

SAINT MARY'S
HIGH SCHOOL
STUDENT & PARENT HANDBOOK
2020 - 2021



Saint Mary's is a Roman Catholic educational community serving students from preschool through grade 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.

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RIGHT TO AMEND

All policies in the handbook apply to school and extracurricular activities. 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.

Background

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. The priests and deacons of the parish are engaged in the spiritual life of the school, assisting the staff in 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 conjunction with the parish's Office of Religious Education. We also assist students who wish to become Catholic through the parish's 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 pre-school 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.

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 School 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 to have a school that educates students from early pre-school through high school.



Admissions

Saint Mary's Parish 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	\$8,850.00
International Students	\$16,900.00

Diocesan aid is available to eligible families. Apply online at factstuitionaid.com. The application deadline for FACTS is published in January. In order to receive funds through FACTS, you must be a practicing Catholic. If you are not a Catholic and in need of financial assistance, 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 before the start of the school year.

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.

REGISTRATION PROCESS

All interested students complete an application packet. With the application, the most recent transcript/report card, attendance record, and disciplinary record must be included. If a student receives services such as special education or accommodations, the parent must disclose this at that time.

All interested students are encouraged to spend a day shadowing.

The principal will meet to determine whether or not the student is likely to be successful at the high school. If both are in agreement, the student will be offered an interview.

Following the interview, the principal will notify the parents about the decision to accept.



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 principal. Before calling you back or meeting with you, the principal will always confer with the teacher.
3. 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 principal 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 be in their homeroom).
- Staggered dismissal begins at 2:15 p.m.
- ***No student will be allowed to stay after school unsupervised.***

ATTENDANCE

Success at school requires consistent attendance. Frequent absences and habitual tardiness are detrimental to a student and their studies. Therefore, regular and punctual attendance is expected of all students.

ABSENCES

Excused Absences

- Personal illness (note required from a doctor after 3 days)
- Death in the family
- Serious emergency
- College visits/prearranged field trip

Unexcused Absences

- Vacation during academic school year
- Truancy

Our policies for handling absences from school include the following:

1. A dated and signed note giving reason for the absence must be given to the school when the child returns.
2. If a child is absent due to a contagious disease, the school office should be notified.
3. If a student is absent on the day of an extra-curricular activity, he/she may not attend as either a participant or as a spectator.
4. We strongly discourage children from being withdrawn from school for vacations during school time.
5. Leaving school grounds without permission is absolutely forbidden for the protection of the child as well as the school.
6. Repeated absences from school/class are a serious concern.
7. Any student who is absent from school without parental consent or leaves the school grounds without permission is considered truant.

High School Attendance Policy

- Unexcused absences in excess of 4 from a class in a marking period will result in a failing grade for that class.
- Unexcused absences in excess of 5 in a half-year course will result in a failing grade and a loss of academic credit for that course.
- Unexcused absences in excess of 10 for a full-year course will result in a failing grade and a loss of academic credit for that course.
- Absences due to COVID-19 will be excused.
- If a student is tardy and misses more than half a class period, it will count as an absence.

Violations of the attendance policy will result in academic probation in which a student's attendance will be monitored and he/she may be temporarily suspended from extra-curricular activities including athletics.



TARDIES

The school recognizes that there are times when a family emergency or special circumstance can prevent a student from reaching school on time. Chronic tardiness from school constitutes a blatant disregard for school policy and is extremely disruptive to the school climate and atmosphere.

Our policies for handling tardies from school include the following:

- All students are required to be seated in their classrooms by the time the bell rings to start the day. Any student not in his/her seat will be considered tardy.
- For students who drive themselves to school, walk, or ride bicycles, a phone call or a note from the parent/guardian is required when tardy and may or may not be considered a valid excuse.
- The school requires that the parent/guardian of all tardy students should call the school before 9:00 a.m. to notify the school of a student's late arrival.
- A note, kept for the school files, should accompany the student and given to the main office personnel upon arrival. If the office does not receive the note, disciplinary actions may follow.
- If a student is tardy for school 3 or more times, and it affects the same class, he/she will receive 1 unexcused absence from that class and will be subject to the rules of the attendance policy outlined in this document.
- Only 5 excused tardies are allowed per quarter. All subsequent tardies will result in automatic detentions and will be accumulated as an absence from the class that the student is tardy from.
- After the 10th tardy a student's parent/guardian will be notified to schedule a meeting, in order to review school policy and remedy the situation. In this case, the school reserves the right to ask for an attendance contract. Repeated tardiness may result in further disciplinary action for the student.

EARLY DISMISSALS

- A child being dismissed early must be met by the parent in the school office, unless the child drives to school and has a dismissal note.
- Leaving school early for any reason that is not deemed necessary by the principal will result in students being ineligible for after school events such as sports practices or games, school dances, drama practices or productions, club events, and/or any other school-sponsored activity. This includes being a spectator.

UNIFORM & DRESS CODE

Good personal hygiene and neat appearance are an essential part of our school. Violating these norms of neatness and cleanliness, even though 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 his/her judgment, he/she is wearing inappropriate apparel. If a student is out of uniform, a written uniform infraction will be sent home. Three infractions will warrant a detention.

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 Fridays.

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 polyester 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.

Footwear (all)

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

Dress Down Days

If a dress down day is granted, students are encouraged to dress comfortably and appropriately, conforming to the following limitations:

- No dresses, skirts, or jumpers of any kind.
- No pants with rips, holes, fringe, or frayed edges.
- Yoga pants/leggings may be worn if over shirt reaches at least mid-thigh.
- No hats, bandanas, visors, coats, gloves, mittens, or ear muffs.
- No tight shirts, midriff shirts, spaghetti straps, or tank tops (loose fitting, sleeveless shirts with a 2-3” shoulder are allowed).
- No shorts that are skin tight or shorter than mid-thigh.
- No clothing with slogans, advertising or innuendos for alcohol, drugs, tobacco, or other inappropriate language.

If a student’s attire is deemed inappropriate it will be considered a dress code violation and a written uniform infraction will be given. Three warnings warrant a detention. 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.

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



TECHNOLOGY

Laptop Program: All Saint Mary's High School students will be issued a school laptop. Students must have on file a signed copy of the Laptop and & Internet Acceptable Use Policy and Laptop Home Use Rules & Regulations.

Cell Phones and Electronic Devices

Students are not allowed to use their cell phones, air pods, or ear buds in class. This includes calling, texting, and using social media. However, students can use their phones in a class as an educational tool, as directed by their teachers. They may also use them during lunch and in between classes. Any cell phone use beyond what is directed and overseen by a classroom teacher will be considered an infraction and the cell phone technology infraction policy will be enforced.

Cell Phone and Other Electronic Technology Infraction Policy

	High School
First Offense	<ul style="list-style-type: none">▪ Verbal and/or written warning
Second Offense	<ul style="list-style-type: none">▪ Device is confiscated and returned at the end of the school day.▪ Detention is assigned.
Third Offense	<ul style="list-style-type: none">▪ Device is confiscated.▪ Device will only be returned to parent/guardian by the principal.▪ Detention is assigned.

Telephone Calls: If students need to call home, they may use the office phone. The office phone is a business phone. Students will not be called out of class for phone messages, unless it is an emergency. Parents/guardians must not contact their son or daughter by cell phone during the school day. This includes the sending of text messages. All communication will be made through the main office of the school. Students receiving calls or text messages will still be subject to the penalties above. If a student is feeling ill, he/she should report to the main office and will receive attention from the nurse. Students are prohibited from calling home from the restroom and requesting to be dismissed. Students who do so will be subject to the penalties outlined in the cell phone policy.

TRANSPORTATION

Bus transportation is provided within 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 homeroom. 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 be in their homerooms)



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

- Staggered dismissals begin at 2:15 p.m.

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.

Please refer to the Transportation Maps on pages 30-31 of the Handbook for more information.

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.
- Be responsible for 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.

Infraction	Definition	Action
Profanity	Any blasphemous, obscene, irreverent, or disrespectful word or phrase spoken directly or indirectly to another person.	<ul style="list-style-type: none"> ▪ Teacher warning/ detention ▪ Repeat offenses are considered insubordination
Disrespect	Refers to rude, impolite, or offensive action, verbalization, or behavior that exhibits discourtesy of any kind to any person or object or creates a classroom/school disruption.	<ul style="list-style-type: none"> ▪ 1st offense: teacher detention and/or office detention ▪ 2nd offense: 1 hour of community service ▪ 3rd offense: parent meeting
Insubordination	Failure to obey staff, faculty, and administrators.	<ul style="list-style-type: none"> ▪ 1st offense: Teacher detention and/or office detention ▪ 2nd offense: 1 hour of community service ▪ 3rd offense: parent meeting
Misconduct	Behavior that is illegal or morally wrong. Misconduct at school, school-sponsored events and school sporting events.	<ul style="list-style-type: none"> ▪ Immediate parent meeting, discipline at the discretion of administration. Possibility of multiple detentions and/or suspension. ▪ Athletes serve a two-game suspension if in season.
Electronic Device Violation	Inappropriate, illegal, or non-school related use of cell phones, smart watches, laptops, and any other electronic device.	<ul style="list-style-type: none"> ▪ Refer to policy in this handbook.
Abuse of Classroom Pass Privileges	Excessive trips or time spent away from classroom.	<ul style="list-style-type: none"> ▪ 1st offense: teacher warning ▪ 2nd offense: teacher detention ▪ 3rd offense: office detention/ loss of pass privileges
Tardy to Class	Students not in seats when class bell rings.	<ul style="list-style-type: none"> ▪ 1st offense: teacher warning ▪ 2nd offense: teacher detention ▪ 3rd offense: office detention
Skipping	Students not in class, study, assembly, Mass, or detention, but in attendance in school.	<ul style="list-style-type: none"> ▪ 1st offense: office detention ▪ 2nd offense: in-school/out of school suspension, at the discretion of the administration
Improper Entering or Exiting of School Building	All students must enter through the main entrance only. For all other exit doors, students may leave as directed by faculty or administrator.	<ul style="list-style-type: none"> ▪ 1st offense: teacher warning ▪ 2nd offense: office detention
Misuse of Car Privileges	Parking outside of the designated area or space. Excessive speeds, careless driving, or horseplay.	<ul style="list-style-type: none"> ▪ 1st offense: teacher warning ▪ 2nd offense: loss of car privileges at the discretion of



	Going to car during school hours without permission.	the administration
Cheating/Plagiarism	Copying or paraphrasing another person's work and claiming it is one's own.	<ul style="list-style-type: none"> ▪ No credit for assignment. ▪ Other penalties as determined by teacher/administrators, which could include detention and suspension.
Possession, consumption, or under the influence of illegal or illicit substances	These include, but are not limited to, all tobacco products, e-cigarettes, vaping devices, alcohol, marijuana, steroids, pharmaceutical drugs or any controlled substances in school or before, or at any school-sponsored event.	<ul style="list-style-type: none"> ▪ Suspension ▪ Meeting with parents/school administrator ▪ Penalties as stated in the school athletic handbook ▪ Issuance of a contract ▪ Expulsion at the discretion of the principal ▪ Authorities contacted
Stealing	Taking another person's property; including but not limited to, money, notebooks, books, calculators, laptops, chargers, writing utensils, sports equipment, food, clothing, or any personal property, without express permission from the owner of the property.	<ul style="list-style-type: none"> ▪ At the discretion of the administrator the following may occur: detention, suspension, expulsion, authorities may be contacted.
Vandalism	Includes, but not limited to, action involving deliberate destruction, defacing, or misuse of school or church property or property belonging to another person.	<ul style="list-style-type: none"> ▪ At the discretion of the administrator the following may occur: detention, suspension, expulsion. ▪ The student will pay to replace the vandalized item.
Illegal Activity	Includes, but not limited to, possession of or selling of drugs, weapons, or other contraband.	<ul style="list-style-type: none"> ▪ Suspension or expulsion at the discretion of the administrator ▪ Authorities contacted
Aggressive Acts	Behavior that can cause physical or emotional harm. It may range from verbal to physical abuse. Includes, but not limited to, verbal threats, fighting, physical assault, or battery.	<ul style="list-style-type: none"> ▪ At the discretion of the administrator the following may occur: detention, suspension, expulsion, authorities may be contacted.
Harassment, Bullying, Hazing	Electronic, written, verbal, or physical act of conduct towards a student which is based on any actual or perceived trait or characteristic of the student, including, but not limited to, racial slurs or attacks on a person's heritage or sexual orientation and which creates a hostile school environment. Each of these are handled separately	<ul style="list-style-type: none"> ▪ Possible actions include but are not limited to warning, detention, suspension, expulsion, contacting proper authorities



	and according to MA state or federal law.	
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This is a non-inclusive list of possible infractions.

Teacher detentions may be 5-10 minutes at lunch and/or after school for 15-30 minutes at the teacher’s discretion. They are held the day of or the day after the infraction based on circumstances and teacher discretion. Office detentions will be assigned with 24 hours’ notice immediately following the infraction. Skipping office or teacher detention is considered insubordination. School community service may include but is not limited to, sweeping, vacuuming, picking up trash around campus buildings, sweeping parking lot, weeding gardens, etc.

Parents will receive written notification of all office disciplinary referrals. Students that hold a school office position may be placed on probation for certain or repeated offenses.



Academics

Student learning expectations are based upon national or Massachusetts state standards. In addition, our students are educated in the areas of faith and moral development and the arts.

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

Rescheduling or changing courses: There will be no rescheduling or dropping of courses after the 1st week of the start of school or for semester classes, one week after the beginning of the semester. However, teachers can make a recommendation at any time within the first term 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. However, no student may take more than 2 credits of VHS courses per year. 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.

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 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 and 0.50 respectively. 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 and the AP class would carry a weighted GPA of 4.17. 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	Advanced Placement
A (93-100)	4.00	4.25	4.50
A- (90-92)	3.67	3.92	4.17
B+ (87-89)	3.33	3.58	3.83
B (83-86)	3.00	3.25	3.50
B- (80-82)	2.67	2.92	3.17
C+ (77-79)	2.33	2.58	2.83
C (73-76)	2.00	2.25	2.50
C- (70-72)	1.67	1.92	2.17
D+ (67-69)	1.33	1.58	1.83
D (63-66)	1.00	1.25	1.50
D- (60-62)	0.67	0.92	1.17

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

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.

Additional Policies:

- 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

- English : 4 credits (English 9, English 10, English 11, English 12)
- Theology: 4 credits (Theology I, II, III, IV)
- Mathematics: 4 credits (Algebra I, Algebra II, Geometry)
- Science: 3 credits
- Social Science: 3 credits (World History, U.S. History)
- Foreign Language: 2 credits in the same language (3 recommended)
- Electives: 4 credits
- A total of 30 hours of community service per year
- Attendance at the Senior Retreat
- Participation in Class Night and Graduation



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. Saint Mary's uses an automated one-call system to keep parents notified of pertinent school information. 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. A duplicate set of emergency forms has been placed at the rectory. 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 one-call 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. 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

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.

The school provides qualified nursing daily for our students.

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 CYBER BULLYING

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.

Extracurricular activities include: athletics, As Schools Match Wits, Key Club, Drama Club, Respect Life Club, National Honor Society, and Student Council.

The Athletic Director provides all students with a separate Athletics Handbook which outlines school policies that adhere to PVIAC and MIAA rules and regulations.

Clubs and Class Officers

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 marking period.
- Candidates must have exemplary behavior, a good attendance record, and no more than 3 unexcused tardies.
- Candidate's class dues must be paid and up to date.
- Nomination forms must be obtained and properly submitted to class/club advisors.
- 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.
- All club officers and members must review and adhere to all anti-hazing and bullying laws.

Dance Policy

Dance Policy rules are to be strictly adhered to. The current policy will be obtained in the main office prior to the dance. Guests from a school other than Saint Mary's will be required to submit a signed guest form before being admitted to the dance.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated 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. Verbal permission via



telephone will not be accepted.

- 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.



Community

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.

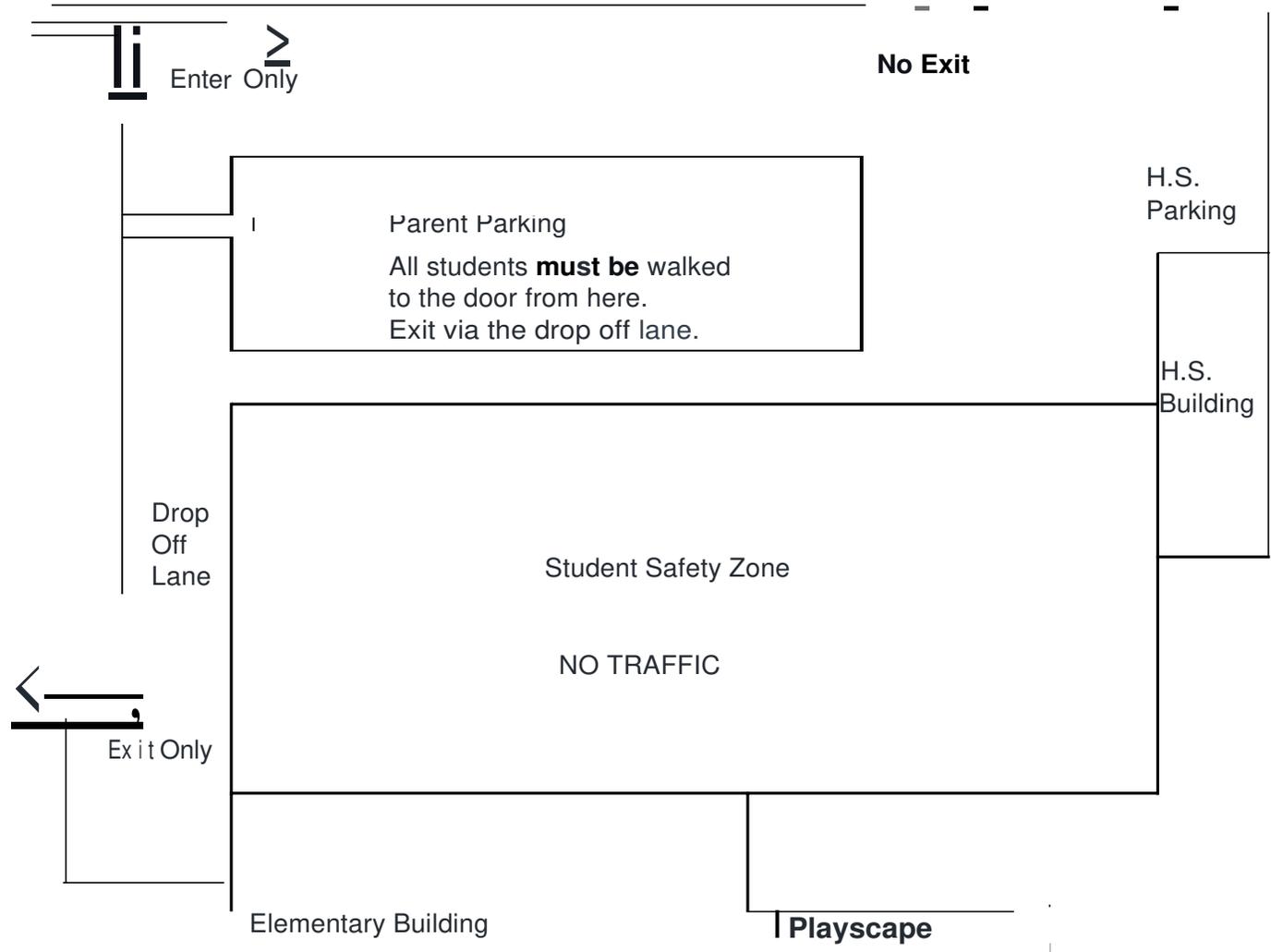
Some clubs and teams will do fundraisers or drives approved by administration.

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 strictly an advisory board.



St. Mary's Parish School Parking Lot Drop-Off



Mary's Parish School Parking Lot Dismissal

Lanes #1-5: Please park in these lanes if you are leaving right away. Pull up to the car in front of you. These lanes will be dismissed in order by a staff member.

Lane s #6-9: Please park in these lanes if you are picking up a High School student or are staying for a few minutes to check homework assignments etc.

Lane s #10-11: Please park in these lanes if you are staying for an appointment or time on the playscape.

Safety First!

Birge Ave.

Watch for

ENTER ONLY

children at all times!

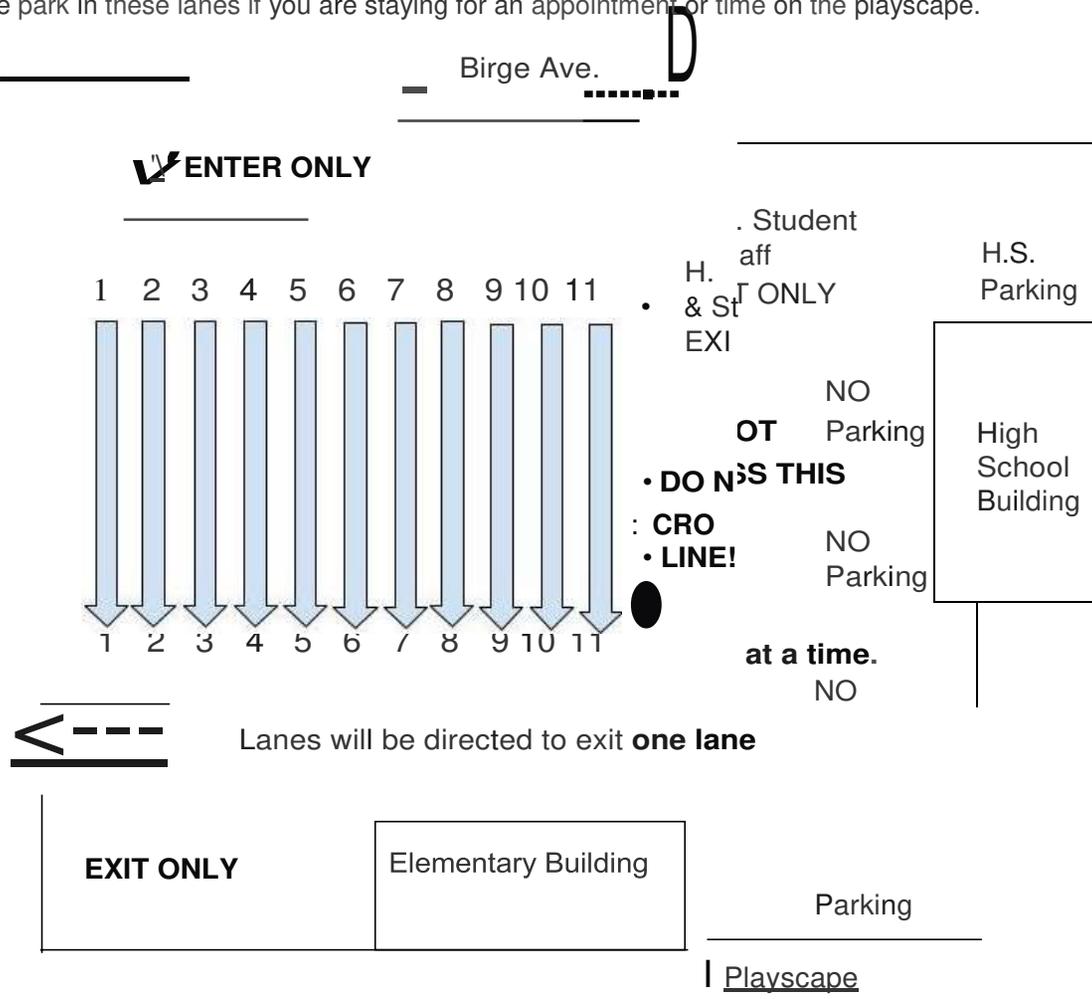
Park only in one of the 11 lanes.

DO NOT cut across lanes.

Exit by the front gate only!

Be courteous to all Staff members.

They are keeping your children safe!



STUDENT HANDBOOK ACKNOWLEDGEMENT
2020-2021

Please sign this form and return to the main office.

Dear Families,

Welcome to a new school year! May it be one filled with blessings and success for all of us.

Our school is guided in many ways by our handbook. Outlined in this handbook you will find explanations of the important policies and procedures currently in effect at Saint Mary's High School and in the Diocese of Springfield.

The purpose of our handbook is twofold: to provide the administration and faculty with the means of serving our students and their families, and ultimately, to better fulfill our mission of providing a quality Catholic education that reveals Christ in a loving and safe faith community. Secondly, it is meant to inform both students and their families of what is expected of them and what they can expect from the administration, faculty, and staff at Saint Mary's High School each and every day.

In order to be more kind to our earth, and to show that we are constantly updating our technology, our handbook is now available on our website at stmsaints.org. Please review the contents of our handbook, both by yourself and with your child/ren. It is important that we all understand our responsibilities to our school, to the diocese, and to each other.

When you have completed your review, please sign and return this entire page to school. This is our mutual assurance that we will work together cooperatively. Your signature indicates that you have read our handbook, understand the policies of our school, and agree to be governed by them.

As we begin this school year, we ask God's blessings on each of you. We pray that together we will be able to maintain and enhance the quality Catholic education already present at Saint Mary's.

Mr. Matthew Collins
Principal

Child/rens' names and grades

_____	_____
_____	_____

Parent/guardian signature & date

_____	_____
-------	-------

Student's signature(s)

_____	_____
_____	_____
_____	_____

