

# SAINT MARY HIGH SCHOOL

## STUDENT/PARENT HANDBOOK 2017-2018

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*This handbook belongs to:*

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
STUDENT NO. \_\_\_\_\_

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## **NON-DISCRIMINATION POLICY**

Saint Mary High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Mary High School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **PURPOSE AND USE OF HANDBOOK**

This Handbook exists to foster the efficient operation of Saint Mary High School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

## **AMENDMENTS TO HANDBOOK**

Saint Mary High School reserves the right to make necessary changes to the Handbook at any time. If changes are made to the Handbook, parents/guardians will be notified promptly.

## **MISSION STATEMENT**

Saint Mary High School's tradition of commitment to Catholic education extends to students from Grade 9 through Grade 12. Our mission is to provide a safe, nurturing environment where excellent teaching and innovation develops effective communication, independent thinking, and creative problem solving for college and life experiences. We strive to instill in our students sound moral and spiritual values rooted in the teachings of Jesus, enabling them to live faith-filled lives in a culturally diverse world with respect for self and others.

## **PHILOSOPHY**

The teachings of Jesus instruct us to respect the dignity and sacredness of the individuals; direct us to accept stewardship by developing our abilities; call us to serve the needs of others and invite us to build the kingdom of God in our world.

Saint Mary High School, a community based on faith is comprised of students, parents, faculty, staff and administrators whom accept the challenge of Jesus' teachings and endeavors.

It is the responsibility of each member of the community to create and enhance spiritual, academic, social, emotional and physical growth. The primary channel for these opportunities is the educational process. A faculty of life-long learners is dedicated to using their knowledge and experience to nurture the intellectual curiosity of their students, to develop their skills and provide them with direction that develops their own educational passion. By challenging, guiding and modeling, the staff encourages students to be self-disciplined in the pursuit of knowledge; to respect the rights of others; and to appreciate the diversities which exist within our community.

Saint Mary High School places strong emphasis on the development of the whole person by providing experiences that

foster an awareness of self. A variety of courses and activities offers students opportunities to help them discover their individual potential and enables them to become leaders. By gaining self-knowledge, self-confidence, and self-esteem, students will be able to effectively reach out to others. These are life-long processes that will encourage young people to seek cooperation and collaboration. Not only will these Christian lessons, learned and lived, equip them to be participants in a democratic society but will also empower our students to fulfill their roles as citizens of the global community.

### **GOALS**

To carry out its philosophy and mission, Saint Mary High School will provide each student with:

- A Christian perspective that incorporates concepts of respect, justice, service and discipleship,
- An educational experience that is individualized,
- Comprehensive guidance services and facilities,
- Instruction that includes mastery of skills, problem solving and critical thinking,
- An environment which allows a free flow of ideas and a respect for differing opinions,
- Quality teachers and staff members,
- Opportunities for faculty and staff members, pupils and parents to make recommendations concerning the school,
- Varied opportunities for students to serve their community,
- An awareness of and a respect for the diverse cultures inside and outside of our school community,
- Experiences that broaden knowledge and deepen aesthetic appreciation,

- Co-curricular activities that stimulate creativity and develop talents and abilities,
- Education that is flexible and dynamic enough to meet the challenges of an ever-changing society.

### **OUR VISION**

We envision St. Mary High School as a safe, exciting and challenging place where students enthusiastically participate in learning experiences that are facilitated by well-prepared and committed educators. Integral to this vision, is an educational plan to empower each student to become enlightened members of our society.

## **SCHOOL LEADERSHIP**

### **ADMINISTRATION**

#### **PASTOR**

Rev. Michael J. Kreder

#### **PRINCIPAL**

Mrs. Tara Brunt

#### **ASSISTANT PRINCIPAL/ACADEMICS**

Ms. Marcella A. Schrank

### **ADMINISTRATIVE SERVICES**

#### **DIRECTOR OF GUIDANCE**

Mrs. Ann Georgetti

#### **MEDIA CENTER DIRECTOR**

Mrs. Virginia Mitchell

#### **ATHLETIC DIRECTOR**

Mr. Matthew Stone

#### **DEAN OF STUDENTS**

Mr. Martin Besterci

#### **DIRECTOR OF ADMISSIONS**

Mr. Joseph Ziaya

#### **DIRECTOR OF ALUMNI/DEVELOPMENT**

Mr. Michael P. Sheridan

#### **NURSE**

Mrs. Janet Calhoun

## CONTACT INFORMATION

| Area                          | Person to Contact     |
|-------------------------------|-----------------------|
| Discipline, Absence, Tardy    | Mr. Martin Besterici  |
| Student Schedules<br>Guidance | Mrs. Ann Georgetti    |
| Transcripts                   | Mrs. Mary Ann Johnson |
| Athletics                     | Mr. Matt Stone        |
| Tuition                       | Mrs. Pat DeMarco      |
| Development/Alumni            | Mr. Michael Sheridan  |
| Admissions                    | Mr. Joseph Ziaya      |
| Curriculum and Instruction    | Mrs. Marci Schrank    |
| Nurse                         | Mrs. Janet Calhoun    |
| General Information           | Main Office           |
| Principal's Office            | Mrs. Pat DeMarco      |

## RELIGIOUS STUDIES

### **MISSION STATEMENT**

The goal of the Religion Department at Saint Mary High School is to educate each student in the universal ethical values of the Christian Tradition. At the completion of their educational experience, the students will know the basic tenets of the Catholic faith, and they will be invited to live what they have learned. The Religion Curriculum at Saint Mary High School is in accord with the United States Conference of Catholic Bishops document, *“Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age”*, approved and published in November, 2007. The curriculum at Saint Mary High School covers the material outlined in the “Core Curriculum” document as well as several of the “Electives”.



### **PRAYER AND WORSHIP**

Saint Mary High School students gather in homeroom at the beginning of the school day for Morning Prayer. Our students attend Mass on a regular basis, particularly to celebrate major Feast days.

### **SERVICE TO OTHERS**

Students at Saint Mary High School, in response to the Church's call to service, are required to participate in service to others during their years at the high school. This program of service is entitled "Christian Service in Imitation of Mary," the patroness of Saint Mary High School. Students are required to have completed forty (40) hours of service by the end of the first semester of their senior year. Students will not receive their diplomas until the service requirement is met. Students are urged to earn at least 10-12 hours each year.

Service must be given to parishes or congregations or to non-profit organizations whose mission is to serve those in need. This includes organizations such as animal shelters, hospitals, food banks, homeless shelters, nursing homes, pro-life pregnancy outreach, soup kitchens, emergency services (e.g., the Red Cross), or tutoring. It does not include helping family or friends, or any activity in which the student receives any type of compensation.

Forms for verification of service are available from the Main Office or any of the theology teachers. To earn service credit, the service verification form must be completed and submitted to a theology teacher no later than 30 days after the completion of the service.

## **FINANCIAL INFORMATION**

St. Mary High School is a self-sustaining parish high school. In order to keep tuition and fee costs as low as possible, it is important that school families pay all financial obligations in a timely manner.

Tuition can be paid annually, or on a monthly basis from July – April. Tuition is collected by FACTS Tuition Management and each school family must open a FACTS account when enrolling in the school.

If an unanticipated situation arises that will impact the timely payment of tuition and/or fees, the school office must be contacted immediately to determine if an alternate plan can be discussed.

Students whose accounts are two months delinquent may be held out of class until payment arrangements are made. Students with delinquent accounts will not be allowed to sit for examinations or attend a prom. Seniors will not receive tickets to the Senior Breakfast or Graduation Exercises unless tuition is paid in full.

**Beginning on May 1 of each year, all payments for tuition and fees must be paid in cash, money order, certified check, or credit card.**

## ACADEMIC POLICIES

### CURRICULUM

As a four-year college preparatory school, careful consideration is given to making up each student's program of studies. A student's academic placement is based on his/her previous academic performance, standardized test results, and individual course preferences. When students submit their final course selections, these choices are considered final. Course changes are only made for the most compelling reasons. Parents are required to submit written request for such change being sure to include the reasons for the change. Final decision for a course change is by the approval of the administration. No courses may be added or dropped from a student's schedule after the first week of school.

#### Freshmen Program

Algebra I  
Algebra I Honors  
Geometry  
Geometry Honors  
Biology  
Biology Honors  
English 9  
English 9 Honors  
Italian I  
Spanish I  
Spanish II  
Physical Education  
Health  
Theology 9  
World History  
World History Honors  
Conversational English  
Fundamentals of Art 9

#### Sophomore Program

Algebra II  
Algebra II Honors  
Geometry  
Geometry Honors  
Chemistry  
Chemistry Honors  
English 10  
English 10 Honors  
Spanish II  
Spanish III  
Conversational English  
Fundamentals of Art 10  
Physical Education  
Drivers' Education  
Theology 10  
U.S. History I  
A.P. U. S. History I  
Computer Tech. 10  
Italian II

**Junior Program**

Algebra II  
Algebra II Honors  
Anatomy and Physiology  
A.P. Biology  
Pre-Calculus  
A.P. Chemistry  
English 11  
English 11 Honors  
Italian III  
Spanish III  
Spanish IV  
Forensic Science  
Physical Education  
First Aid  
Physics  
Theology 11  
U.S. History II  
A.P. U.S. History II

**Senior Program**

Calculus  
A.P. Calculus  
Pre-Calculus  
Physics  
A.P. Biology  
A.P. Chemistry  
English 12  
A.P. English 12  
Italian IV  
Theology 12  
Spanish IV  
A.P. Physics  
Physical Education  
Life Skills  
Financial Literacy

**ELECTIVES**

Web Publishing  
Graphic Design  
Journalism  
Economics  
Film Study  
Psychology  
Sociology  
Current Events  
CP Math

Introduction to Drawing  
Introduction to Painting  
Intermediate Art  
Portfolio Art  
Accounting I  
Accounting II  
Accounting III  
Environmental Science  
Forensic Science

### **GRADUATION CREDITS**

|                      |            |
|----------------------|------------|
| Religion             | 20 credits |
| English              | 20 credits |
| Mathematics          | 15 credits |
| Social Studies       | 15 credits |
| Science              | 15 credits |
| Language             | 10 credits |
| Fine or Applied Arts | 5 credits  |
| Physical Education   | 20 credits |
| Electives            | 20 credits |

**Please Note:** The number of elective credits may vary. All electives depend on the individual student's schedule.

**A senior must satisfactorily complete all courses and accumulate a minimum of 140 credits to participate in the Baccalaureate Mass and Graduation Ceremony**

### **LETTER AND NUMERICAL EQUIVALENT**

|    |              |
|----|--------------|
| A+ | 97 - 100     |
| A  | 93 - 96      |
| A- | 90 - 92      |
| B+ | 87 - 89      |
| B  | 83 - 86      |
| B- | 80 - 82      |
| C+ | 78 - 79      |
| C  | 75 - 77      |
| C- | 73 - 74      |
| D+ | 71 - 72      |
| D  | 70           |
| F  | 69 and below |

## **HONOR ROLL**

In order to be eligible for the honor roll, a student must achieve the following standards:

### **First Honors**

An overall average in the "A" range and no single grade below a "B".

### **Second Honors**

An average of "B+" or above and no single grade below a "B-".

## **WEIGHING OF SUBJECTS AND RANK**

In order to represent more realistically the average of students, a system of weighing has been adopted for use on report cards and permanent transcripts. In this system, teachers assign grades in the usual manner and the computer makes an adjustment of the grade value based on the following table.

Advanced Placement Classes are weighted by a factor of 1.1

Honors Classes are weighted by a factor of 1.05

## **RANKING**

Saint Mary High School does not rank students. Colleges will assess students as a whole person based on their SAT scores, courses that the school offers, transcripts, and extra-curricular activities.

## **GRADE POINT AVERAGE**

The GPA is based on the weighted GPA for the present and prior academic years. The following is the policy for students transferring to Saint Mary High School:

- a student's GPA is calculated only on the basis of his/her work at Saint Mary High School,
- every effort will be made to schedule a transfer student into courses which are appropriate to his/her ability – for example, Honors and Advanced Placement courses,
- credits earned during summer school do not count toward a student's GPA.

### **POLICIES RELATED TO FAILURE OF A COURSE**

A student who fails two subjects for the year must remediate the failures by:

- attending an approved summer school program, or
- through an approved online program.

Failed subjects cannot be made up during the next academic year. Students who fail three (3) or more subjects will not be permitted to continue at St. Mary High School.

### **ACADEMIC PROBATION**

A student is placed on academic probation for the following reasons:

- failing two or more subjects for any marking period, or
- failing one subject and receiving two or more D's in other subjects for any marking period, or
- earning a GPA less than a C for any marking period, or
- exhibiting a serious deterioration in academic performance as evidenced by falling grades, failure to complete homework assignments, negligence in seeking extra help, or a general indifference toward academics.

A student placed on academic probation will be monitored and evaluated mid-quarter and when marking period report cards are released. If a student fails to make significant progress in both academic progress and attitude, he or she may be asked to leave St. Mary High School at the end of the academic year.

### **ADVANCED PLACEMENT**

Saint Mary High School provides students the opportunity to enroll in Advanced Placement courses which prepare them to take the Advanced Placement Examination in May. College credit may be given based on the student's performance on these tests. All students taking Advanced Placement courses are required to take the Advanced Placement examination upon completion of the course. This is a requirement for Graduation. There is a fee for each exam which is the responsibility of the parent/guardian.

### **CHANGE IN ACADEMIC LEVEL**

For a student to move up to an honors level or an Advanced Placement program, the following criteria must be met:

- an "A" average for the prior course, and
- a recommendation from the teacher that details the student's level of curiosity and creativity, motivation, ability to think abstractly, and performance on homework, projects, tests and quizzes.

A student may move down a level if he or she has consistently worked to capacity and completed all assignments but still experiences significant difficulty with the course as evidenced by grades of D and F. A final decision on whether or not a student moves down a level will be made at the end of the first quarter or at the end of the school year by the administration.



## **EXAMINATIONS**

At the end of the first semester, all students are required to take midterm examinations. The exam grade is reflective of 20% of the semester grade. At the end of the second semester, students are required to take final exams. A senior, who has an average in the "A" range for each marking period, is exempt from his/her final exam. There are no exemptions from exams for a one semester (half year) elective course.

No student will be permitted to take midterms or finals until all financial obligations have been met; and all Library books and athletic equipment are returned. At the end of the school year, Saint Mary High School must be reimbursed for all damaged and/or lost textbooks.

Exams must be taken on the scheduled exam days. Allowance cannot be made for taking exams before or after the scheduled exam days. All exams are 90 minutes. Students must arrive 10 minutes prior to the exam. All students must remain in the examination room for the entire 90 minutes.

## **PROGRESS REPORTS**

Since parents and students have online access to grades throughout the grading period via EdLine, St. Mary High School does not send out physical progress reports during each grading period.

## **REPORT CARDS**

Report Cards are mailed four times a year, at the end of each marking period. The academic year is divided into two semesters, one at the end of the first two marking periods and one at the end of the second two marking periods. The average marking period is eight weeks. In order to pass a full year course and

receive total credits, a student must receive a final average of at least "D". Grades are based on three major components:

- *Tests* - at least three major tests will be given each marking period.
- *Quizzes and Homework* - quizzes are frequently administered to adequately assess a student's progress in a subject. Students should be prepared to spend generally one half hour in written and/or reading assignments per subject. It should be noted that, while many teachers post assignments online as a courtesy to students, failure to post a given assignment online does not constitute an excuse for a student to miss that assignment. Homework must be handed in on the day it is due to receive credit. Late assignments will not be accepted.
- *Classroom Performance* - the following areas factor into a performance grade:

Attendance  
Punctuality  
Preparedness  
Involvement in Classroom Activities  
Oral Recitation - asking pertinent questions,  
voluntarily answering questions,  
presentations, and demonstrations.

### **TEACHERS AND GRADES**

Parent concerns regarding student grades should be directed to the teacher of the class, who can best provide the information as to how a grade was earned. If additional meetings are necessary, the Department Chairperson should be contacted. In the event a matter is not resolved, the Assistant Principal for Academics is contacted. The Principal should not be contacted until all proper channels of communication have been followed.

### **COMMUNICATING WITH TEACHERS**

Communication between parents and teachers is an important part of the educational process. Email, telephone conversation, and personal meetings are all methods that can be used to work together for the benefit of students.

You may leave a telephone message for any teacher at the Main Office. Emails are a convenient method of communication that teachers can access throughout the day.

It's important that any parent who wishes to meet with a teacher set up an appointment – please do not just drop in to visit a teacher. Teacher preparation and teaching time is very important and unplanned interruptions can prevent them from attending to their daily responsibilities.

### **LEARNING ACCOMMODATIONS**

Students who have learning differences as defined in an Individual Service Plan (ISP) may receive some learning accommodations. The learning accommodations that can be made by St. Mary High School, if called for in an IEP, are preferential seating in the front of the class, extended time on standardized tests and exams, and use of a laptop or tablet computer. Specifics of the accommodations extended to any students are determined in a conference with the guidance counselors.

## **ACADEMIC HONESTY**

**Guidelines:** Plagiarism is the act of representing someone else's work (in whole or in part) as one's own, the use of prepared work in any form when none is permitted, or cooperative efforts when individual effort is required. The offenses of plagiarism include, but are not limited to:

- The use of direct quotations or large sections of paraphrased material without acknowledging the source
- Submitting an essay written in whole or in part by someone else
- Copying homework
- Cheating on tests or quizzes
- Allowing someone else to copy your essay or assignment
- Purchasing an essay and/or assignment from a source and submitting it as your own

**Consequences:** Incidents of plagiarism are judged by the classroom teacher, who will confiscate the materials and report all instances of cheating to the appropriate Dean of Students.

The minimum penalty for plagiarism is a grade of zero for the submitted work, and will apply to any student involved. Students who violate this policy a second time will automatically be given a grade of zero and an out of school suspension. If the student continues to violate this policy, he/she is subject to expulsion.

Instances of cheating or plagiarism become part of the student's disciplinary record and are shared with his/her Guidance Counselor.

### **NATIONAL HONOR SOCIETY**

Open to qualified juniors and seniors who have met the scholarship requirements of maintaining an “A” average after three semesters and exhibit the qualities of Leadership, Service and Character as determined by the National Society Committee. To remain in good standing, all members must maintain a “A” grade point average, superior attendance and have incurred no disciplinary infractions.

### **SPANISH HONOR SOCIETY**

Open to high school students who have completed three semesters of Spanish and have maintained an average of “A” or above for each marking period. The student must be enrolled in the study of the language at the time of initiation. The student must also exhibit good character, leadership, cooperation, honesty and seriousness of purpose. To remain in good standing, a member must maintain an “A” grade point average and have incurred no disciplinary infractions.

Once a member, if a student does not continue the study of Spanish, the student may remain in the society until graduation at the discretion of the Chapter Sponsor. They may not vote or hold office and must demonstrate service and commitment.

*A Premio De Honor* is given to a graduating senior member of the chapter who is actively enrolled in the study of the Spanish language. The student selected must have the highest average in an advanced level class.

### **MATH HONOR SOCIETY**

Open to qualified students who have met the scholarship requirements of maintaining a “A” average in mathematics after four semesters and exhibit good character and a deep interest in mathematics. The purpose of this honor society is to promote scholarship in, and enjoyment and understanding of, mathematics among high school students. To remain in good standing, all members must maintain a “A” grade point average and have incurred no disciplinary infractions.

## **GUIDANCE SERVICES**

The Guidance Department has been established to assist members of the Saint Mary community. Essentially, the services of the Guidance Department are for students – to help them achieve maximum benefit from their high school experience. One of the department's goals is to help all students realize their full potential for growth and development. In order to assist students in realizing this goal, the Guidance Department provides a wide range of educational, social, vocational, and personal services.

Guidance counselors will schedule appointments with students throughout the year; however, you may also request a meeting with your counselor at any time by making an appointment through the guidance counselor.

## **AVAILABILITY OF RECORDS**

Parents and guardians may have access to their student's academic record, academic standardized test results and health records by making an appointment with the guidance secretary. A one (1) week notice must be given.

## **PARENTAL RIGHTS TO SCHOOL RECORDS**

Saint Mary High School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records. If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the "Custody Section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

### **TRANSCRIPTS**

Transcripts of academic and health records will not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in writing by a parent/guardian. Advance notice of 72 hours must be given to the guidance secretary.

Transcripts will be sent directly from school to school when the sending school receives an official request from the receiving school. All financial obligations must be met before transcripts will be released.

### **TESTING**

As an aid to general counseling, course programming, career planning and determining the need for improvement in basic skills, the following tests are administered during the year:

- Freshman: PSAT
- Sophomores: PSAT
- Juniors: PSAT, SAT, ACT Tests
- Seniors: SAT and ACT Tests

**Please Note: Saint Mary High School is not a testing site for the SAT. ACT tests are given to juniors who attend SMHS on the Archdiocesan ACT Testing Day.**

### **WORKING PAPERS**

Working Papers are issued through the Main Office.

### **HOME INSTRUCTION POLICY**

(Bedside Tutoring)

Those students incapable of attending school for an extended period of time, more than two (2) weeks, due to medical reasons are eligible for home instruction. If home instruction is needed, the parent must contact the Guidance Office. A doctor's note is required.

## ATTENDANCE POLICY

Each student is required to attend all classes when school is in session. This includes Mass and student assemblies, which are considered part of the school day. Teachers are required to keep an accurate record of each student's attendance.

Attendance at school is required by state law. It should be noted that frequent absence adversely affects a student's academic progress. In case of long term illness, please see the Home Instruction Policy.

The maximum number of absences from a class that a student may accumulate and still receive credit is:

Year course – 18 absences

Half year or semester course – 9 absences

The following absences are ordinarily considered excused:

- illness, when verified by a doctor's note, that is received upon the student's return.
- a death in the immediate family,
- three (3) approved college visits for seniors,
- one (1) approved college visit for juniors,
- an authorized absence,
- extraordinary circumstances with administrative approval.

Any student who has lost academic credit for accumulating more than 18 absences for *any* reason may appeal to the school administration for the restoration of that credit. Written documentation explaining the reasons for the excessive absences as well as supporting documents must be presented for the appeal. Restoration of credit will be granted only in the most extraordinary of situations at the sole discretion of the administration.



### **ABSENCES**

When a student is absent from school for any reason, the parent/guardian must notify the school by telephone on the day of the absence between 7:30 a.m. and 8:00 a.m. at 201-933-5225, ext. 213.

The day the student returns to school he/she must present a note explaining the reason for the absence signed by his/her parent/guardian and the note is to be given to the Dean of Students. The note should contain the student's full name, homeroom, dates absent and the reason. A student will not be permitted to return to homeroom without an admission slip from the Dean of Students.

**Please Note: A written note is required in addition to the parent/guardian phone call.**

### **EARLY DISMISSAL**

Permission to leave school before the close of the class day is rarely granted and *only* with a note from the parent/guardian (listing a contact phone number) of the student. Phone calls will not be accepted except in true emergencies. **Every effort should be made to avoid doctor's or dentist's appointments during school hours.** **Please Note: Liturgies, assemblies, and activities are part of the school curriculum and student attendance is required.**

### **TARDINESS**

To be successful in school, it is important that all students are on time for school each morning and for each class during the day.

Students who arrive at school after homeroom (7:45 a.m.) must report to the Dean's Office for an admission slip. Late students are expected to bring a note from their parent/guardian explaining the reason for the lateness.

Late to school or class will result in detention. Should the problem continue, a parent conference will be held. Tardiness after that point may lead to suspension and even removal from the school.

### **MAKE-UP WORK**

Make-up work is a joint responsibility of student and teacher. For an absence of more than three (3) days, the student must meet with each teacher to arrange a schedule for work to be made up.

### **VACATIONS**

Vacations during the school year are strongly discouraged, especially the period before and after Christmas, Easter and/or Thanksgiving and the final two (2) weeks of each semester. Vacations are unexcused absences. Parents are urged to plan vacations in accordance with the school calendar. A student is expected to make up all work missed. Student exams will not be re-scheduled to accommodate vacations.

## CODE OF CONDUCT

As a Catholic institution, St. Mary High School focuses on spiritual development, academic excellence, and athletic and extra-curricular success. These goals are reached in an environment that fosters safety, respect and self-discipline. The school considers exemplary student deportment to be an integral part of our school culture.

To promote a safe and healthy school environment, it is necessary to have a code of student conduct. Rules and regulations are established to help the young men and women of St. Mary become responsible Christian citizens.

Penalties for violation of the rules and regulations established by the school fall into the following categories: ***Detention, Probation, Suspension and Expulsion***. The school reserves the right to respond appropriately to any unacceptable behavior.

### **ADMINISTRATIVE DETENTION**

Detention assigned by an administrator for violations of the Student Code of Conduct will be served from 2:45 PM to 3:30 PM. Should a student fail to report to detention, additional detentions will be assigned. Continued failure to report for detention will result in suspension.

#### **The procedures for Administrative Detention are as follows:**

- The high school is not responsible for transportation home from detention.
- Students shall report on time with school assignments to be completed while in detention.
- No electronic devices or food is permitted.
- Talking is prohibited.

### **PROBATION**

A student who is placed on behavioral probation may not participate in any school activities during the period of probation. Parents/guardians are immediately notified and a conference with parents/guardians must take place. Students placed on probation must realize that any further serious infraction may result in immediate dismissal. This may be assigned as a result of continued violation of the rules and regulations or as the result of a single serious infraction.

### **OUT-OF-SCHOOL SUSPENSION**

The administrator may find it necessary to suspend a student for serious infractions of school policies. The principal's jurisdiction in these matters of student behavior includes all school sponsored activities whether they are conducted on or off school grounds or after the regular school day. **Re-admittance to school from suspension may take place only after a parental conference with the Principal. The student will be called randomly throughout the day by the school's secretary to ensure this policy is being followed.**

## **EXPULSION**

Expulsion is the permanent removal of a student from the school community. Behaviors that may result in expulsion include, but are not limited to, the following:

- Possession of drugs, or drug paraphernalia, or alcohol or associating with those who are in violation
- Alcohol and/or drug possession/consumption prior, during or after a school event
- Malicious and willful damage of real/personal property
- Belligerent/defiant behavior toward a school official or the school's authority
- Theft, extortion, arson
- Possession of any weapon
- Association with, or membership in, a gang
- Fighting/assault
- Threatening school personnel or students
- Inappropriate behavior during Off-Campus activities, including traveling to and from school
- Sexual Harassment, Assault or Battery
- Any offense considered detrimental to the school, its officials or its student
- Seriously immoral conduct (speech, writing, or action)
- Violation of the INTERNET Acceptable Use Policy
- Vandalism on school grounds, including tampering with locks or locked doors
- Tampering with fire alarms or fire extinguishing equipment
- Scandalous conduct on or off campus outside of school hours.

### **HARASSMENT, INTIMIDATION, OR BULLYING**

In order to maintain a safe and civil school environment, Saint Mary High School, prohibits acts of harassment, intimidation, or bullying, which (like other disruptive or violent behaviors) is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Acts of harassment, intimidation, or bullying against any pupil or staff member will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline.

"Harassment, intimidation, or bullying are defined as any gesture or written, verbal physical act or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical, or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus or any conduct away from school grounds in accordance with section 16 of P.I, 2010, c122 (C.182:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of the other students and that:

- a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in

- reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or persuasively causing physical or emotional harm to the student. L.2002, c.83, s.2; amended 2007, c129, s.1; 2010, c 122, s11."

An electronic communication is a communication transmitted through the use of electronic means, including but not limited to, telephone, cellular phones, computer, pager, email, instant messaging, text messaging, internet blog, internet chat room, internet postings and website.

On-line bullying, intimidation, harassment, etc., of one student by another, even if such conduct originates from a personal home computer, becomes a school matter if its effect carries over into the school community. It may then be handled as a school disciplinary case.

Any school employee, student or volunteer who has witnessed harassment, intimidation, or bullying or has reliable information that a student has been subject to harassment, intimidation, or bullying, must report the incident to the appropriate school official designated by the administration.

Any instances of harassment, intimidation, or bullying should be reported in WRITING to the Dean of Students.

## **CELL PHONES AND OTHER DEVICES**

**All cell phones and electronic devices (e.g., cell phones, iPods, MP3 players) must be turned off upon entering the building and placed in the student's locker at homeroom where it must remain until the end of the academic day.** Students may not use their cell phones to contact their parents or guardians or anyone else during the school day. Also parents or guardians should not be contacting students during the school day by calling cell phones or sending emails or text messages. If a student needs to be contacted, a Parent/Guardian must call the main office. If a student is ill, he or she must go to the nurse or main office and the school will call home as needed. If a student needs to contact a parent/guardian during the school day, they are to go to the main office where they will be allowed to use the phone.

**If the student has a cell phone or other electronic device in their possession during the school day, the phone will be confiscated and a parent must come to school to receive the phone.**

**If a student refuses to submit his/her cell phone to any staff member upon request, the student will be referred to the Dean of Students for further disciplinary action.**

**Students may not use any electronic device (cell phone, tablet, laptop, etc.) to take photographs, video recordings, or audio recordings of any student, teacher, or administrator at any time in school or at school functions. Failure to comply will result in suspension or, in serious cases, expulsion from school. The posting on social media sites, emails or text of any photograph, video recording, or audio recording taken in violation of this policy will result in serious consequences that include suspension or expulsion.**



## **TECHNOLOGY USE POLICY**

Technology has made a significant impact on the world of education and St. Mary High School embraces the resources that such technology provides. The expectation is that students will demonstrate integrity and responsibility in the use of this technology. School policies concerning the use of technology are established to guarantee property rights (e.g., copyright), privacy, and learning.

Computers and internet access are provided to the members of the St. Mary High School community for administrative, academic, and other school-related work. Using the school's technology is a privilege and is subject to monitoring. Files may be reviewed by the administration without prior notice. Using a personal computer, school computer and/or internet access implies compliance with all rules, regulations, and policies established by the school regarding technology.

St. Mary High School will not be accountable for any civil or criminal action brought against the user as the result of the school's network and/or internet access. This includes, but is not limited to, copyrighted materials or material protected by trade secrets.

Students are granted the use of school computers and the network for the purpose of education. Students should have no expectation of privacy in anything they create, store, send, or receive using the school's computers, network and internet access.

These are the provisions of the Technology Use Policy:

- The computer resources of the school are to be used only for school related work.
- Students are responsible for any activity on their files and for materials stored on their files. Files are to be used exclusively for academic work.
- School computers may not be used for any commercial activity, product advertisement, or political lobbying.
- Students may access only those resources for which they have authorization. Accessing drives, folders, or files that are not authorized is strictly prohibited.
- Students may not use any hardware or software designed to breach security, capture passwords, break encryption, or disrupt the operation of the computer.
- Vandalism – whether physical or via software that allows viruses, Trojan horses, etc. – is strictly prohibited and will result in loss of all computer privileges, disciplinary action, and possible referral to police authorities.
- Students may never alter school equipment, computer settings, or configurations.
- Use of the school computers and network for purposes of plagiarism is prohibited. Likewise, they cannot be used for copying or distributing copyrighted materials.
- The use of school computers to send threatening or obscene material is strictly prohibited.
- Students may not download, install, copy, or remove software from school computers.

Violation of Technology Use Policy may result in consequences ranging from loss of computer privileges for a set period of time to, in serious cases, removal from the school.

## **USE, POSSESSION AND DISTRIBUTION OF CONTROLLED DANGEROUS SUBSTANCES**

### **DEFINITIONS**

Controlled Dangerous Substances – are defined in sections I through V of the NJ Criminal Code. They include, but are not limited to: marijuana, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence – a student is judged to be under the influence whenever he/she exhibits physical or physiological symptoms (including, but not limited to, unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances, whether incurred or observed on or off school property.

Possession – is defined as knowingly or purposely obtaining or possessing, actively or \*constructively, a controlled dangerous substance or drug paraphernalia:

- on or off school property,
- on the person,
- in an accessory (including, but not limited to, purse, book bag, gym bag or knapsack)
- in a locker or desk
- in a private or school-owned vehicle.

\*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if he/she does not have physical possession of the item. For example, someone who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution – is defined as sharing, selling or dispensing a controlled dangerous substance:

- on or off school property,
- with or without receiving payment,
- to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute – applies regardless of whether or not a student intended:

- to receive payment,
- to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school,
- to distribute the controlled dangerous substance on or off school property.

## **POLICY**

1. A student shall be considered in violation of school policy if he/she is observed:
  - to be under the influence,
  - in possession,
  - engaged in distribution,
  - having possession of a controlled dangerous substance with intent to distribute.
2. Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook:
  - When a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the Principal MAY refer the matter to local law enforcement officials and be subjected to immediate drug testing before the student can resume classes. It must be completed within 2 hours.

- If a student refuses drug testing, he/she will be asked to leave Saint Mary High School. All required tests shall be paid by the student's parents/guardians.
  - When a student is identified as "distributing" or "in possession with intent to distribute" a controlled dangerous substance, the Principal MUST refer the matter to local law enforcement officials.
3. A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parent/guardian shall be given a reasonable opportunity to respond to the allegation as quickly as possible.
  4. The Principal may require the student to participate in an appropriate treatment or counseling program as a condition for the student's eventual return to the school.
  5. When violation of this policy involves "distribution" or "possession with intent to distribute", the discipline imposed will normally be expulsion.

## **GUIDELINES FOR CO-CURRICULAR/ATHLETIC PARTICIPATION**

### **PURPOSE**

The school co-curricular program is important in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramurals, class activities and other special events sponsored and approved by the school. Student interest is one determining factor in deciding which activities or clubs to sponsor and students should feel free to express their opinion to Student Council representatives. Students must accept the responsibility for commitments once they join any club or activity and schedule their time wisely.

In order to help students gain the maximum benefits from their co-curricular experiences, there are guidelines for participation. Special academic requirements for membership may be obtained by speaking with a club moderator, a Guidance Counselor or the Athletic Director. The list of activities is subject to change due to interest, funds and the availability of sponsors.

## **ATHLETIC PARTICIPATION**

The primary purpose of the athletic program at Saint Mary High School is to promote the physical, mental, social, emotional and moral well-being of the participants. Participation in athletics is a privilege that may be earned by students who can fulfill and adhere to basic requirements of scholarship and physical capability. Through voluntary participation, the student-athlete gives time, energy and loyalty to the program. He/she also accepts the training rules, regulations and responsibilities which are unique to an athletic program. In order to contribute to the welfare of the group, the student-athlete must willingly assume these obligations as the role demands. Student-athletes should assume the responsibility of scheduling their total co-curricular environment in advance so they can devote the time that is required by individual programs.

### General Regulations

- All students participating in athletics will be required to pass 27.5 credits during the preceding school year, including summer school, to be eligible for the first semester. All students must be passing 13.75 credits on January 31 to be eligible for the spring semester.
- New Jersey State Interscholastic Athletic Association and Saint Mary High School rules must be followed in all cases of eligibility, transfer, physical examination, insurance coverage, starting dates, use of school equipment, etc. Each coach and student-athlete has responsibility to know and abide by school and NJSIAA regulations.

- No candidate may try out for a sport two weeks after the beginning date of the sport unless approved by the Athletic Director. (Exceptions: a previous season is extended due to tournament progression, a transfer student, or injury.)
- Completion of the sports season is required for student-athletes to be eligible for any awards.
- Unexcused absences from scheduled practices may result in disciplinary action by the coach. It is the responsibility of the student-athlete to obtain permission from the coach for any anticipated absence or schedule conflicts with other co-curricular activities. Every attempt should be made to resolve these conflicts by the parties concerned. In the event a conflict cannot be resolved, the student must ultimately decide in which he/she will participate, keeping in mind the impact this decision will have on the respective activity.
- **All students playing any sport must have a sports physical prior to the first practice session.**
- Student-athletes may not sign their own permission slips to participate in athletic programs. Student-athletes must receive written permission from a parent/guardian.
- All school-issued equipment must be returned to the head coach at the conclusion of the season.

#### School Attendance Requirements

- A student-athlete must be in school for a minimum of four (4) consecutive periods in order to participate in an activity that day.
- A student-athlete absent on a Friday may not compete in any activity held on a Saturday and/or Sunday.

#### Athletic Injuries

A student-athlete who has been injured and has had medical treatment may not resume participation until the date indicated in writing by the student-athlete's doctor.

### Transportation Requirements

- Student-athletes must travel to and from athletic events in transportation provided by the school.
- Persons who are not team members, or do not have a direct relationship with the team, may not ride on the team bus.
- Exceptions are:
  - a) Injury to a participant which would require alternate transportation.
  - b) Extenuating circumstances when prior arrangements are made between the student-athlete's parent/guardian and the Athletic Director for the athlete to ride with the parent/guardian.

### Conduct Requirements

At the discretion of the coach, the following infractions may result in suspension or expulsion from the squad:

- A display of unsportsmanlike conduct toward any opponent, official, coach, or team member.
- Theft or malicious destruction of any school or individual's equipment or property.
- Violations of training rules.

Student-athletes are school representatives and their attitude and conduct reflect the standards of the school and the athletic department. Improper conduct, whether in the school or in the community, including insubordination to those in authority, may result in disciplinary action which could include the forfeiture of the privilege of representing the school in athletic competition.

In the spirit of true sportsmanship as well as our Catholic heritage, parents and guardians are asked to show positive spirit and to comply with all athletic rules. Any parent or guardian who undermines or disrespects officials, coaches, or players or creates a negative environment at a game or at a practice may be asked to leave the area of play. Repeated problems in this area may result in being banned from attending practices or games.



### Recognition for Participation

Students will receive varsity letters and certificates based upon their participation and the guidelines set by the Head Coach and the Athletic Director.

### **CO-CURRICULAR ACTIVITIES**

#### Attendance

A student must be in school for a minimum of four (4) consecutive periods in order to participate in an activity that day. A student absent on Friday may not participate in any activity held on a Saturday and/or Sunday. A late evening activity does not excuse any tardiness the next day.

#### Scheduling Activities

Students must plan ahead to avoid conflicts between or among co-curricular/athletic activities. It is the responsibility of the student to obtain permission from the adviser for any anticipated absence or problem in schedule due to conflicts. Every attempt should be made to resolve these conflicts by the parties concerned. In the event a conflict cannot be resolved, the student must make the ultimate decision in advance as to which activities he/she will select. It is conceivable that the adviser may have to make adjustments in leads, roles, rosters, etc., based on a student's decision.

#### Conduct Requirements

Students must remember that they are under the authority of the advisor at all times and the co-curricular program is an extension of the school day. Therefore, any behavior deemed as unacceptable during the regular school day also applies to the co-curricular activity. Students stand the risk of school penalties and/or forfeiture of membership in that activity.

## **ACTIVITIES AND SPORTS**

### **Co-Curricular Activities**

|                               |                 |
|-------------------------------|-----------------|
| Veritas (Yearbook)            | Modeling Club   |
| St. Joseph's Club             | Student Council |
| Highlander (School Newspaper) | Math Club       |
| International Club            | Book Club       |
| Chrysalis (Literary Magazine) | History Club    |
| Drama Club                    | Mock Trial      |
| Key Club                      | Chess Club      |
| Glee Club                     |                 |

### **Sports**

#### **Girls**

Volleyball  
Soccer  
Cross Country  
Basketball  
Softball  
Spring Track  
Cheerleading  
Bowling

#### **Boys**

Football  
Cross Country  
Soccer  
Basketball  
Baseball  
Spring Track  
Bowling

## **HEALTH SERVICES**

A Registered Nurse is on duty. Among the services provided are the following screenings: audio, visual, blood pressure, and height/weight. A bi-yearly scoliosis screening is required for all students under 18 years of age. This is the only notification you will receive. A student may be exempt from this examination if requested by the parent/guardian in writing.

The nurse is available to discuss health concerns with students and/or parents whenever there is a need.

### **IMMUNIZATION REQUIREMENTS**

- DTP: A minimum of four doses.
- OPV: A minimum of three doses, provided at least one dose is given on or after the fourth birthday.
- Measles vaccine: One dose administered on or after the first birthday.
- Rubella vaccine: Administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- Mumps vaccine: One dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- Hepatitis B: A series of three pediatric doses or two doses of adult formulation.

**Students whose immunization records are incomplete will not be admitted to the school.**

## **ADMINISTRATION OF MEDICATION**

### **Oral or Inhaled Medications**

Saint Mary High School's policy is to provide for the administration of oral medications by the nurse. No medications will be administered on field trips. The school's medication form must be completed in full and signed by the student's health care professional and parent/guardian.

### **Self administration of medication by pupil permitted**

- a. A board of education or the governing board or chief school administrator of a nonpublic school shall permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses or a life-threatening allergic reaction provided that:
  1. The parents or guardians of the pupil provide to the board of education or the governing board or chief school administrator of a nonpublic school written authorization for the self-administration of medication;
  2. The parents or guardians of the pupil provide to the board of education or the governing board or chief school administrator of a nonpublic school written certification from the physician of the pupil that the pupil has asthma or another potentially life-threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication;
  3. The board of education or the governing board or chief school administrator of a nonpublic school informs the parents or guardians of the pupil in writing that the district and its employees or agents or the nonpublic school and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil

4. The parents or guardians of the pupil sign a statement acknowledging that the district or the nonpublic school shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents or the nonpublic school and its employees or agents against any claims arising out of the self-administration of medication by the pupil; and
5. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in paragraph (1) through (4) of this subsection.
  - b. Notwithstanding any other law or regulation to the contrary, a pupil who is permitted to self-administer medication under the provisions of this section shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided that the pupil does not endanger himself or other persons through misuse.
  - c. Any person who acts in good faith in accordance with the requirements of this act shall be immune from any civil or criminal liability arising from actions performed pursuant to this act.

#### **New Jersey Policy for administration of epinephrine to pupil**

- a. The policy for the administration of medication to a pupil shall provide that the school nurse shall have the primary responsibility for the administration of the epinephrine. The school nurse shall designate, in consultation with the board of education, or chief school administrator of a nonpublic school additional employees of the school district or nonpublic school who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the nurse is not physically present at the scene. The school nurse shall determine that:

1. The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health;
2. The parents or guardians of the pupil consent in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees;
3. The board or chief school administrator of a nonpublic school informs the parents or guardians of the pupil in writing that the district and its employees or agents or the nonpublic school and its employees and agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the pupil;
4. The parents or guardians of the pupil sign a statement acknowledging their understanding that the district or nonpublic school shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil; and
5. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections a. through d. of this section.
  - b. The Department of Education, in consultation with the Department of Health, shall require trained designees for students enrolled in a school who may require the emergency administration of epinephrine for anaphylaxis when the school nurse is not available.
  - c. Nothing in this section shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis by the school or other employees designated pursuant to this section when the pupil is authorized to self-administer epinephrine.

### Post Administration of Epinephrine

Saint Mary High School's policy is that once epinephrine has been administered, 9-1-1 will be called and the student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.

In the event no nurse is present, 9-1-1 will be called. The student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.

### **PHYSICAL EXAMINATION**

**All entering students (grade 9 and transfer students)** must be in full compliance and have a physical exam the beginning of the school year. This is to be submitted on or before the first day of school directly to the Nurse. No student will be permitted to school unless this form has been submitted. This is **mandatory** for all students. Links to this form may be found on our website or obtained at school.

### **MEDICAL INSURANCE**

We are proud to have your son/daughter participating as a student and/or athlete at Saint Mary High School. The Administration wants to assure you that the medical and athletic staffs will do everything possible to keep your son/daughter from injuries while attending and/or competing here and to provide treatment at all times should an injury occur.

With this in mind, it is important to understand our medical insurance coverage. **It is the responsibility of the individual parent/guardian to pay all medical bills through their family medical insurance plan. Also, if you are covered by an HMO you must use the physicians within your plan. The school will be unable to cover the fees of a physician outside your HMO.** Saint Mary High School will be responsible only for fees not covered under any existing policy or if the student does not have medical insurance coverage.

Most medical offices require fees to be paid when service is rendered. If this is the case, it is the responsibility of the parent/guardian to pay the fee and file for reimbursement through their insurance company. If there is no coverage, a claim will be filed through the school's insurance for reimbursement. Should you have any questions, contact the nurse.

### **REFERRALS TO THE NURSE**

- All student accidents are reported to the school nurse promptly. Steps will be taken immediately to care for the individual as needed.
- Accident forms are available in the Main Office and must be filled out in duplicate immediately after the accident. The date on the form should be the date of the accident, not the date the form is completed. This procedure will be followed for accidents occurring at school-sponsored or school-supervised activities at times outside of school hours.
- A student, finding it necessary to see the nurse, should report to a class and ask at the beginning of the period to see the nurse. A pass must be filled out by the teacher directing the student to the nurse.
- Any student who reports to the Nurse's Office will sign in and out under the nurse's supervision and approval. Any student who does not follow this procedure will be considered cutting class.
- Students will report to the nurse whenever necessary. Spending time in the lavatories will not be accepted in place of the nurse's assistance.
- Medical notes from physicians relating to excusing students from Physical Education must be presented to the school nurse for processing. The nurse is responsible for notifying the class teachers, guidance counselor and school administrators.
- When the nurse is not present, students who find it necessary to see the nurse must report to the Guidance Office.



## GENERAL INFORMATION

### LOCKERS

Students are supplied with a combination lock for their assigned homeroom locker and may not use a personal keyed lock on their homeroom locker. They are financially responsible for the lock if it becomes lost or broken. Students are also responsible for securing all personal belongings and school issue textbooks in their lockers. Lockers should not be left unlocked. **The school is not responsible for any items lost or stolen from lockers.** Students should look in lost and found to see if the item has been turned in. Likewise, if a student finds anything that may be of some value to someone, he or she should turn it in to the Dean of Students.

### PHYSICAL EDUCATION LOCKERS

Students are responsible for providing their own locks for physical education and securing their belongings. They must secure their valuables before they leave the locker room and report to gym class. At the conclusion of class, they must take all of their belongings with them, including their locks. They should not leave any personal items in the physical education locker rooms. **The school is not responsible for any items lost or stolen from the physical education locker rooms.**

### LOCKER SEARCHES

Although the Constitution protects all citizens from unreasonable search and seizure, this does not mean one is protected from any search and seizure of materials. A locker is considered school property and school officials have the legal right to enter it. A

locker may be searched if the Principal has a reasonable basis for believing that the student is concealing material, the possession of which is prohibited by federal, state or local law or which violates school rules and regulations.

### **TEXTBOOKS**

School-issued textbooks must be returned before taking final exams in each class. Students are responsible for the cost of books that are lost or seriously damaged. This obligation must be satisfied before exams are taken.

### **LUNCH REGULATIONS**

Saint Mary High School has a “closed” lunch schedule. Therefore, no 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade student has the privilege of leaving the building for lunch. Seniors do have an outside lunch privilege on Fridays only. They are accountable for their actions when they are out and must abide by the school code of conduct. If an infraction occurs while a student is out for lunch, his/her lunch privilege may be revoked or other disciplinary action may be imposed. Seniors are not permitted off-campus lunch on minimum days or other days when the class periods may be shortened.

Students are responsible for cleaning off their tables before leaving the cafeteria. All plastic utensils and trash must be taken to the containers available for this purpose. Aluminum cans are to be placed in the proper container.

Students are not permitted to consume food or beverages outside the cafeteria.

**Parents/guardians are not permitted to bring lunches from area restaurants to students during the school day.**

### **FIELD TRIPS**

All school sponsored field trips will be supervised by members of the faculty and will require a parental permission slip. All school regulations will be in force on these occasions. The administration reserves the right to deny a student the privilege of attending a field trip for violations of the school's Code of Conduct or for excessive tardiness to school or excessive absence from school.

### **PROM**

There will be a meeting for all students at Saint Mary High School and their parents/guardians if they are planning to attend the prom. It will be brief and informative. **No students may attend the prom without attending this meeting with their parent/guardian.** This is a **mandatory** meeting (please see calendar for date and time). No freshmen or sophomores are permitted to attend the prom. All financial obligations must be current for a student to attend the prom.

### **GRADUATION**

In order to participate in the Baccalaureate Mass and the Graduation ceremony, the following obligations must be met:

- All financial obligations that include but are not limited to the graduation fee, textbooks, library-books, and athletic equipment;
- Completion of all academic requirements (students with 2 or fewer failures may participate in the ceremony but will not receive a diploma until these deficiencies are satisfied);
- Completion of all required service hours;
- Attendance at graduation practices; and
- Proper attire for both events (this includes wearing the graduation gown for the Baccalaureate Mass).

### **USE OF BUILDINGS AND GROUNDS**

Supervision for students at St. Mary High School is provided on regular school days from 7:30 AM until 3:30 PM. Students may not be in the building after 3:30 PM unless under the direct supervision of a teacher or are participating in an extracurricular activity under the supervision of a teacher or coach. Students found in an unsupervised area will be referred to the Dean of Students.

### **SCHOOL STORE**

Gym clothing, school supplies, and assorted Saint Mary High School items will be sold in the Campus Store. The store is located just outside the cafeteria.

### **UNIFORMS**

Students are expected to be dressed neatly in uniform (school shoes, ties, shirts, etc.) when they arrive to school, ready to begin the day. All uniform items, with the exception of socks, shoes and belts, must be purchased from COED Uniform Company

Students are required to wear their uniforms properly at all times during the school day (A separate uniform is required for Physical Education classes). Changing of clothes in any areas of the school except gymnasium locker rooms is prohibited. Students may not enter or leave the building without being fully dressed in complete uniform. Students not in proper uniform will be sent home.

## Girls

|             |                                                                                                       |
|-------------|-------------------------------------------------------------------------------------------------------|
| Culotte:    | Khaki Culotte –length should touch the top of the knee (must be purchased from Co-Ed Uniform Co.)     |
| Slacks:     | Khaki Tan Slacks – (must be purchased from Co-Ed Uniform Co.)                                         |
| Polo Shirt: | White or Navy Blue banded-waist with school emblem only worn May 1 – October 31                       |
| Blouse:     | White or Light Blue Blouse (only) – oxford cloth, long or short – sleeved.                            |
| Socks:      | Navy Blue Knee Socks – no knee – highs.                                                               |
| Tights:     | Navy Blue Tights – optional with winter uniform only, no Spandex or thermals.                         |
| Shoes:      | Dress black shoes with no more than a 1” heel.                                                        |
| Blazers:    | Navy Blue Blazer – <b>mandatory</b> for all students to be worn each day from November 1 to April 30. |

## Boys

|             |                                                                                                       |
|-------------|-------------------------------------------------------------------------------------------------------|
| Slacks:     | Khaki Tan Slacks – (must be purchased from Co-Ed Uniform Co.).                                        |
| Polo Shirt: | White or Navy Blue with school emblem only worn May 1 – October 31                                    |
| Shirt:      | White Shirt – long or short sleeved dress shirt.                                                      |
| Tie:        | School Tie purchased from Co-Ed Uniform                                                               |
| Socks:      | Black, Brown, or Navy socks must be worn.                                                             |
| Shoes:      | Dress black shoe with no more than a 1" heel.                                                         |
| Belt:       | Solid Brown or Black Belt.                                                                            |
| Blazers:    | Navy Blue Blazer – <b>mandatory</b> for all students to be worn each day from November 1 to April 30. |

**Note:** Any undershirt worn under the uniform must be plain white with no writing or graphics.

### **CASUAL DRESS DAYS**

On occasion, students have a casual dress day and are allowed to wear their casual clothes instead of their traditional uniforms. On these days, students are expected to adhere to standards of dress and appearance which are compatible with an effective learning environment. Presenting an appearance of wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, sagging pants, excessively short or tight garments, sleeveless, tank top or bare midriff shirts, shorts, sweatpants, attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors, a head covering of any kind, see-through clothing, attire that exposes cleavage, open-toed shoes or flip-flops, any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon, and any symbols, styles or attire frequently associated with intimidation, violence or violent groups.

The final decision as to the appropriateness of student attire rests solely with the school administration.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the administration may require the parent/guardian to be telephoned and the student will be sent home to change into appropriate clothing,

## **GROOMING**

- Hair is to be neatly styled and clean.
- No hats, bandanas or other similar articles are allowed.
- Extreme/unusual hairstyles or contrasting hair color will not be permitted.
- Boys are to be clean-shaven – NO FACIAL HAIR.
- No student will be permitted to wear jewelry which is excessive. No more than two pairs of earrings are permitted, no pair larger than a quarter.
- Body piercings are deemed unacceptable in the Saint Mary High School setting. Nose rings, navel rings, tongue rings, tongue studs, gaping holes, or other piercings are not permitted.
- Any student with a tattoo must have it covered.
- The final decision on grooming will be up to the discretion of the Dean of Students.



## **ADDENDA**

### **CHILD PROTECTION**

New Jersey State law requires that any person, who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

### **POLICY ON SEXUALITY**

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Conference of Bishops.<sup>1</sup>

Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of the students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from the School and they agree to do so immediately. If they fail to do so, parents understand the child(ren) will be expelled from the Catholic school.

<sup>1</sup>[www.usccb.org/beliefs-and-teachings/what-we-believe/catechism-of-the-catholic-church/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism-of-the-catholic-church/epub/)

## **ASBESTOS**

As per the United States Environment Protection Agency's "Asbestos Hazard Emergency Response Act" (AHERA) [40 CFR Part 763], an inspection for the presence of asbestos-containing materials has been completed, and an Asbestos Management Plan has been developed for Saint Mary High School.

The inspection report and Asbestos Management Plan file are available for review in the school office during normal school/office hours. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

**DAILY SCHEDULE**

|          |               |
|----------|---------------|
| Homeroom | 7:45 – 7:57   |
| Period A | 8:00 – 8:45   |
| Period B | 8:48 – 9:33   |
| Period C | 9:36 – 10:21  |
| Period D | 10:24 – 11:09 |
| Period E | 11:12 – 11:57 |
| Period F | 12:00 – 12:45 |
| Period G | 12:48 – 1:33  |
| Period H | 1:33 – 2:21   |

**MINIMUM DAY SCHEDULE**

|          |               |
|----------|---------------|
| Homeroom | 7:45 – 7:57   |
| Period A | 8:00 – 8:30   |
| Period B | 8:33 – 9:03   |
| Period C | 9:06 – 9:36   |
| Period D | 9:39 – 10:09  |
| Period E | 10:12 – 10:42 |
| Period F | 10:45 – 11:15 |
| Period G | 11:18 – 11:48 |
| Period H | 11:51 – 12:21 |

**MORNING ASSEMBLY**

|                  |               |
|------------------|---------------|
| Homeroom         | 7:45 – 7:50   |
| Morning Assembly | 7:53-8:37     |
| Period A         | 8:40 – 9:20   |
| Period B         | 9:23 – 10:03  |
| Period C         | 10:06 – 10:46 |
| Period D         | 10:49 – 11:29 |
| Period E         | 11:32 – 12:12 |
| Period F         | 12:15 – 12:55 |
| Period G         | 12:58 – 1:38  |
| Period H         | 1:41 – 2:21   |

**AFTERNOON ASSEMBLY**

|                    |               |
|--------------------|---------------|
| Homeroom           | 7:45 – 7:57   |
| Period A           | 8:00 – 8:39   |
| Period B           | 8:42 – 9:21   |
| Period C           | 9:24 – 10:03  |
| Period D           | 10:06 – 10:45 |
| Period E           | 10:48 – 11:27 |
| Period F           | 11:30 – 12:09 |
| Period G           | 12:12 – 12:51 |
| Period H           | 12:54 – 1:33  |
| Afternoon Assembly | 1:36 – 2:21   |

**DELAYED OPENING**

|          |               |
|----------|---------------|
| Homeroom | 9:45 – 9:57   |
| Period A | 10:00 – 10:30 |
| Period B | 10:33 – 11:03 |
| Period C | 11:06 – 11:36 |
| Period D | 11:39 – 12:09 |
| Period E | 12:12 – 12:42 |
| Period F | 12:45 – 1:15  |
| Period G | 1:18 – 1:48   |
| Period H | 1:51 – 2:21   |

**EARLY DISMISSAL**

|          |               |
|----------|---------------|
| Homeroom | 7:45 – 7:57   |
| Period A | 8:00 – 8:27   |
| Period B | 8:30 – 8:57   |
| Period C | 9:00 – 9:27   |
| Period D | 9:30 – 9:57   |
| Period E | 10:00 – 10:27 |
| Period F | 10:30 – 10:57 |
| Period G | 11:00 – 11:27 |
| Period H | 11:30 – 11:57 |

**MORNING MASS SCHEDULE**

|             |               |
|-------------|---------------|
| Period A    | 7:45 – 8:15   |
| <b>Mass</b> |               |
| Period B    | 9:30 – 10:09  |
| Period C    | 10:12 – 10:51 |
| Period D    | 10:54 – 11:33 |
| Period E    | 11:36 – 12:15 |
| Period F    | 12:18 – 12:57 |
| Period G    | 1:00 – 1:39   |
| Period H    | 1:42 – 2:21   |

**AFTERNOON MASS SCHEDULE**

|             |               |
|-------------|---------------|
| Homeroom    | 7:45 – 7:50   |
| Period A    | 7:53 – 8:28   |
| Period B    | 8:31 – 9:06   |
| Period C    | 9:09 – 9:44   |
| Period D    | 9:47 – 10:22  |
| Period E    | 10:25 – 11:00 |
| Period F    | 11:03 – 11:38 |
| <b>Mass</b> |               |
| Period G    | 1:00 – 1:39   |
| Period H    | 1:42 – 2:21   |