

**SAINT MARY'S
HIGH SCHOOL
STUDENT & PARENT HANDBOOK
2023 - 2024**



Saint Mary's is a Roman Catholic educational community serving students from grades 9 through 12. We strive to develop spiritual growth, academic success, character, and integrity in all students. Guided by the Gospel of Jesus Christ and supported by families, we provide a quality Catholic education where students are challenged to reach their highest potential and are inspired to embrace a life of service for God and neighbor.

TABLE OF CONTENTS

HANDBOOK AGREEMENT	3
RIGHT TO AMEND	3
Background	4
OUR SCHOOL'S PHILOSOPHY	4
OUR SCHOOL'S SPIRITUAL LIFE	4
OUR SCHOOL'S HISTORY	6
Admissions	7
FINANCIAL AID AND TUITION	7
PART-TIME ENROLLMENT	7
REGISTRATION PROCESS	8
Policies & Procedures	9
COMMUNICATION	9
STARTING TIMES AND DISMISSAL	10
ATTENDANCE	10
ABSENCE	10
TARDY	10
EARLY DISMISSAL	11
UNIFORM & DRESS CODE	11
Regular Uniforms	11
Dress Down Days	12
TECHNOLOGY	12
Cell Phones and Electronic Devices	12
Communication during the School Day	12
TRANSPORTATION	13
Morning Drop-Off Times	13
Morning Drop-Off Parking	13
Morning Drop-Off Procedure	13
Parking during the School Day	13
After School Pick-Up Times	13
After School Pick-Up Parking	13
After School Pick-Up Procedure	14
DISCIPLINARY POLICY	14
Consequences for Misbehaviors	14
Minor Infractions	14
Major Infractions	15
Extreme Cases	15
Academic Integrity	15
Academics	16

ACADEMIC POLICIES	16
CLASS RANK & GPA	16
PROGRESS REPORTS AND REPORT CARDS	17
PROMOTION, RETENTION, AND GRADUATION	17
Credit Recovery	18
Safety, Health, and Wellness	19
EMERGENCY FORMS	19
CRISIS PLANNING	19
INCLEMENT WEATHER	19
INSURANCE	19
PHYSICAL HEALTH	19
Medication	20
Immunizations	20
BULLYING AND CYBERBULLYING	20
ANTI-HAZING LAW	21
Extracurricular Activities	23
CLUB/CLASS OFFICER	23
DANCE POLICY	23
FIELD TRIPS	23
Advancement	24
FUNDRAISING	24
SCHOOL BOARD	24

HANDBOOK AGREEMENT

This Handbook has been thoughtfully and carefully prepared for the good of our school community, in order to fulfill our mission of providing a quality Catholic education. The Handbook sets expectations for students, parents, faculty, and staff alike. It governs not just the academic day, but rather the whole school experience: from arrival on campus through dismissal and after school activities, and also off-campus events (like athletic competitions and field trips) and communication with other members of the school community.

Please read this Handbook carefully! Every parent and every student is expected to understand and consent to everything it says. Parents, by enrolling their children, and students, by arriving on campus, agree to be governed by this Handbook without exception.

RIGHT TO AMEND

Though this handbook was created with great forethought and care, situations and issues will arise that were not anticipated or that for some reason our handbook does not delineate. The school administration is the final recourse for the settling of these instances. The administration also reserves the right to amend this handbook for just cause. Parents/guardians will be given prompt notification if changes are made.

OUR SCHOOL'S PHILOSOPHY

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

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

OUR SCHOOL'S SPIRITUAL LIFE

Fostering the spiritual growth of each student is an essential part of our mission as an institute of Catholic education. We welcome students of all faiths into our community as our brothers and sisters.

We attend Mass each week, and a chapel with the Blessed Sacrament is located in the building. The Eucharist is truly the source of our unity and the highest possible worship of God. Our chaplain and campus ministry staff are engaged in the spiritual life of the school, making God present to our students.

We begin each day with a prayer to foster an awareness of the presence of God in the lives of our students. We sponsor retreats to allow for an extended spiritual experience. We plan seasonal activities, such as the May Crowning and Stations of the Cross, to expose students to the significance of traditional devotions.

We engage in outreach efforts both within our community and outside of it. We sponsor drives and fundraisers, encouraging students to be fully engaged in works of charity and mercy. Students are required to participate in community service of their choosing outside of school.

The school assists in preparing students for the sacrament of confirmation in their parishes. We also assist students who wish to become Catholic through the RCIA program.

The spiritual program of the school spans all grades and extends to every classroom and activity. Jesus Christ is the reason for our existence as an educational institution and we take seriously our mission to assist our students and their families to grow spiritually.

OUR SCHOOL'S HISTORY

Under the leadership of our fourth pastor, Father James Donohue, Saint Mary's School opened in September of 1898 and was dedicated by the second bishop of Springfield, Thomas Daniel Beaven. There were 150 children enrolled in the school and they were taught by five Sisters of Saint Joseph. A high school was added to the school the following year when a student named Nellie Roache insisted that she wanted to remain at St. Mary's to finish her education. In 1903, she became our first graduate.

With increased enrollment and a demand for more space over the ensuing years, the third story of the present elementary school building was added in 1914. The 1930's and 1940's saw a tremendous growth in the school population and the classrooms were filled to capacity. While the nation witnessed the demise of so many Catholic schools during the late 1960's and 1970's, Saint Mary's continued to flourish.

In 1963, our ninth pastor, Monsignor George Shea, bought the Westfield Trade School which was next door to the elementary school and it became Saint Mary's High School. As a further sign of its commitment to Catholic education, a Kindergarten program was added in 1979. In 2007, a four-year-old preschool program was added, followed by a three-year-old program in 2012.

In the fall of 2013, Saint Mary's Parish School was born as the elementary and high schools merged under one administration. By joining both schools together, Saint Mary's returned to its founding principle of providing a comprehensive education to students of all ages in one community. In 2019, Saint Mary's High School became a diocesan school, while the elementary school remained under the leadership of the parish.

For over 115 years, the school has produced outstanding students who have brought tremendous pride and glory to our school in every field of endeavor. Graduates from our school have succeeded in public service, industry, business, education, medicine, and politics. Saint Mary's Parish and Schools have provided the Church with 22 priests and 38 religious sisters.

Though small in size, Saint Mary's is magnanimous in spirit. The current administration and faculty seek to uphold that fine tradition and spirit which is Saint Mary's. Saint Mary's can further boast that it is the only campus in the Diocese of Springfield that educates students from early preschool through high school.



Saint Mary's High School accepts students of all faiths and does not discriminate based on race or nation of origin. All are welcome to attend our school. Saint Mary's does, however, have the option to deny enrollment based on academic and conduct history.

FINANCIAL AID AND TUITION

Grades 9-12	\$ 9,760.00
Individual Credits	\$ 1,450.00 / each

All students are charged a \$100 technology fee to cover the cost of their school-issued laptop. Athletes are charged \$100 per season to help defray the cost of the program.

All families are required to set up automatic ACH or credit card payments through the FACTS system. This ensures that tuition payments are made in a timely manner, enabling our school to have a predictable cash flow. Payment plan fees, charged by FACTS, are the responsibility of individual families. Fees are determined by the payment plan selected at the start of each enrollment year. The fee for 1-2 installments is \$2 and for 10-12 installments is \$55.

Diocesan aid is available to eligible families. Apply online at online.factsmgmt.com/aid. The application deadline for FACTS is published in January. In addition to diocesan aid, there are programs that are offered through Saint Mary's High School.

Saint Mary's financial aid is available to all eligible families. Financial aid forms are sent out with registration information each spring. For additional forms, please contact the business office. In order to be considered eligible for financial aid, this form must be completed by May 31.

Saint Mary's scholarships may be offered. Please contact the business office for more information.

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

In order to qualify for financial aid, all financial accounts must be current. Students that owe a balance will not be allowed to begin a new school year without agreed-upon payment arrangements being made with the administration at Saint Mary's High School. If you have any questions regarding tuition, financial assistance, and/or payment options, please contact our business manager.

PART-TIME ENROLLMENT

St. Mary's welcomes students to apply for enrollment on a part-time basis. Different levels of enrollment (as determined by number of credits taken) determines students' access to services like college placement, extracurriculars, and financial aid, as described below.

Full-time students are on-track to graduate with a diploma from St. Mary's High School and are therefore expected to complete graduation requirements such as participation in the senior retreat and community service hours. Part-time students will not receive their diploma from St. Mary's and therefore are not required to complete such requirements. All students must use our school-issued computers (no personal devices are allowed on our network), and must therefore pay the technology fee. All students have access to counseling from Guidance.

	<i>A la Carte</i>	Half Time	Full Time
Credits	1 - 3 credits	4 - 6 credits	7+ credits
Cost	\$1,450 / credit	\$1,450 / credit	\$9,760 / total
Financial Aid	Not available	Not available	Available
VHS Classes / Dual Enrollment	Not available	Not available	Available
Study Hall	\$1,200 / each	Included	Included
Access to Lunch & Community	Included*	Included*	Included
Participation in Clubs / Activities	Not available	Included	Included
College Application Processing	Not available	Not available	Included
Leadership Roles & Academic Honors**	Not available	Not available	Included
Drama Club & Sports Teams	Not available	Not available	Included

*Student must have a class scheduled directly before or after lunch to be included in a community.

**Includes: Honor roll, class rank, end of the year awards, and all officer positions.

APPLICATION AND ENROLLMENT

All interested students are encouraged to complete an online application found on our website. With the application, the student's most recent transcript/report card and recommendation letter must be included. If a student receives services such as special education or accommodations, the parents must disclose this with a copy of the student's IEP or 504.

All interested students are encouraged to spend a day shadowing. If a "Saint for a Day" is not scheduled, an interview will be required as part of the application.

A \$20 non-refundable application fee is due upon submission, paid directly to FACTS.

Once the application has been reviewed by our Admissions Office and the student is accepted, the parents and students will receive an acceptance letter. At this time, families should complete all enrollment paperwork through their FACTS application portal, including a \$250 non-refundable tuition deposit.

Policies & Procedures

Students and parents/guardians waive all rights of legal action for non-supervision on the part of Saint Mary's High School or its agents for students who enter or remain on school grounds or in the building in a non-supervised situation outside the curricular activities scheduled by the school (see student arrival and dismissal guidelines).

In addition, Saint Mary's High School and its agents are granted parent/guardian permission to seek emergency medical attention for their child if in their judgment such attention is warranted and the parent/guardian is not immediately available to grant such permission.

COMMUNICATION

If you have a question regarding your child, please follow the procedure below:

1. Contact the classroom or subject teacher. This is the person who works most closely with your child and should always be contacted first for concerns about social well being, academics, and discipline.
2. If you need further assistance, you may contact the deans or principal. Before calling you back or meeting with you, the administration will always confer with the teacher.

Teachers also have the right to request a meeting with parents. In some cases the teacher may meet with the parents on his/her own or with our guidance counselor or administrator in an effort to help the student solve the problem.

Please be advised that it is essential to follow the proper contact chain so that we can best address your concerns in the timeliest manner.

In order to create the best educational atmosphere for all children, good communication is important. Speaking to the main office will usually solve any questions concerning schedules, lunch, busing, attendance, and other business questions.

The main office is also the way to initiate communication with both the principal and teachers. Teachers should be contacted only at the school, not at their home or on social media. Please call the school to make an appointment, as the principal and teachers are usually not available to meet at a moment's notice. The administration and faculty will make every attempt to respond to phone calls and emails within 24 hours.

You must report to the main office of the building upon your arrival. Parents are not allowed to enter a classroom without the permission of the principal or main office professionals.

FACTS web-based classroom portal, progress reports, report cards, letters, newsletters, and emails are sent home on a regular basis. Our website, stmsaints.org, is updated regularly. Please check with your

child's teachers regarding their primary way of communicating. In addition, messages concerning early dismissal should be communicated to the school office as early as possible.

If after the above procedures take place, the parent feels that their concerns have not been addressed, then they may contact the principal.

STARTING TIMES AND DISMISSAL

- School doors open at 7:30 a.m.
- Homeroom bell is at 7:55 (*students must already be seated in homeroom by this bell*)
- Dismissal is at 2:16 p.m.
- ***No student will be allowed to stay after school unsupervised.***

ATTENDANCE

Students must be present in order to thrive at St. Mary's. "Making up assignments" cannot compensate for missed class time - the educational experience is not merely the work! **There is no substitute for being present in class**, and therefore students and families must make every effort to follow the policy below.

ABSENCE FROM CLASS

Students may not miss more than **four days of any class per quarter**; missing more than four classes will normally result in a failing grade (no higher than 59%) for that class, regardless of what the student's average would have been otherwise. This may result in loss of academic credit for a course.

Please note that St. Mary's does not distinguish between "excused" and "unexcused" absences. Families should keep this number (four classes) in mind while planning medical appointments, travel, *etc.* and should allocate some of these days to emergency situations.

ABSENCE FROM SCHOOL

Additionally, students may not miss more than **six days of school per quarter**. (Because of our university-style schedule, students miss different classes on different days.) Excessive absences from school may result in academic consequences and loss of extracurricular activities including athletics. Students who are absent may not attend any extracurricular activities (neither as a participant nor as a spectator) on that day, including clubs, dances, and sporting events, without administrative permission.

EXCEPTIONS FOR EXTENUATING CIRCUMSTANCES

The administration understands that extenuating circumstances (like severe illness) can prevent even the most sincere attempts to attend consistently. Therefore, the administration reserves the right to grant exceptions to this policy at its own discretion. When granted, such exceptions will be issued in writing. The way to seek such an exception is to **proactively schedule a meeting with the Principal and communicate the situation and the student's needs**; the school, on its part, may require documentation of the relevant circumstances. Please begin this conversation **before the student exceeds the absence limits**.

TARDY

Sometimes, family emergencies or other extreme situations can prevent a student from reaching school on time; such circumstances are rare, not routine. Students are expected to be on time for school, that is,

already seated in their first period class when the first bell rings at 7:55am. Chronic tardiness is considered disruptive to the learning environment and therefore disrespectful.

Tardiness to school will receive the following disciplinary consequences:

- | | |
|-----------------------------|--|
| 1st offense: | Verbal warning |
| 2nd offense: | Communication to parents (call or email) |
| 3rd and following offenses: | Office Detention |

Again, the administration may grant exceptions at its own discretion under extenuating circumstances.

EARLY DISMISSAL

Early dismissal is slightly disruptive to the normal routine of the school day; therefore, students should be dismissed early only for important and unavoidable reasons (*e.g.* medical appointments). Dismissals must be initiated by the parent contacting the front office. Students must either be picked up by the parent or, if they are driving themselves, have written parental permission to be dismissed.

Students who are dismissed early (and do not return to classes) may not attend any extracurricular activities (neither as a participant nor as a spectator) on that day, including clubs, dances, and sporting events, without administrative permission.

UNIFORM & DRESS CODE

Good personal hygiene and neat appearance are an essential part of our school. Violating these norms of neatness and cleanliness, even while conforming to specific uniform guidelines, is unacceptable. Hair must not be unkempt or dyed an unnatural color. For boys, hair cannot be worn below the shirt collar. Because some interpretation or judgment in these matters is obviously necessary, the administration of the school will be the final arbitrator of what is or is not acceptable.

Regular Uniforms

The administration may discipline any student when, in the administrator's judgment, he/she is wearing inappropriate apparel. If a student is out of uniform, disciplinary consequences will follow (more information below).

Shirts (girls and boys)

- Must be purchased through Tommy Hilfiger or Blake's School Uniforms with STM logo.
- Colors: light blue, navy blue, white, or hunter green
- Styles: Golf, Rugby, Oxford

Sweaters and sweatshirts (girls and boys)

- Co-ed ½ zip fleece jacket, co-ed full zip fleece with STM logo
- Long-sleeve V-neck sweater, long-sleeve full sweater vest, V-neck sweater vest. Must have STM logo
- No oversized sweatshirts or hoodies
- STM spirit wear is allowed on Friday

Pants (girls and boys)

- Uniform-style pants in navy blue or khaki; no pants or khakis that look like jeans, no leggings or yoga pants; no cargo pants
- Belts are not required as long as pants are able to stay up

Shorts (girls and boys)

- Golf or Bermuda shorts in khaki. These must be no more than two inches above the knee
- Cotton, twill, or poly/cotton is acceptable; no nylon, denim, or multiple snaps; no cargo shorts
- Belts are not required as long as shorts are able to stay up
- Shorts may be worn from the first day of school through October 31 and from the Monday after April vacation until the last day of school

Skorts (girls)

- Khaki or navy blue; must be purchased from Blake's or Tommy Hilfiger
- These must remain no more than two inches above the knee and may not be rolled
- Tights are required November 1-Friday before April vacation. They must be navy or black.

Footwear (girls and boys)

- No open-toed shoes or sandals are allowed in the science lab.

Dress Down Days

Dress down days are granted only by administration. Students are encouraged to dress comfortably and appropriately, conforming to the following limitations:

- For pants, students may wear:
 - ~ Uniform pants
 - ~ Jeans, with no rips/tears
 - ~ Loose-fitting sweats
- When shorts are allowed (seasonally), students may wear jeans, khakis, or loose-fitting athletic shorts; all shorts must be longer than mid-thigh
- Students may wear any shirts that loosely cover the full upper body - no spaghetti straps, tank tops, or exposure of the midriff; likewise, no tight-fitting shirts.
- No hats, bandanas, visors, coats, gloves, mittens, or ear muffs are permitted.
- No clothing with slogans, advertising, or innuendos for alcohol, drugs, tobacco, or other inappropriate language/messaging.

Students whose attire is deemed inappropriate will not only receive the appropriate disciplinary consequence, but also may be sent home (or require parents to bring a change of clothes). Some interpretation or judgment in these matters is obviously necessary, and school administration will be the final arbitrator of what is or is not acceptable.

The administration reserves the right to amend the dress code at any time.

TECHNOLOGY

All Saint Mary's High School students will be issued a school laptop. This laptop is for academic rather than personal use, and only school-issued logins/accounts should be used on this device. Students must have on file a signed copy of the Laptop & Internet Acceptable Use Policy and Laptop Home Use Rules & Regulations.

Cell Phones and Electronic Devices

Students are allowed to use cell phones and related devices (air pods, ear buds, apple watches, fit bits, etc) **only** during lunch and in-between classes. At all other times - including Community time and Study Hall - cell phones/devices may not be used. Cell phones must be turned in to the teacher at the start of class; teachers will hold these phones throughout class (including when students take bathroom breaks). When phones/devices are used at inappropriate times, they may be confiscated, and the student may receive disciplinary action.

Communication during the School Day

While it's important for parents to be able to communicate with their children, especially in case of an emergency, it's entirely inappropriate for parents to call/text students during class. Students may call home - and parents may call their children - by using the office phone, which is available for this purpose. Students who wish to be dismissed - for example, because they feel ill - should report to the main office first; likewise, parents who need to dismiss their children should contact the main office, not the student's cell phone.

TRANSPORTATION

Bus transportation is provided for students living in Westfield. The schedule, routes, times, and rules are determined by the School Department of the City of Westfield. Student behavior on the school busses should be exemplary at all times. Students who break any of the bus rules will receive a Bus Conduct Report issued by the driver. Continual abuse of bus rules will result in denial of bus transportation.

In order for a student to ride another bus or get off at another bus stop other than the one assigned, a parent/guardian must write a note which must be delivered to the main office before first period. The City of Westfield does not allow the changing of busses during the first three weeks of school. Only students who qualify for bussing, according to the City of Westfield, may ride the busses.

Morning Drop-Off Times

- 7:30-7:55 a.m. Homeroom bell at 7:55 (*students must already be seated in homeroom by this bell*)

Morning Drop-Off Parking

- For students who have driving privileges, parking is behind the high school building with entrance by the front door only.
- Front parking lot is for faculty and staff. There is no parking here for drop-off.
- Handicap parking spaces and on-street parking restrictions are monitored by the Westfield Police.

Morning Drop-Off Procedure

- Use the parking lot in front of the high school.
- For those also dropping off elementary school students: Enter the main parking lot by the back gate on Mechanic Street. Take a sharp right and proceed to the drop-off lane. Stay in a single file line. Exit by the dumpsters back onto Mechanic Street.

Parking during the School Day

We are always trying to give our elementary school students as large a recess space as possible, while affording the maximum number of student and faculty parking spaces. We ask all parents and visitors to

respect the signs for handicapped and teacher parking. Additional parking should be available in the main lot, as well as along the street. Please note the street signs. The City of Westfield enforces its parking restrictions.

After School Pick-Up Times

- Dismissal is at 2:16 p.m.
- Parents are asked **not** to arrive for pickup earlier than 2p.m., as this overcrowds our parking lot and Bartlett St., which is a serious safety concern.

After School Pick-Up Parking

- Use the parking lot in front of the high school.
- If picking up elementary school students: park in lanes 6-9. Do not park outside of the marked lanes. Rows are released by staff in order.

After School Pick-Up Procedure

- Students who have driving privileges and are parked behind the high school will exit by the Birge Avenue gate.
- It is imperative that everyone follow these rules which are established to ensure the safety of all students and staff at dismissal.

DISCIPLINARY POLICY

Saint Mary's High School's disciplinary code and policy is an effort to guide students to meet the expectation of becoming students of exemplary character and integrity, and to truly embody the "Spirit of the Saints" where community is a valued feature.

Self discipline, self control and self regulation are the objectives of the character formation offered at Saint Mary's High School. To foster, encourage and develop self discipline, general behavior rules are enforced in all grades. All students are expected to:

- Respect members of the faculty and staff.
- Respect individual students and his/her rights and possessions.
- Respect school property, including books, computers, and other materials.
- Be courteous and attentive in class.
- Conform to school and classroom regulations.
- Complete assignments given.

The Disciplinary Code and Policy applies to all school activities on school property, as well as school sponsored events, including but not limited to, athletics, field trips, and extracurricular activities. Both teachers and administrators reserve the right to take disciplinary action.

Consequences for Misbehaviors

- **Detention:** student is detained for 30 minutes after school (usually but not always on Wednesday), and the parent/guardian is notified. This is the normal consequence for minor misbehaviors, regardless of whether the student is misbehaving in class or in other situations. Students receiving excessive detentions for repeated, similar misbehaviors may receive escalated consequences for the same misbehavior. In

addition, students receiving an excessive number of detentions generally may not be invited to re-enroll for the next school year.

- **Suspension:** student is excluded from classes and all activities for a number of days proportional to the offense. This is the normal consequence for serious misbehaviors, especially those that harm or endanger members of our school community. Students are responsible for making up all missed academics on their own. Any student who is Suspended may not be invited to re-enroll for the next year.
- **Expulsion:** student is immediately and permanently excluded from the school community.

In addition, students who hold leadership positions (officers, team captains) are held to a higher standard of behavior. These positions may be lost due to serious misbehaviors or repeated minor ones.

Minor Infractions

Minor misbehaviors usually indicate momentary lapses of judgment. When committed, they will normally receive Detention. However, if these behaviors persist after repeated Detentions, they will escalate to more serious consequences. The following is a non-exhaustive list of the kinds of misbehaviors that are considered minor (assuming they are not repeated):

- Profanity
- Disruptions/misconduct
- Cell phone/computer misuse
- Abuse of passes/privileges
- Tardy to or skipping class (while in attendance at school)
- Uniform violation
- Parking lot violation

Major Infractions

Major misbehaviors are inexcusable and indicate a failure of character. When committed, they will normally receive more serious consequences, even on the first offense. The following is a non-exhaustive list of the kinds of misbehaviors that are considered major:

- Stealing/vandalism
- Disrespect
- Insubordination
- Improperly leaving school/campus
- Cheating/plagiarizing/copying work (*see more information below*)

Extreme Cases

Behaviors that put members of our school community (including the offender) at risk of serious physical or psychological harm will be grounds for immediate suspension and possible expulsion. The following is a non-exhaustive list of the kinds of misbehaviors that are considered extreme:

- Bringing alcohol or other drugs (including “legal” drugs like marijuana and vapes) to campus
- Physically threatening, assaulting, or battering anyone
- Displaying or communicating messages that insinuate violence (*e.g.* gang symbols)
- Sexual harassment, including both verbal and physical, of any kind
- Bullying or hazing (details below)

Academic Integrity

Academic Integrity is when **all** of a student's work and grades reflects his/her own effort and understanding; it is violated anytime a student gives or receives inappropriate assistance on assignments or assessments. Violations against academic integrity are especially harmful to the school community, such that even minor infractions have disastrous consequences. Consider: who is harmed when a student cheats on an exam?

- **The student**, because he/she has not adequately learned the material (or else cheating would not have occurred in the first place), and he/she is not likely to go back and re-learn this material.
- **The teacher**, whose trust in his/her students is damaged by the dishonest behavior.
- **The classmates**, whose scores will look comparatively worse when compared with the cheating student's score (especially for things like honor roll and class rank).
- **The school**, whose good reputation for well-prepared and honest graduates is diminished.

Plagiarism, cheating, copying homework assignments, posting one's work publicly online, *etc.* are all violations of academic integrity. In addition to receiving an Office Detention, any student involved will receive a failing grade on the violated assignment/assessment. The exact value of the grade (0-59) will be determined by the teacher on a case-by-case basis. Please note that these behaviors frequently involve two students: one who shares their work inappropriately, and the other who uses it inappropriately. **Both students** have misbehaved in a major way, and both will receive the failing grade as well as the Office Detention.

A student who is having academic difficulties should immediately seek help from the teacher. The teacher will then schedule an extra help session or may assist in helping the student to find a peer tutor. It is important for students not to wait until just before tests or the end of the marking period to go for extra help; they should go as soon as they have difficulty understanding the material. In some cases, course work is cumulative, one day's work depends upon the understanding of the previous day's material, thus, the longer a student waits, the more difficult it will be to catch up. Provisions for extra help are handled by the classroom teachers on an individual basis.

Extra credit may be available to students that have completed all work that has been assigned by the classroom teacher. The classroom teacher has the right to determine if a student will be allowed to do extra credit. Students who have not sought additional help first, will not be given extra credit work for the sole purpose of raising their grade.

ACADEMIC POLICIES

Once students begin classes, they may not reschedule or drop courses. Teachers may recommend at any time to have a student move within a course level (honors and college prep) if they feel that the course work level is not aligned with the student's abilities.

Virtual High School (VHS): Students taking VHS courses will be required to use their dedicated school time to work on their VHS class. This dedication time is not a study, or the opportunity to work on other STM school work. The STM faculty and/or VHS room supervisors are only required to remind students to work on VHS. They are not the teachers for the course. All questions on course material are normally directed to the VHS teacher, not the STM faculty. The school VHS Site Coordinator will oversee the students' progress and grades, and will be the liaison between the VHS teacher and the student. Only one credit in VHS per year is recommended, and one is covered by STM tuition. No student may take more than 2 credits of VHS courses per year, and the second course will be billed to the family. Any student wishing to take a VHS course needs approval from the guidance office. Additional information and policies regarding VHS courses can be found in the Program of Studies.

Late Work Policy

Late assignments may not receive passing credit; the highest score a student may earn on a late assignment is 59%. Please note that "late" is different from "extended." An assignment is late if the deadline passes and no extension has been granted. Teachers have broad discretion to offer extensions, as long as students communicate prior to the deadline. Students, please proactively communicate with your teachers if you fall behind!

CLASS RANK & GPA

Rank in class is a comparison of the cumulative grade point average within a graduating class. Official ranking will begin at the close of sophomore year and will be revised at the close of each semester thereafter following the calculation of the cumulative grade point average. A transfer student must be in full-time attendance at Saint Mary's High School for his/her entire junior and senior year in order to be accurately and officially ranked. Determination of a transfer student's grade point average will be based in such cases on final grade averages from previous schools attended as well as grades earned at Saint Mary's. If a student enters the high school after the first day of classes in his/her junior year, any class

rank will be only approximate and consequently the student is not eligible for top honors. Students on track to graduate ahead of their respective class will not be ranked with the graduating senior class.

Saint Mary’s High School uses a weighted Grade Point Average (GPA) based on a 4.0 scale. The weighted GPA takes into account the fact that more advanced courses earn more quality points for a grade than the same grade in a less difficult course. Thus each numeric grade is assigned quality points adjusted according to the level of the course and the credit earned. A college prep level course uses a 4.0 to calculate GPA, whereby an honors and advanced placement (AP) class use an additional 0.25. For example, an A- (90-92) average in a college prep class would have a GPA of 3.67 and the same grade in an honors level course would be considered a 3.92. The marking system is based on 0-100 numerical scale: 60-100 = Passing, credits awarded. 59 and below = Failing, no credit.

Grade	College Prep	Honors/AP
A (93-100)	4.00	4.25
A- (90-92)	3.67	3.92
B+ (87-89)	3.33	3.58
B (83-86)	3.00	3.25
B- (80-82)	2.67	2.92
C+ (77-79)	2.33	2.58
C (73-76)	2.00	2.25
C- (70-72)	1.67	1.92
D+ (67-69)	1.33	1.58
D (63-66)	1.00	1.25
D- (60-62)	0.67	0.92

PROGRESS REPORTS AND REPORT CARDS

The faculty and administration strive to keep an open line of communication between school and home. If a parent/guardian has a concern about grades, he/she should contact the teacher first.

The school utilizes FACTS Family Portal to communicate grades. Parents/guardians can access student progress at any time. Report cards are distributed four times per year. Mid-quarter progress reports are posted about halfway through each quarter. Incomplete marks given for term grades must be made up within two weeks after the closing of the quarter. If the grade is not made up within that time period, the grade reverts to an “F.”

Please allow a minimum of 3 school days for grades to be posted after an assignment has been completed and turned in.

PROMOTION, RETENTION, AND GRADUATION

If a student fails two subjects for the year, he/she will not be allowed to return the following year.

In order to graduate from Saint Mary's High School, a student must earn passing grades and credits in the required courses listed below. Failure to make up the credit could result in a lack of necessary credits for graduation.

Students will not be allowed to repeat their senior year.

Graduation Requirements

- Theology: 4 credits (Theology I, II, III, IV)
- English : 4 credits
- Mathematics: 4 credits (Algebra I & II, Geometry)
- Science: 3 credits (Biology, Chemistry)
- Social Science: 3 credits (Civics, US History I & II)
- Foreign Language: 2 credits in the same language (3 recommended)
- Electives: 4 credits
- Fine Arts: 1 credit
- A total of 30 hours of community service per year
- Attendance at the Senior Retreat
- Participation in Class Night and Graduation

Credit Recovery

If a student fails a course, recovery of those lost credits can be achieved through enrollment in a certified summer school program or an on-line option. A student must have a grade above 50 in order to qualify and request the permission of the principal.

Safety, Health, and Wellness

EMERGENCY FORMS

At the beginning of the school year, parents/guardians are required to complete an emergency form for each child. In order to contact you for both emergency and administrative purposes, it is important that each student maintain an up-to-date phone record at the school office. Notify the school immediately if there is a change of address or home/work phone numbers during the school year. Preferred phone must be indicated.

CRISIS PLANNING

The school has a campus-wide crisis plan in place. In the event of a fire, lockdown, shelter-in-place, or evacuation, plans will be initiated. The school practices regular drills in-house and with city officials to be as prepared as possible in the event of an emergency. In the event of an evacuation, it will be determined by the city whether or not our students will be bused or walk to the specified location. Staff will use a cell phone for communication. First aid kits will be on hand. Our emergency forms will remain with us at all times. As soon as we are able, the school will contact the police department, fire department, rectory, Westfield School Department, diocesan office, and local media to keep all informed of our status. We will use our communication system to keep you updated as frequently as possible. Once it is deemed safe for you to come to the location to retrieve your child, we will contact you to do so. In the meantime, please do not call/text your child's cell phone - this can undermine instructions from teachers/emergency responders and complicate the situation. We will not be able to reunite you with your child until the situation is under control. Countless measures are taken every day to keep the children as safe as possible.

INCLEMENT WEATHER

School closings or delays are determined by the Westfield School Department. The decision to close or delay school is made by 5:30 a.m. Parents/guardians are advised to listen to local television or radio stations for this information. Some snow days will be "remote learning days."

INSURANCE

Each child is required to have some type of insurance coverage. Saint Mary's sponsors a student accident insurance plan and each parent/guardian must declare in writing if they want their children to be covered by that insurance at the beginning of each school year when the insurance forms are issued. Diocesan policy 5530 states that all schools should offer accident insurance to students. Parents/guardians preferring another insurance arrangement should explicitly indicate in writing that the family has adequate coverage and that the school will be held blameless in case of an accident in school or on school property. Written documentation of a parent/guardian's group insurance plan is kept on file on the emergency form filled out at the beginning of the year.

PHYSICAL HEALTH

The school provides qualified nursing daily for our students.

Medication

Diocesan Policy 5513 states that school personnel are never permitted to administer medication except in cases of emergency when it will be administered by persons trained for this specific purpose. If a school nurse is not available, the parents/guardian or adult designated by them must come to school to administer medication. Parents/guardians are encouraged to work out a schedule whereby medication is administered before or after the school day. If medication is mandatory during school hours, the following steps must be in place:

1. Written orders from the student's physician.
2. Written request/authorization from the student's parent/guardian.
3. Medication, in a pharmacy-labeled container, should be delivered to the school by a responsible adult.
4. One week's supply should be brought to the main office each Monday.
5. The bottle of medicine shall be issued by a pharmacist; the label shall have:
 - a. The name of the student.
 - b. The name of the doctor.
 - c. The name and strength of the medication.
 - d. The amount of each dose.
 - e. The schedule for the administration of the medication.

When the school receives medication for a student, two forms need to be completed: *Medication Administration and Emergency Care Plan Form* and *Parental Consent and Medication Order Form*. Diocesan policy 5510 states that each school shall comply with local Board of Health and Commonwealth of Massachusetts regulations regarding immunizations, communicable diseases, administering medications, and physical examinations.

Immunizations

Diocesan policy 5510.1 is as follows: State law requires immunization against Hepatitis B, varicella (chicken pox), diphtheria, whooping cough, tetanus, measles, mumps, rubella, and polio. Children must also be tested for the presence of lead. Parents are required to present certification of immunizations when they register children in school for the first time.

A student shall be admitted to school without required immunizations upon certification by a physician, who has personally examined the student, that the student's health would be endangered by any of the immunization series. Such certification shall be submitted at the beginning of each school year to the health authorities in charge of the school health program.

BULLYING AND CYBERBULLYING

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

Bullying

- Causes physical or emotional harm to the victim or damage to the victim's property.
- Places the victim in reasonable fear of harm to himself or of damage to his property.
- Creates a hostile environment at school for the victim.
- Infringes on the rights of the victim at school.
- Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber Bullying is repeated bullying through the use of technology or any electronic communication. Cyber Bullying includes but is not limited to:

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

All Bullying shall be prohibited:

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

In accordance with House Bill No. 4571 Saint Mary's High School will:

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

ANTI-HAZING LAW

Massachusetts General Laws, Section 269, Chapters 17-19

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced

consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

Extracurricular Activities

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

Saint Mary's High School requires its students to maintain a GPA of no less than 1.67 in order to participate in any club, service, or sports program. No student with an 'F' in any course will be allowed to participate in any club, service, or sports program. Furthermore, students on behavioral contract may be ineligible to participate in extracurricular activities. The Athletic Director provides all students with a separate Athletics Handbook which outlines school policies that adhere to PVIAC and MIAA rules and regulations.

Extracurricular activities include: athletics, Key Club, Drama Club, Respect Life Club, Student Council, and Founding Fathers Forum.

CLUB/CLASS OFFICER

Qualifications for Class Officer/Club Officer:

- Candidates must have a minimum grade point average of 1.67 and no 'F's' during the current year. Freshmen will elect their class officers after the first semester.
- Candidates must have exemplary behavior, a good attendance record, and few tardies.
- Elected candidates must sign an Agreement Form with the faculty and administration, adhering to the above-mentioned qualifications as a representative of Saint Mary's High School. The form will be maintained in the office.

DANCE POLICY

Guests from a school other than Saint Mary's will be required to submit a signed guest form before being admitted to the dance. All students and guests are expected to follow all behavioral expectations throughout the dance, from arrival to departure from campus.

FIELD TRIPS

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are reevaluated each year to determine the trip's compatibility with curricular goals. Please note the following policies:

- A field trip is a privilege and not a right. Students ineligible for extra-curricular activities due to disciplinary issues or academic ineligibility may not be permitted to attend the trip.
- All grades, levels, and classes do not have the same number of field trips.
- An informed consent form signed by the parent/guardian is required before a student will be permitted to attend. No student may attend without this form on record.
- Students participating in a field trip must ride the school transportation to and from the activity.
- All school rules apply (including rules regarding cell phones and other technology) while on a field trip.
- All chaperones must be in compliance with diocesan standards for child-protection, which include CORI checks and VIRTUS training.

FUNDRAISING

A large portion of what makes our schools so successful is the part which our families play. While some parents can contribute more financially, others can volunteer their time and talents. We welcome your gifts. With your help, our school is able to thrive. Fundraising at Saint Mary's High School is handled through the advancement office.

Groups who participate in fundraising must have their fundraisers approved by the principal and the advancement office.

Some clubs and teams will do fundraisers or drives approved by administration.

SCHOOL BOARD

The St. Mary's High School Board shall have as its primary concern the ministry of Catholic School education: the spiritual, intellectual, physical, emotional, and social development of the students. The board, operating under the guidance of the School Board of the Diocese of Springfield and in conformity with the Diocesan School Office, shall concern itself with matters pertaining to the general excellence of education at Saint Mary's High School. It is an advisory body with limited jurisdiction.