician's orders. The student must give the prescription drug to one of the School Office personnel, who will administer the dosage to the student at the proper time.
6. Steroids, Human Growth Hormone or any performance-enhancing drugs
7. Glues, solvents, fuels, or other common materials used for inhalant abuse, if clearly intended for that purpose.
8. Drug paraphernalia and related items

Use And Abuse Outside Of School Hours/Activities

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

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

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

Random Mandatory Drug Testing Program

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

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

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

Random Testing

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

Screening With Cause

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

Notification of Test Results

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

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

Contesting a Positive Result

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

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

Confidentiality and Dissemination of Results

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

Consequences for a Positive Result

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

1. Parent/guardian will be notified by Promedica 360 Health with the confirmation of a positive result.
2. The parent will need to schedule an appointment with the Medical Review Officer (MRO) to medically review the testing results.
 - a. Appointment will cost about \$60.00 and is not covered by insurance.
 - b. Appointment will evaluate the results and determine if a violation has occurred or if there is a legal, medical use of the drug under a licensed physician's (MRO) care and prescription.
 - c. When a violation has occurred, counseling and/or a referral to an SMCC-approved and licensed assessment agency/Substance Abuse Professional (SAP) will be provided.
3. With the determination that a violation has occurred, a parent and student meeting (mandatory) will take place with the school Administrator to discuss the offense, the consequences, and loss of certain privileges under this Policy.
4. The student will provide a copy of the assessment and the plan resulting from the assessment to the Administrator. The student is required to complete the plan successfully and will provide any verification requested by SMCC.
5. Any expenses incurred for the assessment and/or any treatment program required by the plan will be the responsibility of the student/parent and not SMCC.
6. Follow up screenings (mandatory) - The student will be subject to periodic drug testing at the student/parent expense utilizing an SMCC-approved and licensed testing facility per the counseling and treatment plan established by the SAP.
7. Disciplinary/Social Probation (mandatory) - If the student who tested positive is involved in an extra-curricular activity, s/he will be suspended immediately from that activity until the conference is held between the student, his/her parent(s) and the Administrator.
8. The student will also be required to complete a drug cessation program provided by SMCC as an alternative to suspension.
9. Spiritual Counseling (strongly recommended) - The occasion of an offense is an opportunity to encounter Christ, whose positive message is one of Truth and Redemption. Catholic students will make an appointment with the School Chaplain, the student's parish pastor, or other priest for spiritual guidance and conscience formation, and have the opportunity, if desired, for the Sacrament of Reconciliation. Non-Catholic students will make an appointment with the School Chaplain, Campus Minister, or a minister within the student's religious tradition for similar purposes.
10. Additional consequences beyond the initial conference are outlined below under Disciplinary/Social Probation.

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

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

Self Disclosure

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

Suspected Use

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

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

Overdose

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

Disciplinary/Social Probation Of Extracurricular Activities Resulting From Alcohol/Drugs/Tobacco Use

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

Clarifications:

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

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

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

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

Law Enforcement

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

Exceptional Circumstances

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

HARASSMENT

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

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

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

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

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

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

his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or expulsion from school.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that St. Mary Catholic Central (SMCC), with certain exceptions, obtain parent’s written consent prior to the disclosure of personally identifiable information from their child’s education records. However, SMCC may disclose appropriately designated “directory information” without written consent, unless they have advised the school to the contrary in accordance with school’s procedures. Examples include:

- The annual yearbook
- Student directory
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, local news media and yearbooks.

If families do not want St. Mary Catholic Central to disclose directory information without their prior written consent, they must notify the school in writing by September of the current school year.

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listingElectronic mail address
- Photograph
- Degrees, honors, and awards received
- Grade level

SCHEDULES

A Schedule		
1st	7:45	8:30
2nd	8:33	9:18
3rd	9:21	10:06
4th	10:09	10:59
A Lunch	11:02	11:31
5th	11:34	12:19
5th	11:02	11:47
B Lunch	11:50	12:19
6th	12:22	1:07
7th	1:10	1:55
8th	1:58	2:45

Monthly Morning Mass		
1st	7:45	8:22
Mass	8:25	9:29
2nd	9:32	10:09
3rd	10:12	10:49
4th	10:51	11:31
A Lunch	11:34	12:03
5th	12:06	12:43
5th	11:34	12:11
B Lunch	12:14	12:43
6th	12:46	1:23
7th	1:26	2:03
8th	2:06	2:45

Early Morning Prayer Service		
1st	7:45	8:26
2nd	8:29	9:10
3rd	9:13	9:54
Prayer Service	9:57	10:29
4th	10:32	11:17
A Lunch	11:20	11:49
5th	11:52	12:33
5th	11:20	12:01
B Lunch	12:04	12:33
6th	12:36	1:17
7th	1:20	2:01
8th	2:04	2:45

Long Assembly		
1st	7:45	8:23
2nd	8:26	9:04
3rd	9:07	9:45
4th	9:48	10:26
A Lunch	10:29	10:58
5th	11:01	11:39
5th	10:29	11:07
B Lunch	11:10	11:39
6th	11:42	12:20
7th	12:23	1:01
8th	1:04	1:42
Assembly	1:45	2:45

Short Assembly		
1st	7:45	8:27
2nd	8:30	9:12
3rd	9:15	9:57
4th	10:00	10:47
A Lunch	10:50	11:19
5th	11:22	12:04
5th	10:50	11:32
B Lunch	11:35	12:04
6th	12:07	12:49
7th	12:51	1:33
8th	1:36	2:18
Assembly	2:21	2:45

B Schedule		
1st	7:45	8:21
2nd	8:24	9:00
3rd	9:03	9:39
Mass/Assembly	9:42	10:58
4th	11:01	11:37
A Lunch	11:40	12:09
5th	12:12	12:48
5th	11:40	12:16
B Lunch	12:19	12:48
6th	12:51	1:27
7th	1:30	2:06
8th	2:09	2:45

Modified Morning Mass		
1st	7:45	8:23
2nd	8:26	9:04
3rd	9:07	9:45
Mass	9:48	10:48
4th	10:51	11:29
A Lunch	11:32	12:01
5th	12:04	12:42
5th	11:32	12:10
B Lunch	12:13	12:42
6th	12:45	1:23
7th	1:26	2:04
8th	2:07	2:45

Fog Delay		
1st	9:45	10:16
2nd	10:19	10:50
3rd	10:53	11:24
4th	11:27	11:58
A Lunch	12:01	12:29
5th	12:32	1:03
5th	12:01	12:32
B Lunch	12:35	1:03
6th	1:06	1:37
7th	1:40	2:11
8th	2:14	2:45

Half Day		
1st	7:45	8:14
2nd	8:17	8:46
3rd	8:49	9:18
4th	9:21	9:52
5th	9:55	10:24
6th	10:27	10:56
7th	10:59	11:28
8th	11:31	12:00

****RIGHT TO AMEND****

No attempt is made in this handbook to cover every possible situation, policy, regulation or disciplinary action. It is understood that the Principal and/or Dean of Students are empowered to handle situations not specifically mentioned in this publication. St. Mary Catholic Central's Principal, and SMCC Administration, retain the right to amend this handbook. Parents will be given prompt notification if changes are made.