

Parent / Student Handbook

St. Mary
High school

2011 – 2012

**St. Mary High School
27 Bartlett Street
Westfield, MA 01085
(413) 568-5692
Fax (413) 562-3501
<http://stmaryhs.com>**

Dear Parents and Students,

Welcome to St. Mary High School! In choosing St. Mary High School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Mary High School for the 2011 – 2012 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary High School for the duration of

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together, let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

**Nichole D. Nietzsche
Principal**

FACULTY AND STAFF CONTACT LIST

Administration

Mrs. Nichole D. Nietsche, Principal	nnietsche@stmaryhs.com
Mr. Michael Hourihan, Dean of Students, Guidance	mhourihan@stmaryhs.com
Mr. Matthew Collins, Athletic Director	athletics@stmaryhs.com
Mrs. Kimberlee Jaszek, Director of Admissions	kjaszek@stmaryhs.com
Mrs. Audrey Ritchie, Special Projects, Office Mgr.	aritchie@stmaryhs.com
Mrs. Susan Turrini, Business Manager	sturrini@stmaryhs.com

Faculty & Staff

<i>Mr. Patrick Allen, Foreign Language</i>	pallen@stmaryhs.com
<i>Ms. Ellen Sullivan Farley, Art</i>	efarley@stmaryhs.com
<i>Miss Jillian Fiorentino, Theology</i>	jfiorentino@stmaryhs.com
<i>Mrs. Terry Garfield, History</i>	tgarfield@stmaryhs.com
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<i>Mrs. Patricia Schweitzer, Librarian, English</i>	pschweitzer@stmaryhs.com
<i>Mrs. Carol Ann Sgroi, Mathematics</i>	cgroi@stmaryhs.com
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**TUITION SCHEDULE
SCHOOL YEAR 2010 – 2011**

Grades Nine – Twelve

Actual cost to educate a student per year\$8300.00

Tuition (the amount that parents are responsible for paying).....\$6600.00

Tuition Assistance / Subsidies

Diocesan Aid is available to eligible families. Apply on-line at www.factstuitionaid.com or ask for a packet in the business office.

The application deadline for FACTS will be published in January 2012.

St. Mary High School Aid is available to eligible families. Pink financial aid forms are sent out with registration information each spring. For additional forms, please contact the business office. In order to be considered eligible for financial aid, this form must be completed before the start of the school year.

St. Mary High School scholarships may be offered. Please contact the business office for more information.

Parish vouchers are offered by individual parishes to supplement the tuition of practicing Catholics in their community. Please contact your rectory or St. Mary High School for more information. The amount of the voucher varies from parish to parish.

Tuition Payment Options:

Full Payment – a discount of \$75 is given if paid by August 1st.

Semester Payments – Two equal payments due August 1st and January 1st

Quarterly Payments – Four equal payments due the 20th of July, October, January, April

Monthly Payments – Ten equal payments due on the 20th, billed July through April

If you have any questions regarding tuition, financial assistance, and/or payment options, please do not hesitate to call our business manager.

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.

PARENTS AS PARTNERS

As partners in the educational process at St. Mary High School, parents agree to:

- Set rules, times, and limits for their children
- Actively participate in school activities such as parent-teacher conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school when a student will be absent or tardy, and to follow up with a doctor's note if necessary
- To notify the school of all changes in contact information
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers and administration with respect and courtesy discussing student problems.

SCHOOL OFFICE HOURS

The school office is open on all school days from 7:00 AM – 3:00 PM. Students are not permitted to be in the building unless under the direct supervision of a St. Mary High School faculty or staff member.

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.

It is the responsibility of the student to check Edline for their missed assignments and make appropriate arrangements to make up missed school work. It is not the responsibility of the teacher to seek out the student. Please see individual course outlines for information regarding time frames for make-up work.

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.

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.

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a student's learning process. Missed assignments are the student's responsibility.

Teachers are not required to provide students with work prior to an absence due to a vacation. No assignment will be given in anticipation of days to be missed.

COMMUNICATION

Parents recognize that it is their responsibility to utilize Edline/Gradequick to remain current on their student's progress. All grades and notes from teachers on student progress will be delivered via this avenue.

The newsletter is posted online at www.stmaryhs.com on the first Friday of every month. All important notices are delivered via this route of communication. Please make it a

priority to check the newsletter each month for important information regarding events in the school.

Urgent messages and general information are sent home via telephone through ConnectEd. Please do not disregard these telephone calls as they contain important news on school events or emergency situations.

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.

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.

EARLY RELEASE DAYS

On early release days students will be dismissed from school at 11:20. In the case that it is a Diocesan early (not a Westfield early release day) it is the responsibility of the parents to make plans for suitable transportation home.

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. On occasion, the administration may grant special permission to teachers to have food / drink in the classroom, but this must be cleared at least one week in advance.
- 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.
- 5.03 Misuse of cafeteria privileges – including but not limited to: throwing food, leaving a mess behind, shaking vending machines, disrespect of volunteers, employees, Subway staff. A second offense will result in loss of cafeteria privileges for a week. A third offense will result in loss of cafeteria privileges indefinitely.
- 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 10 demerits. This will hold true if a student is visiting another school for an event and misconduct occurs.
- 10.08 Unsportsmanlike conduct at a sporting event. This applies to both athletes and fans. In addition to demerits, student-athlete offenders will receive a two game suspension from their team.
- 10.09 Misuse or destruction of school materials. In the case of a serious offense a student might be asked to withdraw from the class where he or she has destroyed materials.
- 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: Issuance of 15 demerits; immediate parent/guardian conference; contract for the remainder of the year; alcohol/substance abuse counseling. The Administration reserves the right to review each case on an individual basis and modify policy as necessary. A second offense is an automatic expulsion from school.
- 15.04 Racial slurs or attacks on one's heritage or sexual orientation will not be tolerated. This violation will result in action up to and including expulsion from school.
- 21.01 Physical assault is automatic expulsion from school.
- 21.02 Possession, use or the selling of drugs, explosive devices, firearms, or any form of weapon at school, on school property, or during school sponsored events is automatic expulsion from school.
- 21.03 Hazing will result in suspension or expulsion, in addition to those regulations set forth in Massachusetts General Laws Chapter 269, Sections 18-19.

PROCESS FOR ENFORCING THE DEMERIT SYSTEM:

Students, parents/guardians and administration are all part of upholding the Demerit System. The following process will be followed:

Each time a demerit is issued parents/guardians will receive a copy in the mail. The parent/guardian must sign and return the demerit slip to the Dean of Students within three (3) working days. Failure to do so will result in a follow-up phone call and/or meeting with the Dean of Students.

Accumulation of:

- 7 demerits – Parent/guardian called & notified by mail
- 10 demerits – Conference w/student, family and administration
- 15 demerits – Conference w/student, family and administration and the issuance of a contract
- 21 demerits - Possible expulsion/withdrawal after conference with the student, family and administration.

APPEALING or REDUCING DEMERITS

1. A student may apply to appeal demerits if the application to appeal is filed within 3 academic days of the infraction. The Dean of Students must be seen.
2. At the discretion of the Dean of Students and the Principal, a student may be given the opportunity to work off demerits. The student must:
 - a. apply to the Dean and Principal for the privilege of reducing demerits;
 - b. demonstrate good faith by maintaining positive behavior, earning no detentions or demerits for 10 academic days;
 - c. work one hour in order to lose 1 demerit.
3. Any student who breaks good faith and receives demerits/detentions will automatically lose the privilege of reducing demerits for the remainder of the year.

SUSPENSION

Suspension from school is a serious matter. No school work can be made up during this period of lost time. Teachers will be notified to give 'Fs' for any missed work.

BLOGS – SOCIAL NETWORKING

Engagement in online blogs and social networking sites such as, but not limited to, MySpace.com®, Xanga®, Facebook®, Twitter®, etc. may result in disciplinary actions if the student's blog includes defamatory comments regarding the school, the faculty, students, or the parish.

BULLYING AND CYBERBULLYING

Bullying is the repeated use by a perpetrator of a written, verbal, or electronic expression, or a physical act or gesture or any combination thereof directed at a victim.

Bullying

- Causes physical or emotional harm to the victim or damage to the victim's property.
- Places the victim in reasonable fear of harm to himself or of damage to his property.

- Creates a hostile environment at school for the victim.
- Infringes on the rights of the victim at school.
- Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber Bullying is repeated bullying through the use of technology or any electronic communication.

Cyber Bullying includes but is not limited to:

- Any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transferred in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.
- Electronic mail, internet communications, instant messages, or facsimile communications.
- Cyber bullying shall also include creating or promoting a web page or blog in which the creator assumes the identity of another person and in which an individual(s) knowingly impersonates another person as the author of posted content or messages contained therein.

Bullying shall be prohibited:

- On school grounds, property immediately adjacent to school grounds, at a school-sponsored event or related activity, function or program off of school grounds, bus stops, busses, or on technology owned, leased or used by the school.
- At a location or function that is not school related, or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process of the orderly operation of the school.

In accordance with HOUSE BILL No. 4571 St. Mary High School will:

- Inform parents or guardians about bullying prevention.
- Post the school's Bullying Prevention Plan on the school web page
- Promptly respond to and investigate reports of bullying or retaliation which balance the need for accountability with the need to teach appropriate behavior.
- Have clear procedures for restoring a sense of safety for a victim and assess a student's need for protection.
- Have strategies for protecting a person from bullying or retaliation who reports bullying / provides information.
- Follow procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall be notified of the action taken to prevent any further acts of bullying; and provided further, that procedures shall provide for immediate notification by the principal to the local law enforcement agency where criminal activity is involved and criminal charges may be pursued against the perpetrator.

- Provide a strategy for counseling or referral to victims, perpetrators, and for appropriate family members of said students.

Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution of permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institutions compliance with this section’s requirements than an institution issue copies of this sections and sections seventeen and eighteen to unaffiliated student groups, teams or

organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the teams or organizations and to notify each full time student enrolled by its it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants and organizers of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any institution which fails to make such a report.

REQUIRED SERVICE HOURS

Beginning with the class of 2013 all students are required to complete 30 hours per year for community service. These hours must be documented and handed in to their Theology teachers who will record the hours and keep parents notified quarterly.

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:

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- a. 3.30 or better GPA at every quarter to exempt from both midterm and final exams
- b. A or A- in the first and second quarter to exempt from the midterm exam and an A or A- in the third and fourth quarter to exempt from the final exam
- c. Teacher permission
- d. No more than 3 tardies and 3 absences in the first and second quarter to exempt from the midterm exam and no more than 3 tardies and 3 absences in the third and fourth quarter to exempt from the final exam
- e. No more than 7 demerits accumulated throughout the academic year
- f. Exam exemptions are as follows
Freshman: No midterm exam exemption, one final exemption
Sophomore: One midterm exemption and one final exam exemption
Junior: Two midterm exam exemptions and two final exam exemptions
Senior: Two midterm exemptions and three final exemptions
All exemptions must be teacher approved. If you are exempted from a midterm exam, you cannot be exempt for that same subject for the final exam.

TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare the necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.**

IV. DAILY OPERATIONAL POLICIES

OFFICE RECORDS

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses, and phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

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 may be modified at the discretion of the administration. Please pay attention to any revisions that are sent home.

Young women may wear the following items year round:

- Solid colored dress slacks in khaki, black or navy (no patterns, stripes or plaids are allowed). Pants should not be form fitting, nor cling to one's body. If a young woman is wearing form-fitting pants that do not flow freely away from the body, she will be asked to call home for appropriate pants.
- Solid colored or striped blouses, polo shirts, sweaters (no patterns, stripes, or plaids are allowed.)
- Students must have a collared shirt on at all times (including under a sweater or team jersey).
- Dress shoes, sneakers, sandals, flip-flops

Young men may wear the following items year round:

- Solid colored dress slacks in khaki, black or navy (no stripes, patterns or plaids are allowed).
- Young men need to wear a belt and pants must be worn at the waist. Students wearing pants that hang lower than the waist will be asked to call home for an appropriate pair.
- Solid colored collared shirts (button down or polo style – no stripes, plaids, or patterns allowed). Collared shirts must be worn under team jerseys on game days.
- Shoes, sneakers, sandals, flip-flops

Spring Dress Code Modifications:

- Female students may wear Capri pants or Bermuda style (knee – length) shorts.
- Male students can wear “golf” shorts that reach their knees.
- Shorts must still follow the same color rules as pants.

Hooded Sweatshirts, Team Jerseys

- Students have permission to wear St. Mary High School Sweatshirts provided that they have a collared shirt underneath. Students wearing sweatshirts without a collared shirt will be asked to call home for a change of clothing.
- Students have permission to wear their team jersey on game day provided that a collared shirt is worn underneath. Students must otherwise remain in dress code with appropriate slacks and footwear.

The following items of clothing are not allowed:

- Dresses of any kind, skirts, or jumpers
- Plaids
- Jeans of any color
- Pants with rips, holes, or fringe
- Any color dress slacks aside from navy, khaki, black or white
- Leggings
- Corduroy pants

- Skinny pants of any style – THESE ARE NOT DRESS PANTS
- Pants that have frayed edges or rips
- Sweat suits
- Hats, bandanas, visors, coats, gloves, mittens, ear muffs
- Midriff shirt, spaghetti straps, tank tops
- Shorts that are not knee – length.

If a dress down day is granted:

Students may not wear clothing with holes, rips, or fringe. The following are also not allowed: shirts with innuendo or advertising for alcohol or tobacco companies, writing on pants or shirts, immodest cuts or fits.

If a student’s attire is deemed inappropriate then demerits will be issued and the student will need to go home or be brought a change of clothing. Any undersized / oversized clothing will not be tolerated. The administration reserves the right to amend the dress code at any time.

SCHOOL SCHEDULE

<u>Period</u>	<u>Time</u>
Homeroom	7:55 - 8:00
1	8:02 - 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.

TWO HOUR DELAY SCHEDULE

<u>Period</u>	<u>Time</u>
Homeroom	9:55 – 10:00
1	10:02 – 10:40
2	10:42 – 11:18
3	11:20 – 12:25
	First Lunch – 11:20 – 11:45 Second Lunch - 12:00 – 12:55
4	12:27 – 1:04
5	1:06 – 1:43
6	1:45 – 2:19
7	Dropped

The schedule rotates daily. Please note the change in lunch time.

MORNING MASS SCHEDULE

<u>Period</u>	<u>Time</u>
Homeroom	7:55 - 8:00
1	8:02 - 8:15
	End of Mass – 9:45
2	9:44 – 10:33
3	9:44 - 10:33
4	10:35 - 11:24
5	11:26 - 12:37
6	12:39 - 1:28
7	Dropped

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. Students who are not in homeroom when the bell rings will be marked tardy and sent to the office. Homeroom consists of 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.

On occasion, students will need to carry large items onto the bus (projects, sports equipment, etc). All large items, including sports bags, must remain on the lap of the rider for the duration of the trip. No bags or gear can be placed on a separate seat or left

in the aisle. All hockey sticks, golf clubs, bats, etc, must be secured in their appropriate cases and be held in the upright position for the entire ride.

Students carrying large items / gear must sit at the front of the bus.

Riders who refuse to agree to the outlined procedure will not be allowed to ride the bus.

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, class time, 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 posted on Edline 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 – 3 units

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, tennis, golf, baseball, cross country, boys and girls lacrosse and hockey, girls and boys lacrosse. 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 1.67 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.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right. Students ineligible for extra-curricular activities due to disciplinary issues or academic ineligibility may not be permitted to attend the trip.
4. All grades, levels, and classes do not have the same number of field trips.
5. An informed consent form signed by the parent is required before a student will be permitted to attend without this form on record. Verbal permission via telephone will not be accepted.
6. Students participating in a field trip must ride the school transportation to and from the activity.
7. All school rules apply (including rules regarding cell phones and other technology) while on a field trip.
8. All chaperones must be cori-checked.. Only parents and legal guardians can be chaperones.

MIAA CONCUSSION POLICY

Any student athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the practice or competition and must not return to practice or competition that day, and further shall not return to play until cleared (in writing to the Athletic Director) by an appropriate health-care professional (as determined by the Department of Public Health). Whenever it is decided to disqualify a student-athlete from further participation for a suspected concussion or other injury, the person making that decision must communicate about this matter with the injured athlete's coach and athletic director in a timely fashion.

PHOTO – VIDEO RELEASE

I hereby give my consent for my son/daughter to be photographed or videotaped at St. Mary High School. I realize that the photo may be published in the newspaper, a magazine, the school web site, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Mary High School.

Parents choosing to opt out of the photo and video release must return a written letter expressing their wishes to the school not later than the second Friday of the school year.

TELECOMMUNICATIONS USE AGREEMENT

Adapted from NCEA's From the Chalkboard to the Classroom

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Mary High School:

1. I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the media center, I will talk softly and work in ways that will not disturb other users. I will keep my work area clean and will not eat or drink while at the computer.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMS from home to be used on school equipment.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment;

I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

4. I will honor St. Mary High School's procedure for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. The use of the computer is a privilege and is not a right. Inappropriate use will result in a loss of these privileges.

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 9, 2012