

WELCOME

The information in this booklet has been carefully prepared and presented so it will be of value in helping students and parents feel at home in our school. St. Mary has always had a tradition of excellence. Together we can continue to make St. Mary High School a vibrant Christian Community. It is our hope that our school and your involvement in it will serve your spiritual, academic and social needs.

MISSION STATEMENT

The mission of St. Mary High School, serving Westfield and the surrounding communities for over 100 years, is to educate our students in a comprehensive college preparatory curriculum. Through a demanding academic program, students are challenged to reach their highest potential. Guided by the Gospel message and supported by parents, students are prepared on matters of faith and moral development. We value a caring and diverse community environment, inspiring students to mature into responsible young people.

SCHOOL PHILOSOPHY

St. Mary High School is a small Catholic college preparatory school whose fundamental purpose is the cultivation of each student's spiritual, intellectual and physical life. We believe that this purpose can best be achieved by an administration and faculty dedicated to Catholic principles of education.

Because of our strong reliance upon family values, we are committed to the Church's apostolate to the family and recognize parents as the primary educators of young people in matters of faith and moral development. It is only with this strong family witness that our faculty can more fully develop the potential within each student. Ever mindful of the wide ranging academic and social interests of students, STMHS points to the Gospel message as the source of guidance for each individual. It should be understood that attendance at St. Mary requires students to give daily witness to the Gospel message by a Christian manner of conduct, intelligent choices and sound moral value.

II. SCHOOL POLICIES

Students and parents/guardians waive all rights of legal action for non-supervision on the part of St. Mary High School or its agents for students who enter or remain on school grounds or in the building in a non-supervised situation outside the curricular activities scheduled by the school.

In addition, STMHS and its agents are granted parental/guardian permission to seek emergency medical attention for your child, if in the judgment such attention is warranted and the parent/guardian is not immediately available to grant such permission.

STUDENT BODY

Every Catholic child registered in a Catholic parish has the right to apply for admittance to STMHS. Neither race, nor national origin prevents a student from attending. Students of all faiths are accepted and are welcome to attend our school. However, St. Mary has the option to accept or deny enrollment based on academic and conduct histories.

RESPECT FOR FACULTY

Parents/legal guardians are held to the same standard as students with regards to respect for faculty. Enrollment of the student in the school implies a partnership between the school and the parents/legal guardian/student. If the partnership breaks down, parents/legal guardians can be required to withdraw the student from the school.

ATTENDANCE POLICY

If it is necessary for a student to miss school because of illness or other excused reason the parent/guardian must call the school between 7:45-9:00AM and submit the following: The student's name, name of the caller and reason for the absence.

Upon returning to school after being absent, the student must bring a note from the parent/guardian to the office. This note will be kept on file. A student who has been absent may not participate in any school sponsored function on the day of the absence. This includes sports, practices, dances, student council events, drama, etc... This includes spectators as well. **To be allowed to participate in extra curricular activities the student must be present by 10:30AM in the school or by prior discussion with Administration.**

No student will be released from the school without a written note and verbal permission from the parent/legal guardian.

EXCUSED ABSENCE

Absences which result from the following are considered excused:

1. Medical reasons. After three days a written note from the doctor is needed,
2. Death in the family,
3. Serious emergency such as a fire,
4. Documented court appearance,
5. Social service commitment,
6. Three senior college visitation days. The school must have a 3 day advance warning and paperwork must be approved by the Guidance Dept.,
7. Social activity. To be excused from classes for school activities, prearranged field trips or sports events, students need to arrange with the teachers whose classes will be missed and how the work will be made up. This must be taken care of before they are absent from classes.

It is possible that an absence of a student from school or class will be considered unexcused by the school even though the student has an excuse from the parent/guardian. Examples of such absences are: vacation, work, repeated problems with transportation, concerts, preparation for extra curricular events, etc... We would encourage parents/guardians to check with Administration before allowing absences for reasons other than those listed as excused. When a student's absence is unexcused, he/she will lose credit for the classes missed and may not be allowed to make up missed work. In the case where a student is scheduled to miss an extended period of school, it is the responsibility of the parent to notify the principal by writing **one week in advance**. Every effort will be made to collect assignments from the teachers. Work is due on the first day back to school.

TRUANCY

Any student who is absent from school without parental consent or leaves the school grounds without permission is considered truant. Refer to the Demerit Policy.

ABSENCE FROM CLASS

Repeated absences are a serious concern. Any student with 10 absences from a class in one marking period is subject to fail the course for the quarter.

RESCHEDULING/DROPPING COURSES

There will be no rescheduling or dropping of courses after the 3rd week of the 1st (first) quarter. Exceptions will be made for those students desiring an advanced course of the subject.

TARDINESS TO SCHOOL

All students are to be seated in their classrooms by the time the last bell finishes ringing at 7:55AM. Any student not in his/her seat will be considered tardy to school. A phone call or a note from the parent/guardian is required if the tardy is to be considered excused. The parent/guardian should phone the school between 7:15-9AM to notify the office of a student's late arrival. A note for the files should accompany the student.

There are occasions when a family emergency arises or special circumstances can prevent a student from reaching school on time. In this case a note from the parent/guardian must be delivered to the office not later than the following day. If the office does not receive the note within the allotted time a detention will be given to the student. Chronic tardiness to school constitutes a blatant disregard for school policy. **Therefore, only 5 excused tardies are allowed.** All subsequent tardies will result in automatic office detentions regardless of the reason for tardiness. After the tenth tardy a student's parent/guardian will be notified in order to review school policy and to remedy the situation.

EARLY DISMISSAL

Appointments should not be made during school hours unless absolutely necessary. Written permission stating the reason and time of the appointment must be given to the office prior to homeroom on the day of early dismissal. All permission notes must be signed by the parent/guardian. The office may call the parent/guardian to ensure validity of the note. Before leaving the building the student must report to the office. A signed permission pass will serve as a pass for leaving the teacher's class. Should time allow for the student's return to school, he/she must report to the office first.

TARDINESS TO CLASS

Students must be in their classroom seats when the bell marking the beginning of the class stops ringing so that the teacher may begin class work immediately. Students not in their classroom seats will be considered tardy and will receive a teacher detention. If a tardy student is detained by a teacher, the student will bring a note from the teacher that detained him/her and will be excused from detention. Students are not to go to the office

to get excuses for arriving tardy to class. If the student is detained by the office, the office will issue a pass to enter class.

DETENTION POLICY

Teacher and office detentions must be served within 24 hours. For more severe infractions office detentions will be served on Thursday. **Detentions will supersede sports practices and games.** Skipping detentions will warrant 3 demerits and doubled detention time.

DEMERIT POLICY

The primary goal of this school is to provide all students with an atmosphere of love and respect where they can grow spiritually, academically, physically, psychologically and emotionally. To be assured of such an atmosphere which demands both freedom and justice, a discipline policy which upholds these rights equitably is absolutely necessary. Thus the Demerit Policy which follows calls forth the best in everyone. By this program the students will grow in respect for themselves and others.

The self discipline required by each student will help all to be more aware of each one's inner resources. This can only result in students being very proud of who and what they are.

The Demerit Policy will apply to all school activities on school property, as well as to school sponsored events.

The following guidelines are to provide a clear and concise interpretation. The number to the left of the decimal indicates the number of demerits given for each offense.

- 1.01 Profanity or obscenity
- 1.02 Accumulation of 3 detentions.
- 1.03 Dress code violation

- 3.01 Disrespect or insubordination. Disrespect means discourtesy of any kind to any person. Insubordination means failure to obey staff, faculty and administration.
- 3.02 Expulsion from class. Student will report to the office immediately.
- 3.03 Skipping detention. Students will be required to serve double the original time.
- 3.04 Use of cell phones or other banned electronics during school time.
- 3.05 Food/drink consumed outside of the cafeteria during school hours

- 5.01 Misuse of car privileges. The school parking area for students is in the rear of the building. No student may sit in or go to their cars during school time. Only the Administration may grant permission for a student to go to their car during school hours. Excessive speeding or misuse of vehicles after school is dismissed

will be cause for demerits. A second offense will be loss of vehicle privileges for two weeks. A third offense will prohibit the student from driving their vehicle to school for one year.

- 5.02 Skipping class, study or assembly. A student not reporting to one of these functions will be served 5 demerits. Parent/guardian will be notified by the office. Any work missed by the truant student can not be made up.
- 7.01 Possession of cigarettes/tobacco products is not permitted on the school grounds or at any school sponsored event.
- 10.01 Truancy. A student is truant if he/she is absent from school without a parent/guardian's knowledge and/or consent. The parent/guardian will be notified immediately. Work must be made up, but tests/quizzes may not be made up.
- 10.02 Stealing property belonging to the school, school personnel, or fellow students will not be tolerated. Restitution must be made.
- 10.03 Smoking or any kind of tobacco use on school grounds is prohibited. The second offense may be expulsion from school.
- 10.04 Vandalism is the defacing or destruction of any property belonging to the school, school personnel, or fellow students. This violation necessitates a contract and restitution.
- 10.05 Cheating on tests, quizzes or exams results in an automatic zero for the grade and no opportunity for retakes. Any and all forms of plagiarism will result in an automatic zero with no opportunity for rewrite.
- 10.06 Fighting. A student will be suspended from school, school activities and sports. The student may not return to school until accompanied by parent/guardian for a meeting with administration.
- 10.07 Misconduct at a school sponsored event. If a student is continually warned of his/her behavior or is ejected from an event, the student will be issued 5 demerits. This will hold true if a student is visiting another school for an event and misconduct occurs.
- 15.01 Verbal threats against any person is an automatic three day suspension. The possibility of expulsion is at the discretion of the administration.
- 15.02 Sexual harassment or battery will not be tolerated. This violation will result in action up to and including expulsion from school.
- 15.03 Any student in possession or deemed to be under the influence of alcohol in school or at any school related event may be subject to any or all of the following:

III. EXAM EXEMPTION PROGRAM

As a way of recognizing the academic achievements of its students, STMHS has instituted a program to benefit those students who maintain a GPA of 3.30 or better. The guidelines for this program are:

- a. 3.30 or better GPA
- b. A or A- in each term grade
- c. Teacher permission
- d. No more than 3 tardies per quarter
- e. No excessive demerits (7 or over)
- f. Exam exemptions are as follows.
Freshmen: no mid term exemption, one final exemption
Sophomore: One mid term exemption and one final exam exemption
Junior: Two mid term exemptions and two final exam exemptions
Senior: Two mid term exemptions and three final exemptions.

All exemptions must be teacher approved. If you are exempted from a mid term exam, you can not be exempt for that same subject for the final.

IV. DAILY OPERATIONAL POLICIES

STORM DAYS

In the event that we have a snow day or emergency situation that constitutes a delay or cancellation, please tune to the local television and radio stations. We follow the Westfield School System. If they close so do we. It is always the parent's discretion whether or not to keep students home, especially in the case of student drivers. School closings in a student's home town, due to inclement driving conditions, is considered an excused absence whether or not the Westfield School System has cancelled.

DRESS CODE

Fashions and seasons change frequently. As such, the dress code is often modified. Please see the most recent revision to the Dress Code.

SCHOOL SCHEDULE

<u>Period</u>	<u>Time</u>
Homeroom	7:55 - 8:00
1	8:04 - 8:51
2	8:53 - 9:42
3	9:44 - 10:33
4	10:35 - 11:24
5	11:26 - 12:37
6	12:39 - 1:28
7	1:30 - 2:19

The schedule rotates daily. Lunches are held between 11:26 – 11:51 for 1st lunch and 12:11 – 12:37 for 2nd lunch.

HOMEROOM

All students must report to homeroom at the first bell. Attendance is taken during homeroom period. All classes, at the first position of the day, will take part in morning prayer and the Pledge of Allegiance to the flag. Necessary announcements follow.

CLASSES

Attendance will be taken at the start of each class. If a student is absent from class and is not on the attendance sheet as absent or dismissed, the office will be notified immediately. Students will not be allowed to leave a class or study except for an emergency. Students should be in their seats at the ringing of the period bell.

STUDY

This time is specifically for the purpose of studying. NO food, drink, MP3 players, etc., are allowed during study time. Study hall proctors will determine whether the students will remain silent or can work together quietly.

LIBRARY

- A. Students are welcome to use the library during study for the following reasons:
 - 1. Research
 - 2. To borrow books
 - 3. To read or study
 - 4. To make use of the computer equipment. To use the Internet, a student and parent must sign an access form distributed by the school.
- B. In certain situations, the library may be used by subject classes. In this case the library is closed to study students.
- C. Students are reminded that they are responsible for books they use in the library and or which they check out. Books may be signed out for two weeks. They can be renewed at no charge, but books must be brought back to the library to be renewed.
- D. If a book is lost or defaced, the student must replace or pay for it. Students with overdue books may not sign out more books until the overdue ones are returned.
- E. Reference books or magazines must be used only in the library.
- F. Students must receive a library pass from their subject teacher.

GUIDANCE

The Guidance Counselor provides individual and group conferences so that students may make intelligent decisions about their college or career plans. Students should obtain or will be given a pass from guidance during study. Passes may be given for an emergency at any time. The Guidance Department Computers may be used and viewbooks utilized to assist in college searches.

CAFETERIA

Students are not allowed to take food out of the cafeteria for any reason. During lunch, students may sit at the picnic tables during good weather. Subway grinders are available on Monday, Wednesday and Thursday. Clubs and organizations sell lunches on Tuesday and Friday.

Vending machines, change machines and microwave ovens are available for students during lunch hours.

Students are expected to clean up after themselves and to return empty soda cans to the appropriate place.

PARENT DROP OFF AND PICK UP

Parents who drive their children to school are asked to enter the parking lot via Birge Avenue behind the school to drop off and pick up the student. Parents should not drive up to the front entrance of the high school as it creates a traffic problem. Students should be picked up by 2:30. There is no adult supervision available after 3pm and students may not remain in the building unsupervised. The only exceptions to the above are supervised sports practices and extracurricular activities.

BUSES

Students are reminded that proper behavior is required and that the privilege of riding the bus may be revoked if the condition warrants it.

CARS

Students who drive to school must have their automobile registered with the school office. There is no fee for this. Cars must be parked only in school designated areas. No student may sit in a car during school hours. Only the Administration may give permission for students to go to their car during school time. Cars must be driven properly on school grounds, 5 MPH. Infractions to the above will result in demerits and/or loss of driving privileges.

DEPARTURE

Students are expected to leave at the close of school unless detained by a teacher or for extracurricular activities. No student may remain in the building without adult supervision.

OFFICE INFORMATION

It is important that student files are accurate and up-to-date. Therefore, if any student has a change of address or phone number, the office should be notified so that we can efficiently notify the parent/guardian in case of an emergency.

MEDICATION

Prescription drugs must be left in the office with a note from the parents.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. All guests and visitors must report to the office and sign in.

Students wishing to bring a guest to school must obtain prior approval of no less than 24 hours from the school office and secure a pass for the guest.

TELEPHONES

Students may use the office phone in case they need to call home. The office phone is a business phone. Students will not be called out of class for phone messages unless it is an emergency.

Cell phones and other electronic devices:

Students may not carry electronic devices including cell phones in school. They may not use them during class time, lunch time or in the bathrooms.

First Offense

If a student is found with a cellular phone or banned electronic device during the passing period or at any time during the school day outside of the classroom, the device will be confiscated, we will return it only to a parent, assign demerits to the student, and issue a detention.

If a student is found using a cellular phone or electronic device during class, the device will be confiscated, the student will be sent to the office for the remainder of the period, receive a zero on missed work for the day, assigned demerits, issued a detention, and we will return the phone only to a parent.

In addition, a signed document stating that the parent / guardian assumes full responsibility for future violations of such policy will be required.

Second Offense

In addition to the consequences outlined for the first offense, the student will receive a one day "In School Suspension".

Third Offense

In addition to the consequence outlined for the first offense, the student will be sent home for the remainder of that school day, and will remain at home the following day to serve an "Out of School Suspension".

If a student is feeling ill, it is essential that they report to the nurse or to the main office. It is important that they receive immediate attention and therefore should not go to the restroom to call home requesting to be dismissed.

Parents must not contact their son or daughter by cell phone during the school day. All communication will be made through the main office. (413) 568-5692. Parents recognize that a student answering a call from a parent is subject to the penalties above.

TUITION

Please check the Student Enrollment Agreement. Any failure to meet the specified terms of the tuition agreement may result in the student's not being able to register for or attend classes, take exams, attend senior activities, receive grades or a diploma. In addition, parents/guardians may be asked to withdraw their students from St. Mary High School.

V. GRADING POLICY

(Honors/Weighted)

A	4.00	4.50	93-100
A-	3.67	4.17	90-92
B+	3.33	3.83	87-89
B	3.00	3.50	83-86
B-	2.67	3.17	80-82
C+	2.33	2.83	77-79
C	2.00	2.50	73-76
C-	1.67	2.17	70-72
D+	1.33	1.83	67-69
D	1.00	1.50	63-66
D-	.67	1.17	60-62
F	0	0	0-59

All Honors courses are weighted.

Parents are encouraged to stay up-to-date with Edline, where you can keep current with:

- Your child's latest grades
- What homework is not turned in and notes from your child's teachers
- Attendance
- Progress reports

To register, parents are asked to send to the school the following information:

Your name, email address (required), the student's name and grade.

Write 'Edline Registration' on the envelope.

Your registration package will be emailed to you shortly thereafter.

PROGRESS REPORTS

The faculty and administration strive to keep an open line of communication between school, students and parents. Therefore, mid-way through each marking period, reports are sent home regarding any academic or disciplinary problems a student may be having. The Academic Progress Report offers comments by the subject teacher concerned and recommendations which might improve the situation. The parent/guardian may also offer comments on the report. All academic progress reports must be signed and returned to the Guidance Office. Parents should contact faculty in regards to grades.

REPORT CARDS

Report cards are distributed four times per year and contain an academic grade as well as a conduct remark. Report cards will be mailed to the parent/guardian.

EXAMS

Mid-year and final exams are scheduled in blocks by periods. An exam schedule will be posted in advance. Each student is responsible for checking the schedule for possible conflicts in times when his/her exams are scheduled. No student may leave the exam room before 1 ½ hours have passed. Exams will not be collected before that time. No student may leave the exam room for any reason except sickness or a family emergency and with teacher permission. Students cannot wear hats or bring pocketbooks, backpacks, beepers, cell phones, headphones, or any electronic devices to the exam room. Any student caught cheating will be expelled from the exam and sent to the office. The student will be given a failing grade and issued demerits.

INCOMPLETE GRADES

Incomplete marks given for term grades must be made up within 2 (two) weeks after the closing of the quarter grades. If the grade is not made up within that time period the grade reverts to an "F".

GRADUATION REQUIREMENTS

To graduate from St. Mary High School the following must be accomplished:

English – 4 units

Theology – 4 units

Mathematics – 3 units (Algebra, Geometry, Advanced Math (Trig/Pre-Calc), or comparable coursework as determined by the Guidance Office. A fourth year of Math is recommended.

Science – 3 units (2 lab units)

Social Sciences – 2 units (third year is recommended)

Foreign Languages – 2 units (2 years of a single language, 3rd year recommended)

Electives – 2 units

A total of 30 hours of Community Service (beginning with the Class of 2011).

Attendance at Senior Retreat/Participation in Class Night/Participation in Graduation

FAILURE POLICY

If a student fails two subjects, he/she will not be allowed to return to St. Mary High School the next year. If they fail one subject, it must be made up in summer school. Credit will be given and the summer school noted on the transcript. The student will receive a final grade of 'D' for that course. Failure to make up the credit could result in a lack of necessary credits for graduation from St. Mary High School. A total of sixteen (16) credits plus four (4) credits in Theology are required for graduation. **Seniors will not be allowed to repeat senior year.**

VI. EXTRACURRICULAR ACTIVITIES

St. Mary High School offers a variety of activities and programs to complement a student's academic formation. Through athletics, clubs and service activities, students will gain a number of social skills which will help them in the wider community. These activities may vary from year to year based on student population and interest.

St. Mary High School requires its students to maintain a 'C' average and a G.P.A. of no less than 1.67 in order to participate in any club, service or sports program. No student with an 'F' in any course will be allowed to participate in any club, service or sports program. Furthermore, students on behavioral contract are ineligible to participate in extra-curricular activities.

Extracurricular activities include: As Schools Match Wits, Community Service/Key Club, Debate, Drama, Respect Life, National Honor Society, and Student Council. Athletics include: boys/girls soccer, boys/girls basketball, cheering, tennis, golf, baseball, softball, cross country and hockey. The Athletic Director provides all students with a handout which outlines school policies that adhere to M.I.A.A. rules and regulations.

CLASS/CLUB OFFICERS

Qualifications for Class Officer/Club Officer

1. Candidates must currently have a minimum grade point average of 2.0 and no 'F's' during the current year. Freshmen will elect their class officers after the first marking period.
2. Candidates must have exemplary behavior, no more than 4 demerits, good attendance record and no more than 3 unexcused tardies.
3. Candidates class dues must be paid and up to date.
4. Nomination papers/forms must be obtained from class advisors.
5. The same procedures used for qualifications of class officers will be used for the election of club officers.
6. Elected candidates must sign an Agreement Form with the Faculty and Administration, adhering to the above mentioned qualifications as a representative of St. Mary High School. The form will be maintained in the office.

DANCE POLICY RULES

Dance Policy rules are to be strictly adhered to. The current policy will be obtained in the Main Office.

Administration reserves the right to update or modify these policies as needed.

Student handbook

St. Mary
High school

2009-2010

PLEASE SIGN AND RETURN TO THE MAIN OFFICE

We the undersigned parent/guardian and student, hereby acknowledge that we have read, understand, and are in accord with the content of all the policies and procedures detailed in the St. Mary High School Handbook. We understand that the school expects that each student, who accepts admission to St. Mary, will comply with the rules and regulations set forth in the handbook. The Administration has the exclusive right to set and change policy and make all school-based decisions. We agree to abide by the school's policies and those decisions made by the Administration.

Students who reach the legal age of majority agree that the parents/guardians remain as a party to this contract. In all matters where parental authorization and responsibility is required for the student who is a minor, the same shall remain in force as a matter of contract during the student's enrollment here even though such student has reached the age of majority.

Student Signature: _____

Grade: _____

Parent/Guardian Signature _____

Date: _____

This form must be returned to the office signed and dated, and sent back to the school by September 11, 2009.