

## **Mission Statement**

St. Mary's Junior/Senior High School is a college preparatory school sponsored by Our Lady of Czestochowa Parish in the Diocese of Worcester Massachusetts.

As a Catholic community of learners,

St. Mary's is dedicated to the formation of the whole person in Christ by fostering the spiritual, intellectual, and emotional maturation of its members.

An excellent teacher-to-student ratio helps create a supportive environment in which the faculty is aware of each individual's progress and needs.

All members of our community are called to meet the challenge of integrating Catholic moral and social values with the discovery of truth and knowledge in God's world.

**We embrace this formidable responsibility in order to live out our motto:**

*Non scholae, sed vitae*

**Not only for school, but for life.**

## Parent's Role in Education/The School Experience

We, at St. Mary's Jr/Sr High School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life— physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's Jr/Sr High School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary's Jr/Sr High School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. **It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## ACADEMIC INFORMATION

### Student Admission

St. Mary's accepts all students regardless of race, color, creed, national, or ethnic origin. It is important to remember that all students are accepted on an annual basis. The acceptance of the registration fee for the following year does not necessarily constitute final acceptance or continuation at St. Mary's Jr. / Sr. High School. Re-acceptance for successive years will be based on the attitude, behavior, and achievement of the student and is entirely the decision of the school, made in the best interest of the school.

### Entrance Requirements

Prospective students of the seventh and ninth grade take a placement examination. Entrance requirements are based on the results of that examination and the contents of the student's seventh and eighth grade report cards. Entrance to the eighth grade is based on the contents of the previous year's report card and the student's behavior and attitude. New students are accepted into sophomore, junior, and senior classes if space is available and at the discretion of the school administration based on the academics and conduct at the previous school attended. A copy of the previous year's report card is required.

### Course Requirements

#### Junior High - grades 7 - 8

Every student must take and pass the core curriculum courses. In addition to the six academic classes per year, students are required to take and pass Physical Education.

#### High School - grades 9 - 12

Each full year course is valued at one credit. Physical education is valued at 1/4 credit per year. To meet the varied interest, backgrounds, and talents of the individual student, St. Mary's offers diverse courses to provide a creative learning experience, while at the same time meeting requirement for college admissions. 11th graders have limited electives due to required courses for college admission. In 12th grade Religion, English, and Math are required. Electives complete the 6-course requirement.

<u>Required Courses</u>	<u>Possible Electives</u>	
Religion 4 years	Accounting/Economics	Law/World Events
English 4 years	Journalism	Psychology
Math 4 years	Anatomy	AP World History
Science 4 years	Physics	AP European History
History 4 years	Intro to Computers	AP English
Foreign Language 3 years	SAT Prep	AP Calculus
Physical Education 2 years	Math/English Skills	AP Biology

Electives are offered for Juniors and Seniors to fill the required courses per year. Freshmen and Sophomores have a choice of French or Spanish as their foreign language. The same language must be taken for three years. Honors and Advanced Placement, A. P., classes have a weighted grade, which is reflected in the grade point average.

Add/Drop is allowed within the first 5 days. All requests for changes should be submitted to the guidance department.

Note-Seventh and Ninth graders will not be able to begin classes if the physical form filled out by their private physicians has not been turned into the office.

## **Scholastic requirements**

1. The passing grade at St. Mary's is 65%
2. The college-bound student must keep college admission requirements in mind when choosing electives.
3. If a student fails any courses, the credit must be made up before he/she will be promoted.
4. Any final grade of 54% or below cannot be made up in Summer School and will result in automatic retention of the student.
5. A maximum of 2 courses can be taken in Summer School or an approved alternative.
6. The Guidance Department will assist the student in making up failed courses. Parents should contact the Guidance department to find out where and when courses can be made up.
7. Students must pass required Summer School courses in order to begin classes at St. Mary's for the new academic year.
8. Any students with 2 grades in any marking period below 70% could possibly be prohibited from extra-curricular activities.
9. A student that is unable to meet the minimum standards with the aid of Summer School needs to reapply to St. Mary's. The administration will determine if the student will be accepted back to repeat the grade.
10. Students wishing to take AP level classes must receive an overall grade higher than 84% on a previous subject (similar topic to AP class), as well as receive written permission from the AP teacher.

**Note: At the end of each academic year, the administration and the Guidance Department will evaluate the academic and behavioral progress of all students. Students who are having academic difficulties or who are unable to comply with school regulations will be advised as to their continuance at St. Jr. /Sr. High School**

## **Rank in Class**

Rank is computed based on quality points assigned to the level of the subject taken by the student.

## **Grading Periods**

The School year is divided into two semesters. Report Cards will be issued four times with the final report card in June. Numerical grades will be used on the report card. An incomplete will be given for prolonged absence due to illness. The student has 5 school days to make up the work and receive a grade. Failure to do so may result in a failing grade for the marking period.

**Parents are encouraged to call the school and request either a phone call or a conference if they feel that the student is not doing well. Communication between the parents and the teachers is strongly recommended. If you as a parent have questions about your child, please call the school. The number is 508-753-1170. You are the primary educator and pay tuition to further your child's education. We respect that.**

## **Academic Credibility**

**Cheating** is defined as obtaining information for the purpose of presenting as you own, or providing information to others who have not acquired it through work, as their own.

**Plagiarism** is the willful use of material without documentation with the intent to deceive. This includes wholesale copying of papers, paragraphs, ideas or even sentences, and calling the work your own. Paraphrasing without acknowledging the source falls into the same category. Both are unacceptable and dishonest.

**Academic dishonesty (cheating/plagiarism) will not be tolerated at St. Mary's.** No credit will be given for plagiarized work. If, at the discretion of the teacher and the faculty committee the opportunity is given to redo the assignment, a maximum grade of 65 can be earned.

Cases of plagiarism or cheating could result in a meeting with the student, classroom teacher and the faculty committee to discuss further disciplinary action. This disciplinary action would likely result in an in-house suspension and a Saturday detention. Additional offenses could result in the following: a failing term grade, an out of school suspension, or a recommendation to the Headmaster for expulsion.

### **Academic Probation (Extracurricular Activity/Sports Eligibility)**

A student receiving **more than 1 failure on a report card** will be put on academic probation of a period of no less than 3 weeks. At the request of parents, students will be responsible for having teachers complete an academic update form for each week of the probationary period. Participation in extra curricular activities will also be jeopardized. **Students who receive more than 1 failure on a report card will not be able to participate in sports, drama, or any other extracurricular activity until the next marking period. (An entire basketball season may be lost for that student athlete!)** An evaluation by the teachers, guidance department, and administration will be made at the end of this period and parents will be notified.

### **Homework**

Homework is an essential part of the learning process. It is a natural follow-up to the learning experiences begun in the classroom. **Students who do not complete homework will be kept after school to do it.** Parents are requested to monitor students' out of school schedules to allow the necessary time to study and to complete homework which may include written assignments, reading, studying for tests and/or quizzes, etc.

### **Extra help**

Teachers are available for extra help after school. Each student is responsible for making arrangements with the teacher for extra help or for making up any work missed because of absence. If a teacher suggests extra help to the student, it is very important that the student takes advantage of this. A lack of understanding sometimes occurs in class and this is usually resolved after school with individual attention.

### **Classroom Policies**

During the first full week of classes, every teacher will inform students in writing of his/her classroom policy. This policy will include mention of the teacher's method of grading and testing, standards for acceptable classroom behavior, and the days the teacher will be available for extra help. Teachers may keep students after school for not following procedure. Teacher detention slips will be issued but do not require a parent signature. It is the responsibility of the student to tell his/her parent about the detention.

### **Making up work and tests**

It is the **responsibility** of the **student** to make up any work and/or tests missed because of absence. The student should be prepared to make up the tests, quizzes, class

work, and/or homework within 24 hours of the student's return to school unless the teacher feels more time is needed because of a prolonged absence. Much of the work could be done while the student is absent thus eliminating some of the makeup work. Students who have not made up work within the time indicated by the teacher will receive a zero for that work. The office will supply or collect assignments if a student is absent upon the request of the parent for an extended absence. It is that student's **responsibility** to communicate with his/her teacher and/or fellow classmate to get the missed assignment.

### ***Honor Roll***

**Principal's List** - 90% average with no grade below 85%

**High Honors** - 85% average with no grade below 80%

**Honors** - 80% average with no grade below 75

### **St. Mary's Honor Society Membership Requirements:**

1. Member of sophomore, junior, or senior class who must have a cumulative 85% average.
2. Continued Membership: A student must maintain an 85% average each semester.
3. Scholastically eligible students are selected for membership based on qualities of leadership, and character.
4. Students must participate in some form of community service.
5. Students must complete an essay as a form of applying for membership.
6. Strict adherence to rules and regulations as outlined in this handbook.

An Honor Society member must maintain the standards for membership in order to remain in this organization. Any member who falls below these standards will be promptly warned and placed on probation. A member will be allowed only one warning. If, at the end of the probationary period, the member fails to meet the standards, dismissal proceedings will be considered. Notice of dismissal will be given in writing. The student has the right to appeal the decision. If the dismissal stands, the student must return the membership certificate. Once a member is dismissed, he/she is never again eligible for membership in the National Honor Society.

A Faculty advisory committee will assist the moderator in determining membership and the maintaining of standards.

### **Seniors in Danger of NOT Graduating**

The following procedures will be followed for all Seniors in danger of not graduating.

1. Certified letters will be forwarded to the parents/guardians of seniors who are in danger of not graduating. In the middle of the second semester, notice will be given to the students and parents/guardians in the form of Certified Mail - Return Receipt Requested and will be followed by a parental conference involving the parents/guardians, student, Principal, and Guidance Director.
2. Students who are notified that they will not be graduating may be allowed to remain in school in order to successfully complete as many courses as possible. If there are extenuating reasons, i.e., too many course failures, major discipline problems, etc., the Principal will confer with the Director of Guidance as to the

disposition. The decision will be conveyed to the parents/guardians and student.

3. Students will have no more than one year from the end of the school year in which he/she failed to graduate to complete all requirements for graduation.

Students who do not fulfill the requirements for graduation or who have outstanding financial obligations to St. Mary's are not allowed to participate in any graduation activity. (Baccalaureate, Commencement, etc.) They are not given graduation announcements or cap and gown. Note: the graduation fee is non-refundable.

#### **Academic requirements for graduation:**

- In order to participate in graduation exercises and receive a diploma, seniors must achieve a final grade of 65% or better in all classes.

#### **If a senior fails two (2) or fewer classes with grades of 55% or better:**

- The senior will not be able to participate in graduation exercises. The administration will determine if the senior can earn a diploma by completing an acceptable summer school program or assignment.

#### **If a senior fails more than two (2) classes or earns a final grade below 55% in one (1) or more classes:**

- The senior will not be able to participate in graduation exercises.
- In order to receive a diploma the senior must repeat the year.
- If the senior wishes to repeat their senior year at St. Mary's Jr./Sr. High School, the student must reapply as if he or she were a new student.

#### **Guidance**

Guidance and counseling form an integral part of the education of our students. Because St. Mary's aims at the total development of the person, guidance services include personal, social, educational, and career counseling. The program assists the students to understand themselves by focusing on their interests, abilities and needs in relation to their home, school and general environments. Counseling assists the students in developing decision skills and in formulating future plans. Students are always welcome to make use of the information services available. The head of the Guidance department also serves as the school's safe environment trainer.

The guidance program includes individual interviews, group seminars, the administration and interpretation of tests, visits by college representatives, college fairs, scholarships and financial aid information.

All college applications are processed through the guidance department. Completed applications should be submitted to guidance at least one month before the deadline. A \$5.00 processing fee is charged to cover the first 3 applications. There is an additional \$2.00 processing fee for additional transcripts. This fee covers the cost of transcripts and mailing envelopes. The direct line to guidance is 508-753-2190

## College Board SAT/ACT Information

It is the policy of St. Mary's High School, to have all students take their first SAT and ACT for college admission in the spring of their Junior year. The SAT's and ACT's are given at various high school locations in Worcester and through out the state. Students must register in advance by filling out a registration form, available in the Guidance Office, or registering on-line at [www.collegeboard.com](http://www.collegeboard.com). Once a student has registered, they will need to bring their registration number to the Guidance Office for verification.

## ATTENDANCE POLICY

The administrators and faculty of St. Mary's Jr. - Sr. High School believe that students' attendance ins school and in class is essential, not only for the academic learning process, but also for the personal and spiritual growth of students as they mature into responsible adults. Punctuality and regularity of attendance are important to the student starting with the very first day of school. School is a students' work place. After graduating from high school, students will take with them into higher education and/or employment the positive attendance habits acquired during schooling. Our policies reflect the important connections between achievement and attendance.

**State law requires students to be in school for all classes all day. On the day of a student's absence, a parent/guardian should notify the office between 7 and 8:30.** (Calls from the student are not acceptable.) If no call is received, the office will call the home to make sure the parent is aware of the student's absence, and most importantly to insure that the student is safe.

**Students may not attend any extra-curricular activities on the day of an absence whether it is held on the school grounds or not.** This includes dances, athletic games, or any other activity. Exceptions to his rule can only be made by the principal.

## ABSENTEEISM

We do not accept absences except when a student's illness requires a home tutor. A student who enrolls in a course is expected to be present each time class is in session, for the entirety of the class. Students who have more than **fourteen (14) absences** from a course in a school year will not receive credit for the course. A student who has **seven (7) absences** from a one-semester course will receive no credit for the course.

All absences require a note from a parent/guardian to be turned into the office upon the student's return.

## **TARDINESS**

A student who is not in his/her seat at the sound of the homeroom bell at 7:50 is tardy.

- A student who is absent for more than one half a class period will be considered absent from the class.
- Two (2) unexcused tardiness's in one week will result in an office detention.
- Four (4) unexcused tardiness's to a class in any semester will equal one absence in that class.
- Five (5) unexcused tardiness's to the beginning of first period, or the start of Mass, will be considered one absence.

To avoid Richland Street traffic, it is advised that students are dropped off at the convent driveway on Endicott Street. They can walk up the driveway and enter the school building at the rear entrance.

Students who are excessively absent or tardy may be asked to make up missed class work and time by way of Saturday school or night school (Worcester public school department). Added costs for these classes will need to be paid for by student/parent.

## **Truancy**

A student who is absent without parental knowledge and consent will be considered truant and will receive a suspension with 10 demerits plus a parent conference. Any second offense will be cause for dismissal from school. Frequent or prolonged absence must be reported to the attendance officer of the local public school district.

## **Vacations**

School vacations are scheduled to allow students to avail themselves of recreational and educational opportunities. Therefore, the school does not permit alternate vacations unless it is specifically justified by the parent and approved in advance by the administration. **Requests must be submitted in writing to the principal.**

*Note: Teachers will not supply work beforehand for students who take extra vacation days. Makeup work must be completed within 24 hours of the student's return unless extended by the teacher. Five days will be the maximum amount of time to complete makeup work. If a student is already having problems with school work or has been absent excessively, it is highly recommended that he or she is not taken out of school.*

## **Funerals**

A student who wishes to attend a funeral of someone other than a member of his/her immediate family must submit a **written** note from his/her parents on the day of the funeral. No permission to attend funerals will be accepted over the telephone. The school administration reserves the right to determine the number of students who will be excused to attend the funeral of a person related in a special way or known to the school community. All students are encouraged to give strength and support to the relatives of deceased members of the school community by their presence at the wake and by their prayers for the deceased person and his/her family.

## **Early Dismissal**

Students may not leave the school grounds at any time during the school day without explicit permission from a member of the administration.

Early dismissal is granted to a student who has written permission from a parent or guardian for a **serious reason**, specifying the time and reason for dismissal. Early dismissal slips are issued at the Office before 8:A.M. The student will not be called. It is his or her responsibility to notify the classroom teacher of the dismissal and leave class at the time to be dismissed. Before leaving the building, the student must report to the Office with the dismissal slip. If he/she returns to school, the student must again report to the office before going to class.

***Routine dental or doctor appointments must be scheduled after school hours. If an appointment during school hours is necessary, an appointment card or note must be either brought into school the day before or, in the case of emergency, that day. This may also be faxed from the doctor's office to the school.***

## **Snow Days, Delays, Unexpected Dismissal Due To Weather**

Cancellation of school or delays because of inclement weather will be announced on the local radio station. Radio announcements usually begin at 6:00A.M. St. Mary's will not dismiss school because of the weather. Parents have the option to dismiss their child and must use their own discretion If they wish their child to be dismissed, a call must be made to the office indicating the time the student should be dismissed and the method of dismissal. Cancellations are made in conjunction with the Worcester Public Schools.

## **Summation**

This is not a complete list of all possible scenarios relating to attendance. It is intended to be indicative of the intent of St. Mary's Attendance Policy. Extreme and unusual circumstances relative to absence, tardiness, and dismissals may occur. These can be submitted to the Principal for individual consideration. All actions are an attempt to be consistent with the philosophy and mission of the school.

## **DRESS CODE**

St. Mary's is a Catholic educational institution and the student body is expected to observe a uniform dress code determined by the administration.

The administration reserves the right to require that the dress code be adhered to at all times. The acceptability of the personal appearance of students will be at the discretion of the school administration. This includes all school functions. Students must come to school and leave school in uniform. This means they must be in uniform before entering the school and remain appropriately dressed until they have left the school for the day.

### **Students Found To Be In Violation Of The Dress Code Will Be Sent Home.**

#### **DRESS AND APPEARANCE —PLEASE READ CAREFULLY**

- Only J.B. Edwards uniform clothing may be worn. All pieces must fit properly and be neat and clean.
- No alterations to clothing may be made that would change the style of the uniform.
- Hair must be neat, clean and well groomed. Boys' hair must be off the collar.
- Boys must be clean-shaven.
- Boots are allowed only in inclement weather and pant legs must cover them.
- No dog collars or chokers are to be worn around the neck.
- No Hats, Caps, Hoods, Kerchiefs, Doo-Rags, Hair Nets, Wide Head Bands or any other inappropriate headgear may be worn inside the building.
- T-shirt designs must not be visible under uniform shirts.
- Appropriate jewelry only.
- For safety reasons No clogs, open toed sandals or backless footwear.

#### **Boys**

- 1) J.B. Edwards short or long sleeved polo shirts with St. Mary's logo. Light Blue, white, red or maroon only. Shirts must be tucked in at all times, not rolled under. Polo shirts may be worn from the first day of school to October 31<sup>st</sup> (Fall Session) and from April 1<sup>st</sup> to the conclusion of the school year (Spring Session).
- 2) J.B. Edwards uniform Navy or Khaki pants only. Pants must be worn at the waist with a belt. Pants may not be baggy, oversized or worn low on the hips.
- 3) J.B. Edwards V-neck pullover sweaters or sweater vests must be maroon, grey or navy only. Sweaters or vest must be worn from November 1<sup>st</sup> to April 1<sup>st</sup> (Winter Session)
- 4) J.B. Edwards long or short sleeved oxford shirts. Blue or white only. Shirts must be tucked in at all times, not rolled under. Oxford shirts must be worn from November 1<sup>st</sup> to April 1<sup>st</sup> (Winter Session).
- 5) Any style neck tie must be worn with oxford shirt during winter session.
- 6) Dress shoes or clean sneakers.

7) Socks must be worn under footwear at all times

### **Girls**

- 1) J.B. Edwards short or long sleeved polo shirts with St. Mary's logo. Light Blue, white, red or maroon only. Shirts must be tucked in at all times, not rolled under. Polo shirts may be worn from the first day of school to October 31<sup>st</sup> (Fall Session) and from April 1<sup>st</sup> to the conclusion of the school year (Spring Session).
- 2) J.B. Edwards designated uniform skirts. Skirts must be appropriate length (3 inches above the bottom of the knee) and not rolled at the waist.
- 3) J.B. Edwards uniform navy or Khaki pants only. Pants must be worn at the waist with a belt. Pants may not be baggy, oversized or worn low on the hips.
- 4) J.B. Edwards V-neck pullover sweaters or sweater vests must be Maroon or navy only. Sweaters or vest must be worn from November 1<sup>st</sup> to April 1<sup>st</sup>.
- 5) J.B. Edwards long or short sleeved oxford shirts. Blue or white only. Shirts must be tucked in at all times, not rolled under. Oxford shirts must be worn from November 1<sup>st</sup> to April 1<sup>st</sup> (Winter Session).
- 6) Nylons or solid color tights or knee-highs in white, navy, red, maroon or gray only. No fishnet or print stockings.
- 7) Dress shoes or clean sneakers.
- 8) Stockings or knee-high socks must be worn at all times. Full length socks only. No ankle socks will be allowed.

### **NOT ALLOWED — BOYS**

- No earrings, face or body rings of any kind
- No unnaturally colored hair. No body or face rings. No tattoos.
- No jackets sweatshirts or outerwear of any kind inside the school building
- No visible key chains or ropes. Keys must be kept in pockets or bags, out of sight.

### **NOT ALLOWED — GIRLS**

- No thermal long Johns, seat pants or stirrup pants under skirts.
- No large earrings. No body or face rings other than in ears. No tattoos. No unnaturally colored hair.
- No jackets sweatshirts or outerwear of any kind inside the school building.
- No visible key chains or ropes. Keys must be kept in pockets or bags, out of sight.

\*No colored undershirts allowed under polo or oxford shirts \*

### **Out of Dress Code Procedures**

Occasionally, the administration will allow students to attend school or a school function out of uniform. On those days the following guidelines will need to be followed:

- Shoes must still have covered toes and a back to cover the heel.
- No slogans for alcohol, tobacco or any other print which would not be appropriate in a Christian environment should be visible at any time.
- No low cut shorts
- No short skirts
- No Spaghetti straps (Straps must be a minimum of 2" wide)

- No Visible midriffs
- Clothing must not be excessively tight
- Clothing must be in good condition (Not ripped or torn)
- The handbook rules for hats and jewelry will be enforced

Students will correctable infractions will be required to fix the violation before be allowed to join the other students. If administration determines an infraction to be too severe, the student will be required to sit out of activities and wait for suitable clothing to be made available.

## ***GENERAL INFORMATION***

### **Good Neighbor relationship**

Out of consideration for our neighbors, students are prohibited from congregating or loitering on streets or property adjacent to the school.

### **Classrooms**

The usual rules of common politeness are to be observed in dealing with teachers and other students. Behavior which disrupts or in any way hampers class progress is unacceptable.

1. Students are to enter the classroom and be seated promptly. Students should not be opening and closing windows or walking around.
2. Students who are not in the classrooms at the bell are late and will be given demerits.
3. Students who are detained by another teacher must bring a late slip from that teacher.
4. Homework assignments must be ready to be handed in at the beginning of class. Students may not complete unfinished assignments unless the teacher so advises.
5. Students are not allowed to complete homework or copy notes from classes other than the one which the student is assigned for the period.
6. Classes will always be held even if the teacher is absent. Students will report to all scheduled classes. Substitute teachers will be assigned, and students will be given assignments which must be done during the class time.
7. The teacher will dismiss the students at the end of class. Dismissal should be orderly and well-mannered.

### **Study Halls**

Students must report to study hall and be seated promptly. It is expected that each student will respect and comply with the rules of the individual teacher. Each student should bring a sufficient amount of work to occupy his/her time otherwise work will be assigned to him or her. Study halls are a time to either do homework, study for tests, read, etc. Therefore studies should be quiet and promote an atmosphere that allows each student to concentrate.

\*Students may go to guidance if they have an appointment. The student must carry a

pass to Guidance, and it must be signed there before the student may return to the study.

### **Lockers**

1. Each student is assigned a locker for storage of books, clothing, and equipment. Students may not exchange their assigned lockers. Unauthorized locks will be removed without compensation.
2. Students may go to lockers at designated times.
3. Lockers must be kept in good order and properly locked.
4. Locks must be purchased and combinations should not be shared. The school is not responsible for lost or stolen property.
5. Tampering with another student's locker or damaging another's property is an infringement on the rights of that person and will be handled by the office.
6. Anything made of glass including bottles and mirrors are not allowed in lockers.
7. All food must be removed from lockers at the end of the day.
8. Officials of St. Mary's have the right to make periodic checks of lockers for the general welfare of the school and students.

### **Homeroom**

Students are to be in uniform and in their seats at the bell to begin homeroom period. Demerits will be given if the student is not. Silence must be observed during announcements. No food or drink may be brought into homeroom. Lunches are to be placed in lockers. (If a student purchases food or drink before school that is not lunch, it must be consumed or disposed of before entering homeroom.) **Once a student has entered the building in the morning, he or she may not leave.** Students are to go to room 103 until the 7:40 bell rings. At that time they are to proceed to their homerooms. **NOTE:** No student may leave homeroom without permission. No business may be conducted at the office by the students at this time. Absentee lists and any materials required by the office should be sent by a designated student after the completion of announcements. Students with dismissal notes must present them to the office before the first homeroom bell.

### **Corridor behavior**

It is completely improper for students to be meeting with boyfriends/girlfriends around the school building before, during, or after school. Public displays of affection are thoroughly unacceptable and will not be tolerated. Parents will be notified. Students are not allowed to loiter in the corridor or the lavatories. Students who are frequently in these places will be sent to the office. Corridors are places for travel. Yelling, boisterous behavior, eating, or any other behavior not conducive to an orderly passage from class to class is not acceptable. Teachers will issue demerits for such behavior.

### **Passes**

Any time a student has reason to leave a classroom during class time; he/she must have a pass from the teacher from whose class the student is leaving. Student must present pass to the main office before heading to specified area.

## **Cafeteria**

Lunches are to be eaten in the cafeteria. Students are asked to use and leave cafeteria facilities in a *neat and orderly* manner. The tables should be left clean of debris and all rubbish is to be deposited in waste barrels. Students may use the lavatories during the lunch period. In addition, all food, candy, and/or beverages must be confined to cafeteria use only. Every student must report to the lunchroom at the appointed time and must remain until the end of the lunch period. Violation of the school's cafeteria policy will result in disciplinary action.

## **Assemblies**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would be whistling, uncalled-for clapping, boisterousness, and talking during a program.

## **Church**

Church services and liturgies are a time for worship and respect. It is mandatory that students respect the wishes of those who wish to worship. Proper behavior is demanded. Any student who does not respect the wishes of others to pray and worship does not belong at St. Mary's. All students must stand with the rest of the student body at the appropriate times during Mass.

## **Student Drivers**

Use of cars is a privilege, not a right. Students who violate driving privileges by speeding, racing, or by parking illegally or in such a manner as to hinder entry to or exit from the school or the smooth flow of traffic will forfeit all driving privileges for a period of time to be determined by administration. Students are required to park in the student parking lot. Cars parked so as to block fire lanes, other cars, driveways, etc. will be towed at the owner's expense. No student may park in the teacher's lot, any posted reserved parking spaces, or on Richland St. Any student who does not adhere to these restrictions will lose his or her privilege of driving a car to school and could have his or her car towed. Any student using unacceptable language or gestures in the parking lot or behavior that could be deemed dangerous to either the occupants of the car or others around the car could result in the loss of the driving privilege and/or suspension. St. Mary's has children from the ages of K-12 being dismissed and has a responsibility for the safety of these students as well as a reputation to insure. Students must exit their cars immediately upon arrival. Cars should be locked at all times. No student is allowed to sit in cars or be out in the parking lot during school for any reason.

*St. Mary's does not accept responsibility for loss of materials left in cars or for damage that may occur to cars in the parking lot.*

## **Gum**

The use of gum is prohibited at St. Mary's. The reasons are obvious: it is found on floors, desks, hair, lockers, seats, doorknobs, etc., posing both health and safety hazards. Demerits will be given and continuous abuse of the rule will be referred to the office for disciplinary action since this constitutes a disregard of school rules.

## Headphones/Cellular Telephones/Beepers

All headphones, radios, cellular telephones, beepers, pagers, or any mobile communication device must be turned off and can not be taken out during before school or during school. Violation of this rule will result in disciplinary action as well as the confiscation of the device. The school recommends that these items not be brought to school because we are not responsible for their loss, theft or damage.

### \*CELL PHONES

- Students may not use personal cell phones during school hours.
- Cell phones should not be visible, audible or noticeable during school hours until after the dismissal bell at the end of the day.
- Phone calls to students during the school day should come into the main office. Students may also use the main office phones to call home.
- Parents should not call or text student cell phones until after school dismissal.

**NOTE: Any student who has a cell phone turned on during the school day, using a cell phone, texting, or otherwise, will forfeit that cell phone to the Principal for five consecutive days, which may include weekend days. During this time the cell phones will be locked in the office. Upon the second offense, the cell phone will be held for five additional consecutive days (including weekend days) and then returned only to the student's parents.**

## Extra-curricular Activities

An extra-curricular program should complement academic offerings. It is highly recommended that all St. Mary's students participate in at least one activity each year. Parents are asked to encourage their children to participate in at least one (if not more) of these activities. These are listed on transcripts and colleges are very interested in students who participate.

Since academics are the primary concern of the school, students who are **failing one or more course** may not be able to participate in extra-curricular activities. This decision will be made by the administration and the teacher.

Extra-curricular Activities Include:

Girls Volleyball (Varsity) Fall	Drama Club
Girls Soccer (JV/Varsity) Fall	Student Council
Boys Soccer (JV/Varsity) Fall	Honor Society
Co-ed Cross-country (JH) Fall	Newspaper
Co-ed Cheerleading (Varsity) Fall	Chess Club
Girls Basketball (JH/JV/Varsity) Winter	Yearbook
Boys Basketball (JH/JV/Varsity) Winter	Travel Club
Softball (JH/JV/Varsity) Spring	Christian Youth Organization
Baseball (JV/Varsity) Spring	Art Club / Quilting

(Any extra-curricular activity may be established based on student interest)

### **Students staying after school**

Because it is not safe to leave students in an unsupervised environment, we **require** students choosing to wait at school for a game or practice to be in a structured activity.

### **Structured activities include:**

- Participating in clubs or organizations supervised by a staff moderator.
- Getting extra help with a teacher.
- Studying in the library while a teacher is on duty. (until 3 p.m. Monday – Friday)
- Waiting in the athletic office while a staff member is monitoring it. (See below)

### **Unstructured Activities include but are not limited to:**

- Wandering or waiting in the building without faculty or staff supervision.
- Watching practices.
- Sitting in the athletic locker rooms.

### **Late Practices:**

If a practice is scheduled to begin after 4:30, student athletes must leave the building and return no earlier than ½ hour before their practice.

Please contact the athletic director with questions.

### **Athletic events**

Any student, parent, and/or guest attending an athletic event as a spectator must behave as a Christian man or woman. Vulgar or abusive language or conduct will simply not be tolerated. Violations will result in the offender being prevented from participating or attending any future functions sponsored by St. Mary's for a time to be determined by the Principal.

### **Dances**

1. Each student may have one guest. This guest (and school attending) must be signed up before the dance.
2. Each student is responsible for their guest.
3. If a student leaves, no refund will be issued and he or she may not return.
4. All bags will be checked at the door and are not allowed into the dance.
5. Appropriate dress must be worn as stated before the dance.
6. Refunds for tickets cannot be given for any reason.

### **Field Trips**

Students should adhere to all school policies, including proper dress on all trips sponsored by the school. If a student is not dressed appropriately, he or she will not go on the trip. A student's previous conduct determines if he or she may go on a field trip. Students are required to present a permission slip signed by one parent or

guardian verified to the advisor planning the trip. A trip is not considered as being school sponsored if prior permission for the trip has not been given by the Principal.

### **Visitors**

No student shall invite or entertain visitors on school grounds at any time during the school day or at any school related function without receiving approval from the Administration. Once approval has been obtained, it is the responsibility of the student to see that his or her guest is in compliance with all the rules and regulations of the school. Students who are thinking of coming to the school and "Shadow" are welcomed. The parents of the student must call the school and arrange this.

### **Physical Education**

Specific grades will take part in the physical education program. Students are required to be in the St. Mary's physical education uniform. A doctor's note is required for a student to be excused from participating in this class. Therefore, an annual physical examination is recommended for each student. Students who miss classes without an excuse could fail the course. This would result in the student making up physical education in summer school.

### **Main Office**

The Main Office is a place of business. Students should be at the office only if they have business there. The staff should be treated respectfully. Students should not expect the office to provide staples, paper clips, elastics, or any other supplies. Photocopying for students is not a function of the office staff and will not be done.

### **Messages**

Students will *not* be called to the telephone during the school day. It is not a function of the school to act as a messenger for students. Students should make transportation arrangements in the morning before leaving for school, especially when there is a danger of inclement weather. Those who forget lunches, assignments, or equipment should check at the office at lunch time, before going to gym, or when passing through the first floor corridor in case these materials have been brought in. It is the student's responsibility to do this. The Office staff will not page a student for these matters. Any message received during school will be given to the student at the end of the day. Emergency messages will be handled by an Administrator. An Administrator during homeroom and before the final bell will read announcements. All announcements should be sent to the Office by 7:45. Only emergency calls can be made from the school.

**Medicine of any kind, whether prescription or not will not be dispensed from the office without a signed release form. See the back of the handbook. *Students may not give any kind of medicine to other students. This includes not prescription, prescription, as well as inhalers. Inhalers should be under the supervision of the office or the classroom teacher at all times depending on the severity of the illness. The doctor's note will dictate this need.***

## **Rides**

No one will be paged regarding rides. It is up to the student to make arrangements as to the time and place of pick-up by a driver. Change of address. Any change of address or telephone number must be reported immediately to the Main Office.

## **Tuition**

The first tuition installment is due by the first Thursday in July. At the time of making the first tuition payment a tuition card with due dates of further payments will be issued to you. If this schedule is not followed and the account balance is in arrears at any time, report cards, progress reports and/or transcripts are held until full payment is made. Tuition payments begin in July and end in April. Any payments after April must be made in cash, bank check, or money order. Seniors - additional information regarding tuition and fees is found under the section titled "Seniors in Danger of not Graduating".

## **Tuition Assistance**

FACTS grant - in - aid forms are available in the High School office. The program will assist the Catholic School Department in the assessment of financial need and the distribution of grants. You may apply online at: [www.factstuitionaid.com](http://www.factstuitionaid.com)

## **The Library**

The library is a place of silence. It may be used for work on projects, research, typing papers, learning library skills, and for quiet, serious reading and studying.

## **Supervision**

The building will open to students 45 minutes prior to the start of school (7:05 on a normal day). Students arriving before 7:40 must wait in the first floor hallway or room 103 until the first bell rings. Students that wish to remain in the building after school may stay in the library until 3:00. Otherwise, students in the building after 2:05 must be in a structured activity with a teacher, a coach, or other staff member. After 3:00, the school is closed to students not actively participating in a supervised activity. If a student remains on the property, he/she does so with parental knowledge of the **limitations** of supervision.

## **Fire Drills**

Instructions for fire drills are posted in all classrooms. All students and personnel should leave the building immediately in single file, following the directions for the area in which they are located. Silence is to be observed during the entire drill.

## **Code of Behavior**

The Administration and the teachers of the St. Mary's Community can and do support our students as people who are growing and learning and people about whom we care by responding to misbehavior clearly, consistently, justly, and without undue delay.

All members of the community are responsible for their behavior and should expect to be held accountable. When individuals do not live up to the established

standards, they will be confronted directly.

An outline of the rules as well as the manner in which the violation of some of them is handled is set down in the following pages. In the absence of the stated rule, it is expected that each student will exercise good taste, good judgment, and concern for others. Although a student may personally disagree with a rule, he or she should understand that the rules are made for the good of the entire student body and that the school considers him or her to have entered a contract to live within its structure and to observe its rules and their spirit. Behavior inappropriate to Christian moral standards requires intervention from the school since such activities might reflect on the good reputation of the school.

### **Disciplinary Action**

A student will be referred for disciplinary action for conduct that takes place in the following areas or situations:

1. The campus property
2. School-sponsored trips and activities on or off campus
3. A student's presence in a room or place where a major violation occurs makes him or her liable to disciplinary action. The administration will deal with each situation, determine the student's liability in the particular circumstance, and take the appropriate action.

### **Consequences**

If a student does not adhere to the rules, he or she may receive the following consequences depending on the severity.

1. **Teacher detention(s)** - will be given for classroom conduct, talking, lack of homework, or any violation of the teacher's guidelines. Failure to serve will result in further disciplinary action in addition to making up the detention.
2. **Demerits** - a written notification of the infraction - 5 demerits will result in one SMH.
3. **St. Mary's Hours (SMH's)** – Students will be assigned one volunteer hour for every five demerits accumulated. Tasks will include teacher classroom maintenance, office filing, or any other task assigned by teacher, staff or administrator. Hours need to be made up either before homeroom, afterschool, or on the weekends. “Shifts” need to be at least one consecutive hour.
4. **Saturday detention(s)** - Multiple detentions or a major infraction may result in a Saturday detention. Students must report in uniform for the assigned date and time to serve their two-hour Saturday detention. Student who arrive late or do not attend will face further disciplinary action.

An accumulation of office detentions indicates that a student does not wish to conform to the rules and principles of conduct promoted by St. Mary's for the general good of the student body.

## **5. In - House Suspension**

- a) The student is excluded from all extra curricular activities.
- b.) The student is personally responsible to do the assignments and to learn the material covered.
- c.) Quizzes and test made up will receive a maximum grade of 65%.
- d.) A conference with the parents, the Principal may be a condition for the readmission of the student depending on the circumstances.

**6. Out-Of-School Suspension** - The student will be put under the supervision of parents. All conditions of in-house pertain to Out of School except that make-up **quizzes** and tests will receive a grade of 0%

**7. Disciplinary probation** -Multiple detentions, suspensions, or any type of misconduct deemed gravely inappropriate could result in a student being put on probation. Probation is a trial period. A student contract which outlines the behavior of the student will be signed by the student, the administration, and the parents and will be filled out on a daily basis by the teachers.

**Expulsion** - St. Mary's reserves the right to dismiss any student at any time if that student displays conduct that exhibits an attitude that is not in accord with the philosophy and policies of the school. This is an action taken by the Principal after a review which takes in a careful study of all the pertinent facts and which indicates that a student's continuation at St. Mary's would not be in the best interest of the student and/or the school

### **Dismissal from class**

If a teacher has exhausted all means of stopping a student's disruptive behavior and finds it necessary to send that student from the classroom:

1. The office must be notified and the student must report to the office.
2. If the problem persists, a parent-teacher conference will be called.

**Major School Rules and Consequence for Non-Adherence** The administration has the responsibility to decide the proper consequences for the following actions. This will depend on the severity of the offense and the attitude of the student.

### ***Suspension or expulsion***

1. Committing physical violence against another person.
2. Unauthorized entry into offices, restricted areas including the building after hours, or any other school property.
3. Illegal manufacture, sale, or possession of narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogenic, and/or other similar drugs and/or chemicals. Disciplinary action may be taken on mere suspicion, (see diocesan policy)
4. Intoxication or illegal possession of alcoholic beverages, (see diocesan policy)
5. Leaving school without permission.
6. Truancy.

7. Possession of, smoking, or chewing tobacco in school or on school grounds or on field trips.
8. Sexual harassment, (see Massachusetts General Law)

### ***Demerits or suspension***

1. The unauthorized taking or using of the materials of another student, faculty, or staff member, including but not limited to books, notebooks, notes, research and term papers, and special projects.
2. Furnishing false information to St. Mary's. This includes any type of misrepresentation to St. Mary's regarding absence or tardiness.
3. Forgery, alteration, or misuse of St. Mary's documents, records, or identification cards.
4. Cheating of any kind - copying homework, using cheat sheets, copying answers on quizzes or tests, etc.
5. Destruction and/or defacement of school property including walls, desks, books, bathrooms, etc. anywhere inside or outside the building. Anything destroyed or defaced must also be restored, repaired, or replaced.
6. Participation in the harassment of St. Mary's students.
7. Threatening another student.
8. Intentional disruption of school or administrative activities.
9. Plagiarism - the unauthorized use of the language and thoughts of another author and the representation of them as one's own. This could also result in a zero for the work.
10. Disrespect to school personnel.
11. Obscene or abusive language, gestures, and/or writing.

### **Other typical infraction**

1. Tardiness to class
2. Violation of uniform policy (including un-tucked shirts, ties, shoes, etc.)
3. Eating or taking food out of the cafeteria without permission
4. Gum chewing
5. Late to homeroom (when not tardy to school)

### **More serious infractions**

1. Being in an unauthorized area
2. Personal note writing, either in the study hall or the class.
3. Failure to comply with the official and proper regulation or order of a teacher, administrator, or duly designated authority
4. Parking in an unauthorized area, speeding, scrubbing rubber or any other improper use of automobile on grounds or in the streets surrounding the school.
5. Disorderly conduct in the halls, cafeteria, or any part of the school.
6. Failure to serve a teacher's detention.

### Index for demerits (infractions):

- Loitering in hallway / bathroom / without a pass (1)
- Uniform violation (2)
- Chewing gum (2)
- Consuming food in hallway / classroom (2)
- Tardy for class (2)
- Profane abusive language / gesture (3)
- Defacing school personal property (3)
- Disruptive behavior (3)
- Disrespectful to others (5) or more
- Inappropriate physical contact (5) or more

### IMPORTANT CLARIFICATIONS

#### **I. Diocesan Policy on Drugs and Alcohol use**

The use and/or possession of any alcoholic beverage or non-prescription drug is strictly prohibited. Any student found dealing drugs will automatically be referred to the Principal for expulsion. Any student who consumes or is under the influence of alcohol or drugs at school or at a school function may not remain on school property or at the location of the function. Such behavior is sufficient reason for immediate expulsion. Parents will be notified immediately that the student is on suspension for a time determined by the Principal. Parents and student must meet with the Principal and the Dean of Students within three days of the offense. If at the meeting the Principal determines that immediate dismissal should not be recommended, the student and parents must agree to meet the following criteria:

1. Arrangements must be made for counseling. Notification from the counselor must be sent to the Principal when counseling begins. The agency must give periodic confirmation that continued counseling is taking place. Notification must be sent to the Principal when counseling is terminated
2. The student shall not attend any school related function for one semester.
3. The student shall remain on disciplinary probation for one semester.
4. The student shall receive a minimum of 50 days detention at the school during which the student will be assigned work detail at the school without pay.
5. The student will immediately relinquish any leadership role in the school.
6. The student will not participate in extra-curricular activities or sports for one semester.
7. The parents and student shall be informed that unless the above conditions are followed the student will be dismissed from the school.
8. These conditions shall be put in writing and signed by all parties.

#### **II. Weapons**

If any student brings to school, has on school property, or when he/she is on a school sponsored activity on or off school property a gun, (real or otherwise) a knife, or any other instrument that should be considered harmful or dangerous to any member of the school community, that student shall have their parents notified and the student will be automatically expelled. No weapon of any kind may be brought to school for class projects, demonstrations, or any other use at any time.

### **III. Hazing in school or at school functions**

"Hazing" 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 to 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 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. When such an infraction occurs, a recommendation for immediate expulsion will be made by the Principal. Please note that this is a State and Federal law.

### **IV. Sexual Harassment Policy**

Based on Massachusetts General Law (Chapter 151C of the Massachusetts General Laws) Federal Law-Title VII of the 1964 Civil Rights Act, Title IX, 1972.

#### ***Definition of Sexual Harassment:***

Sexual harassment in school is unwanted sexual attention from teachers, other adults, students, or anyone else with whom the victim may deal in school or at school related activities. The range of behavior includes: leering, pinching, grabbing, suggestive verbal comments, and pressure for sexual activity. The behavior of the harasser projects or implies an attitude of power over the person being harassed. Attempted rape and rape are the most physically violent forms of sexual harassment. Sexual harassment also may carry the message that if the victim does not comply with the harasser's demands, there will be retaliation. Incidents of sexual harassment may occur only once; sometimes that are repeated; often the situation gets worse if it is not stopped. Because this is such a serious matter, sexual harassment in any form is forbidden in this school. It can cause serious physical or psychological damage to students or staff, affecting grades, attendance, performance, and pride in one's work.

#### ***Sexually harassing behaviors:***

The following includes examples of sexually harassing behaviors: Physical: standing in someone's way, or standing too close, bumping into someone or brushing against the person on purpose, patting, hugging or kissing, grabbing, touching or pinching, forcing someone to do something sexual, "panting". Verbal: threats, insults, comments about a person's body, sexual jokes, suggestions or remarks, sexual stories or rumors, notes, letters or graffiti, pressure to go out on a date, whistles or rude noises. Nonverbal: staring at someone's body, sexual pictures or drawings, mimicking or pantomiming in an insulting way, gestures of looks-winking, licking lips, suggestive body movements or indecent exposure.

### **Procedures for dealing with sexual harassment**

Students are encouraged to report incidents of sexual harassment to a counselor, teacher, Dean of Students, or Principal. The Administration will evaluate it and determine the course of action. If the harasser is an adult, the incident should be reported immediately to the Principal. Informal resolution

On the first complaint the administration will assist the person harassed in

communicating with the harasser, in writing or verbally, a description of the harassing behaviors, how the behavior made the victim feel, noting any consequences to school performance, and a request to stop the harassment. The mediator must inform the alleged harasser of the disciplinary consequences should the harassment not cease or if any retaliation follows the communication.

#### Formal Investigation

When the victim brings a second complaint, or in more severe cases, a more formal investigation must be carried out, including interviewing witnesses. If it is determined that disciplinary action is warranted, this will be administered.

#### Discipline Procedure

The range of disciplinary procedures includes one or more of the following:

- \* participation in a session(s) on the problem of sexual harassment in our culture and in our school.
- \* detention.
- \* research of academic work on the topic of sexual harassment.
- \* apology to the victim.
- \* Further counseling.
- \* conference with parents.
- \* outside suspension.
- \* possible expulsion.

Persons who make false allegations of sexual harassment which are found to be frivolous or harassing in intent may also be subject to disciplinary action.

*Note: If at any time during the process of investigation a school official is made aware of behavior which may constitute a criminal offense. He/she is obliged by law to report such actions to the legal authorities.*

#### **V. Other action**

1. A student will be referred for disciplinary action when as a result of certain conduct a student is convicted by public authorities, after the exhaustion of any appeals that are made, with the commission of an illegal act or -
2. There is strong and convincing evidence that the student's continued presence at St. Mary's is potentially dangerous to the health and safety of the school community, whether or not public authorities have brought charges or imposed penalties.

## **Computer/Network Guidelines**

The use of computer equipment is a privilege; users should take personal responsibility for their behavior. It is expected that St. Mary's School users:

1. Will protect the privacy of other computer users' areas by not trying to learn their passwords or copy, change, read, or use another person's files.
2. Will not attempt to gain unauthorized access to system programs or computer equipment and will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
3. Mail must be restricted to messages appropriate to school curriculum and activities.
4. Will not disclose password and account name to anyone or attempt to ascertain or use anyone else's password and account name.
5. Will not attempt to log in to the system as a system administrator.
6. Will use all computer equipment to meet instructional objectives.
7. Will not waste or take supplies such as paper, printer ribbons, toner and diskettes that are provided by the St. Mary's School and will try to conserve these resources. Materials will be provided by the supervising teacher, as applicable.
8. Will not use the network for financial gain or for any commercial or illegal activity.
9. Will not attempt to bypass security systems on computer workstations or servers.
10. Will not maliciously attempt to harm or destroy data of another user, or data that resides anywhere on the St. Mary's School network or on the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Penalty for Violation of Responsibilities**

If users violate any part of this policy or engage in any other activity which school authorities deem inappropriate, they will be subject to disciplinary action consistent with due process procedures. Discipline could include, but would not be limited to, the immediate suspension or termination of Internet access and/or computer privileges and/or legal prosecution, if applicable. Parents will be notified of violations of this policy in writing, including any disciplinary action to be taken, requiring their acknowledgment. Any violation of law will be reported to the appropriate authority.

### **Rights and Responsibilities of St. Mary's School**

For the purpose of this policy, user means any person authorized to access the schools' computer systems or networks including, but not limited to, the Internet.

The Internet is supplied for use on an "as is, as available" basis. The St. Mary's School does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error-free. The St. Mary's School is not responsible for the integrity of information accessed.

The St. Mary's School will not be responsible for any liability or expense incurred in connection with use of the system. Users agree to indemnify the school for any expenses, including legal fees, arising from use of the system in violation of this agreement.

The system administrators reserve the right to refuse posting of files and to remove files. The system administrators further reserve the right to immediately terminate the account or access of a user who misuses the network resources.

## **Internet Policy**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. It allows students and teachers access to a wealth of information and research materials and offers vast, diverse, and unique resources. Teachers and staff are encouraged to integrate educationally appropriate resources available on the internet into their curricula. The schools' goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet Guidelines: The use of the Internet is a privilege; users shall take personal responsibility for their behavior while on-line. It is expected that St. Mary's School users will conduct their Internet activities under the following guidelines:

1. All use of school resources to access the Internet shall be in support of and consistent with the educational objectives of the St. Mary's School.
2. Transmitting any material in violation of any U.S. or state regulation or school board policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in Internet communication including, but not limited to, posting, downloading and printing. Access to USENET Newsgroups, unless specifically authorized by teaching staff, is prohibited.
4. All information accessible via the Internet shall be assumed to be private property and subject to copyright laws.
5. Users have a responsibility to respect the privacy and property of other users. Users shall not intentionally seek information about, obtain copies of, or modify files, data or passwords of other users.
6. For their own safety, users shall not reveal any personal information regarding themselves or others, such as addresses or phone numbers on the Internet.
7. Employing the Internet for any commercial purposes not formally approved is prohibited.
8. Users shall not expect that files stored and/or messages processed (e-mail) on school servers will always be private. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
9. The supervising teacher/adult has the right to limit access.
10. Use of individual accounts is at the discretion of the supervising teacher.
11. Use of the Internet to purchase goods and/or services, unless approved by teaching staff, is prohibited. If authorized purchases are allowed using a credit card, the approval of the cardholder must be presented to the teaching staff, in writing.
12. All downloaded files must be screened for viruses, following established procedures, before they can be executed on school computers and/or servers.

## **HEALTH POLICIES**

### **MEDICAL EXAMS (Grades 7 & 9)**

All freshmen and 7th grade students are required to have a medical exam. This should be taken care of during the summer and certification of this exam should be given to the main office in September.

### **MEDICATION RELEASE FORMS**

Students who take daily medication must leave it in the nurse's office and come for it when needed. It is the responsibility of the parent to notify the school administration of such instances. Parents should also make known any type of allergy, vision or hearing problem, diabetes, seizures, asthmatic difficulty, etc., which might affect the child. Such information will be confined to those persons who have direct need to know (i.e. school administration, school nurse, guidance counselors, and faculty). **The medication release form is located on the following page.**

**State Law requires that no medication, whether prescription or non-prescription, may be administered to a student without written permission from the student's parent/guardian and the student's physician.**

This law includes such non-prescription pain relievers as i.e. Tylenol, Advil, non-drowsy nasal decongestants, stomach antacids, and other medications to be administered to your child for minor complaints while at school.

\*If your child regularly takes any of these over-the-counter medications, please send in a sealed bottle or unopened box with your son or daughter's name on it to the Nurse's Office **SIGNED BY BOTH the student's parent/GUARDIAN AND the CHILD'S PHYSICIAN.** **Please note: All Prescription Medication forms must be obtained directly from the nurse's office.)**

**NON-PRESCRIPTION MEDICATION RELEASE FORM**

**Student** \_\_\_\_\_

**Grade** \_\_\_\_\_

**May be given a non-prescription pain reliever (1 or 2 tablets),  
non-drowsy nasal decongestant, stomach antacid every 4 hours  
as needed for complaints of:  
(Please explain.)**

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Physician's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

