



# St. Mary's High School



**ST. MARY'S HIGH SCHOOL**  
LANCASTER • NEW YORK

# Student/Parent Handbook

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**2017-2018**



# St. Mary's High School

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Chief Financial Officer.....	Mr. Rob Cavallari
Dean of Academic Affairs & Curriculum.....	Mr. Keith Junik
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Dean of Advancement & Alumni Engagement.....	Ms. Amanda Rebeck
Dean of Student Formation.....	Mr. Beck O'Connor

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**ST. MARY'S HIGH SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK. NOTICE OF ANY CHANGES TO SAID HANDBOOK WILL BE MADE KNOWN TO PARENTS/STUDENTS VIA THE SCHOOL WEBSITE.**

**REVISED – AUGUST 2017**

## **Our Vision**

St. Mary's High School is the prominent Catholic, co-ed college preparatory school in Western New York; a beacon of faith, excellence, achievement and inspiration.

## **Our Mission**

The mission of St. Mary's High School is the formation of the Christian leaders of tomorrow using a curriculum designed to challenge the intellect, and form the student's character by giving witness to the teachings of Jesus Christ.

Each St. Mary's graduate is prepared with the background and skills to be a faithful disciple of Christ, a productive learner, an effective communicator, and a responsible citizen.

## **Our Philosophy**

As a Christian educational community, we accept and emphasize the Catholic faith. We believe that each person is created by God to honor and serve Him. We believe that Jesus' message is to love. Guided by the Holy Spirit, we accept the call to live and teach as Jesus did.

As an educational community, we believe that each individual is a unique and valuable person who learns through his/her experiences. We provide opportunities, both in and out of the classroom, that help each individual achieve academic excellence and full potential in life.

As a community, we believe that people have a responsibility to each other; that in realizing and accepting our talents and limitations, we are able to work together in a loving and giving community to bring a fuller and richer meaning to life.

## **Diversity Statement**

As a Catholic School, we believe that our commitment to diversity is an ongoing process dedicated to achieving fairness and justice in our school community.

Since a component of a quality education is to prepare students for the multicultural world in which they live, we encourage each other to value alternative viewpoints and be sensitive to the life experiences, feelings, hopes, and challenges of others. It is our intention to empower individuals and discourage stereotypes and prejudices.

Recognizing that our differences give us opportunities for understanding, St. Mary's High School strives to promote respect, acceptance, and sensitivity to all.

## **Non-Discrimination Policy**

Catholic schools in the Diocese of Buffalo shall not discriminate on the basis of race, sex, color, national or ethnic origin, and age, in accordance with the law.

## **School Information**

*School Emblem* — Straight as an arrow, swift as a lance, with singleness of purpose and under the protection of the Mother of God, the students of St. Mary's High School pursue learning and seek wise discipline of purpose to the attainment of everlasting life.

*School Colors* — Navy Blue and White

*School Motto* — Bonitatem et disciplinam et scientiam doce me.

(Teach me goodness, discipline, and knowledge)

*School Patron* — The Blessed Mother, under the title of Immaculate Heart of Mary

*School Nickname* — Lancers

# History

St. Mary's High School is the oldest parochial high school in New York State. The school was formerly a parish school which opened in 1904, officially chartered in 1909.

Construction of the present building began in 1954, with the opening of the school in September 1955. The Salvatorian Fathers joined with the Franciscan Sisters to operate the school.

As enrollment increased, additions were made in 1956, 1962, 1982, and 2004. The lay staff of St. Mary's High School grew, coinciding with the decree of Vatican Council II.

In 1970, the first lay principal was appointed to SMHS and an Administrative Board was formed which plays a major role in the decision and policy-making process of the school. In 1975, for the first time in the history of SMHS and the Diocese of Buffalo, a lay woman was appointed principal of a secondary school. In 1991, St. Mary's became a private high school administered by a Board of Trustees. And in 2007, the first graduate of St. Mary's was named principal.

In 2013, the Board of Trustees adopted the Principal/President Model for St. Mary's. The first President and Vice President began in January 2014.

Since the 1980s, St. Mary's has followed the educational requirements as outlined by the Board of Regents of the State of New York.

St. Mary's continues to strive to offer its students the "best education for their whole life."

## St. Mary's High School Honor Code

At St. Mary's High School, we value and promote honesty and integrity. Everything we do reflects this commitment.

When a student places his or her name on academic work, it declares that the work is original and has been completed without compromising the values of honesty and integrity.

This honor code is designed to enhance high standards of academic integrity so all members of the St. Mary's community can take pride in their work.

### *Examples of Academic Dishonesty*

**Academic dishonesty includes, but is not limited to:**

#### *Academic Misconduct on Exams, Quizzes, Tests, etc.*

- Copying from others.
- Having or using notes, formulas, or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
- Having or using a communication device such as a cell phone, pager, PDA, electronic translator, SmartWatch, or tablet to send or obtain unauthorized information.
- Taking an exam for another student, or permitting someone else to take a test for you.
- Asking another to give you improper assistance, including offering money or other benefits.
- Asking for or accepting money or any other benefit in return for giving another improper assistance.
- Providing or receiving information about an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information.)
- Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
- Altering a graded exam and resubmitting it for a better grade.
- Working together on a take-home exam, unless specifically authorized by a teacher.
- Gaining or providing unauthorized access to exam materials.
- Physically positioning yourself to give or receive unauthorized information.

#### *Plagiarism in Papers, Assignments, etc.*

- Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask).
- Including any assignment turned in for credit; any materials not based on your own research and writing. This includes:
  - Using the services of a commercial term paper company.
  - Using the services of another student.
  - Copying part or all of another person's paper and submitting it as your own for an assignment.
- Acting as a provider of paper(s) for a student or students.

- Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
- Failing to properly acknowledge paraphrased materials via attribution, footnotes, endnotes, and/or a bibliography.
- Making up data for an experiment (“fudging data”).
- Citing nonexistent sources such as articles and books.
- Deliberately taking information without citing the source.
- Presenting somebody else’s creative work as your own, such as a poem or music.

***Academic Misconduct on Homework***

- Taking someone’s homework, with or without their knowledge.
- Pressuring another student to give you their assignment.
- Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask).
- Deceiving a teacher or making up a false reason or excuse to get special consideration on an assignment or an extension for an assignment.

***Other Academic Misconduct***

- In a technology class, using someone else’s assignment by changing the name.
- When doing group work, having one student do the work while all members of the group get credit.
- Unauthorized copying of another student’s notes.
- In a foreign language class, using translation software or websites to do your work.
- Misrepresenting your academic accomplishments, such as by tampering with computer records.
- Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
- Failing to promptly stop work on an exam when the allocated time has elapsed.
- Forging a signature.
- Hoarding or damaging library materials.

***Please note:***

- **Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.**
- **Having possession during an exam of any unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty.**

***Procedures for Violations of the Honor Code***

Any form of academic dishonesty is unacceptable and will not be tolerated at St. Mary’s High School.

Students who are academically dishonest can be subject to:

- Individual teacher policy, as stated in course expectations
- Discipline assigned by the Administration
- Notification of parent
- Failure of assignment / course
- School probation
- Recommendation for counseling
- Dismissal from St. Mary’s High School

## **Religious Commitment - Campus Ministry Program**

The St. Mary’s philosophy states that we are a Roman Catholic educational community. We believe that each person has been created, uniquely, by God to honor and serve Him and His community. Guided by the Holy Spirit we accept the challenge to live and teach as Jesus did.

Daily prayer, liturgies, Eucharistic Adoration, class retreats, and community service are required of all students. Students are encouraged to find unity in the diversity of their experiences, while responding to the changing needs of society. The opportunity to participate in the sacrament of Reconciliation is offered twice each year. In addition, students are challenged to own their faith by participation in liturgical planning, music ministry, prayer services, the Living Stations of the Cross, SOUL (Respect Life Club), and prayer groups.

Senior class students are offered a Religion Honors Class. This class combines the senior Religion curriculum with Peer Ministry.

The Campus Ministry program encourages students, faculty, and staff to participate in the above-mentioned activities. We aspire to be holy men and women of God by modeling the character and lifestyle of Jesus Christ as exemplified in the Gospels. It is also our credence that participating in Catholic activities is not the same as living a Catholic lifestyle. We strive to accomplish this goal in all situations by reaching out to others with love, mercy, respect, and compassion.

### ***Liturgies***

To achieve a sense of unity in the celebration of important moments in the life of the St. Mary's community and to deepen our awareness of Catholic faith, all students will attend all school liturgies and prayer services. On days when a liturgy is scheduled, students must follow the rules for "Liturgy Day Dress" as outlined in this Handbook.

Any student asked to leave, or causing a disruption during a liturgy or other religious event, will be referred to the Discipline Office.

### ***Religious Studies Policy for Non-Catholics***

St. Mary's will follow the policy set forth by the Diocese of Buffalo: It is expected that every student who is enrolled in a Catholic school will take the Religion courses offered in that school. The complete curriculum, including Religion, is mandated for those attending Catholic schools.

### ***Retreats***

Class retreats are mandatory for all students at St. Mary's High School. Students who fail to attend their class retreats will not pass their Religion class. (Seniors must attend their class retreat to graduate.) If a student must miss a retreat due to a family emergency, they will be given an alternate assignment by their religion teacher.

### ***Service Hours***

The Mission Statement of St. Mary's High School includes our goal to "form the student's character by giving witness to Jesus Christ." Service to others is a cornerstone of Christianity. We are called to serve like Jesus did. By reaching out to others we increase our understanding, knowledge, and empathy for the world around us. We also respond to our Lord's plea to "Love one another as I have loved you."

As stated in the St. Mary's High School Philosophy Statement — "As a community we believe people have a responsibility to one another."

The minimum Service Hour Requirement for all grade levels is as follows:

- Freshmen – 10 Hours
- Sophomores – 20 Hours
- Juniors – 30 Hours (see note below)
- Seniors – 40 Hours (see note below)

*Please note – For members of the Junior and Senior classes, half of the hours completed must be completed off campus. Please contact the Community Service Coordinator for assistance completing these hours.*

Service hours for the 2017-2018 school year may be started on **June 30, 2017**, and must be completed by **May 1, 2018**, for Seniors and **June 1, 2018**, for Underclassmen. Students must complete all of their mandatory service hours in order to pass their religion course. *Seniors will not be allowed to graduate with unfinished service hours.*

Service to others does not include any service that benefits you personally. For example, if your softball team sponsors a garage sale and you work at that event, you may not count that for service hours; the proceeds are benefiting you and your team. ***The goal of service hours is to benefit others and to experience new opportunities and situations.***

Household chores for family members ***do not*** count as service hours.

Babysitting / house sitting ***do not*** count as service hours.

## **Academics**

### ***Grading and Promotion***

Students receive a numerical grade in each subject. Passing grade is 65. A 55 average grade is the lowest grade that can be recorded on the report card for the first half of a course. For a full year course that would be the first and second quarter. For semester courses, it applies for the first (or third) quarter only. The remaining quarter marks, as well as the final exam mark, will be the actual grade.

In order to pass a course and receive credit, students must have an overall average of 65 or above, and the final exam grade has to be 55 or above. If the Regents Exam is used as the final exam, a grade of 55 or above is needed to receive course credit; a grade of 65 is needed to receive Regents credit.

If a student receives a grade between 55 and 64 on the Regents exam, the student only has to take a Regents review class prior to retaking the Regents Exam in August rather than the entire course. A student receiving a grade of 54 or below on the Regents Exam

must take the full class prior to retaking the Regents Exam in August. Remember – New York State graduation requirements also include that students pass a minimum number of Regents exams.

### ***Incompletes***

Incompletes are granted for valid medical reasons. In addition, each Department may also have its own policy on Incompletes, which must be approved by the Administration and outlined in each teacher’s “Course Expectations.” The required work must be made up by the specified date. Department Incompletes will count toward Academic Ineligibility (refer to elsewhere in Handbook). If the student has not completed the work by the end of the ineligibility period, he/she will continue on academic ineligibility. All Incompletes remaining at the conclusion of the fourth quarter result in failure for the course with no credit given.

### ***Weighted Quarter Grades***

Final quarter grades will be weighted; that is, multiplying the actual grade by a factor taking into account a course’s worth. Specifically, Advanced Placement courses have a factor of 1.09; Honors Courses have a factor of 1.03.

On report cards, the student’s actual grade will appear with each class. The multiplying factor will be used in determining the overall quarter grade.

### ***Passing Required Courses and Maximum Summer School Courses***

All students must be current on graduation requirements in order to return to St. Mary’s in September. This means that if a required course or Regents exam is not passed during the school year, it must be passed in the summer.

*Please note: A student may not have more than six summer-school courses to earn a St. Mary’s diploma.*

### ***Math Course Requirement***

Each year of attendance at St. Mary’s, all students must take a math course during the school year.

### ***Class Retreats***

Class retreats are mandatory for all students at St. Mary’s High School. Students who fail to attend their class retreats will not pass their Religion class. (Seniors must attend their class retreat to graduate.) If a student must miss a retreat due to a family emergency, they will be given an alternate assignment by their religion teacher.

### ***Sophomore STEAM Challenges***

St. Mary’s is pleased to continue to offer the Sophomore STEAM Challenge. In the program, members of the sophomore class will meet regularly with the STEAM Coordinator to work on a series of STEAM Challenges, projects focusing on science, technology, engineering, art, and/or math. From the list of several potential projects, sophomores are required to complete a minimum of ***two*** challenges. See the STEAM Coordinator for more information.

### ***Diploma Types and Requirements***

In addition to meeting the course credit requirements of St. Mary’s High School (28 credits), graduation requirements also include passing specified New York State Regents exams. Each student will earn one of the following diplomas:

- A. Regents Diploma – Student must pass the following five Regents exams\*:  
1 Science • Common Core Algebra I •  
Common Core English • Global History & Geography • U.S. History & Government
- B. Regents Diploma with Honors – Student must have an average of 90 or above on the five Regents exams required for the Regents Diploma.
- C. Regents Diploma with Advanced Designation – Student must pass the five exams required for the Regents Diploma, pass a Level-3 Foreign Language exam, plus the following additional Regents exams:  
2nd Science • Common Core Geometry •  
Common Core Algebra II
- D. Regents Diploma with Advanced Designation with Honors – Student must have an average of 90 or above on the Regents exams required for the Regents Diploma with Advanced Designation.
- E. Mastery of Math / Science – Students must score 85 or higher on each of the three Math and/or Science Regents exams and complete the requirements for the Advanced Regents diploma.

*\* Beginning with the Class of 2018, these are the names of the Regents Exams.*

### ***Curriculum***

Students at St. Mary’s generally exceed the state graduation requirements. For example, students are required to take four years of mathematics and a minimum of two years of a foreign language.

Advanced Placement courses are offered in American Government, Biology, Calculus, Chemistry, Computer Science, English Language, English Literature, Statistics, United States History, and World History.

Honors-level courses are offered in Chemistry, English, Mathematics, Religion, Social Studies, and Spanish. Students are recommended for AP and Honors classes by their current teachers based on their ability and academic work in that particular subject area.

### ***Course Selection / Registration***

Student course selections for the following school year take place during the second semester. The procedure is as follows:

- The course description catalog is given to students to take home and posted on-line so that parents and students can discuss courses.
- Course selection sheets are completed during a meeting with the student's Counselor and signed by a parent/guardian. Students are scheduled for 7½ credits each school year.
- Preliminary schedules are completed by the scheduler.
- Preliminary schedules are reviewed by students. Registration deposits must be paid in order to review preliminary schedule.
- Requests for changes to the schedules may be made at this time or until August 1. No requests for changes will be honored after August 1.
- Final schedules, including homerooms and locker numbers, are given to students the first day of school.

### ***Course Withdrawal Policy***

Once the school year has begun, there will be no withdrawal from any course, except in the case of extenuating circumstances in situations where the subject teacher, Department Chairperson, Counseling Center, and parents concur that a student should either be withdrawn from a course or changed to a different course level. The Principal has final approval on all course withdrawals or changes.

(A student's failing grade, a grade of Incomplete, or discipline reasons are not considered extenuating circumstances.)

### ***Report Cards***

Report cards will only be printed following the first quarter; they will be available at First Quarter Follow-up in November. For the remaining three quarters of the school year, report cards will only be available electronically through the InfoNOW system.

*Reminder – report cards will not be available to parents or students when two or more months of tuition are past due. See the Tuition Policy for more information.*

### ***Standardized Testing***

Standardized tests are given to students at St. Mary's as a means of assessing their aptitudes, abilities, and interests, and to assess the quality of instruction at St. Mary's. It is standard procedure for the counselors to meet with students to prepare them for these standardized tests and to discuss the results.

Juniors take the PSAT/NMSQT in October of each year. They are also advised to take the Scholastic Aptitude Test (SAT) and/or American College Test (ACT) in the spring of their junior year as well as the fall of their senior year.

Also, in October, freshmen and sophomores will take a standardized test as part of the PSAT Suite.

### ***Letters of Recommendation***

Counselor or teacher letters of recommendation are confidential. Recommendation letters are intended to be honest and sincere assessments of student performance, potential, and character. Teachers communicate the student's performance in their class and may offer additional insight about the student as a coach or club moderator. Counselors discuss students in an overall way, having personal as well as academic knowledge of the student in all classes. In both cases, teachers and counselors strive to offer an accurate portrait of the student, highlighting his or her strengths. Generally, discussion of family and personal circumstances written in a recommendation letter are with the permission of parents and/or students.

### ***College Applications and Mid-Year Reports***

Counselors are bound by the ethical guidelines set forth by the National Association of College Admissions Counselors (NACAC). In completing a college application or mid-year report, counselors may be asked questions regarding academic achievement, academic potential, character, or extracurricular activities and may be asked to give an overall rating of a student. NACAC Statement of Principles of Good Practice, Best Practices, Phase II of the steering committee's work states: III.A.8: "report, if requested, any significant change in a candidate's academic status of qualifications, including personal school conduct record, between the time of recommendation and graduation, where permitted by applicable law."

## **Athletics**

The sports program here at St. Mary's is a continuously growing part of the SMHS community in which sportsmanship is stressed throughout the year. We not only work for team status but for individual achievements as well. Conduct at games should reflect good manners and St. Mary's spirit and pride.



St. Mary's belongs to the Msgr. Martin Catholic High School Athletic Association, composed of the Catholic and private schools in the area.

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
<i>Men's Sports</i>	<i>Men's Sports</i>	<i>Men's Sports</i>
Football	Basketball	Baseball
Golf	Bowling	Lacrosse
Soccer	Hockey	Track
Volleyball	Wrestling	
Cross Country	Indoor Track (Club)	

<i>Women's Sports</i>	<i>Women's Sports</i>	<i>Women's Sports</i>
Soccer	Basketball	Lacrosse
Volleyball	Bowling	Softball
Cheerleading	Hockey	Tennis
Cross Country	Cheerleading	Track
Golf	Indoor Track (Club)	Tennis

### **Academic / Behavioral Pledge**

All athletes are required to sign an Academic / Behavioral Pledge prior to the start of each sport season. More information is available from coaches and the Athletic Department.

### **Athlete Physical/Health Requirements**

All athletes must have a current physical examination on file in the Health Office (within one year of the start date of the season). Free sport physicals are offered to students in the spring of each year for qualification for the following school year. Students choosing not to have a school physical are responsible for making sure that physical forms, completed by their doctors, are turned in to the Health Office at least two weeks prior to the sport start date.

In addition, prior to the beginning of every sport season, an Interval Health History Form must be completed by the parent/guardian to determine eligibility for that particular season. If an injury has been sustained, or if a surgical procedure has been performed, or there is question regarding a medical condition, the student may be required to get approval, in writing, from the family and/or school physician before the student is able to report to practice or tryouts.

In order to begin tryouts/practice with the rest of the team, completed forms **MUST** be returned to the Health Office by:

*Sport Physical must have been performed on or after this date and be on file in the Health Office*

*Interval Health History (IHH) must be completed by parent/guardian and returned to the Health Office by this date*

Fall Sports	August 1, 2016	August 7, 2017
Winter Sports	November 1, 2016	October 27, 2017
Spring Sports	March 1, 2017	February 23, 2018

All paperwork must be in by 8 a.m. that morning in order to be cleared for the following date.

For Winter and Spring Sports, forms turned in late will follow these rules:

- If turned in prior to the end of homeroom and medically cleared, may participate the FOLLOWING day. These students will be eligible 24 hours after the form is reviewed.
- If turned in after the end of homeroom, but prior to the end of the school day, it will be treated as though they were turned in the next day, meaning eligibility will be 24 hours from the next day.

## **ATHLETIC INJURIES**

### **IMPORTANT! PARENTS - PLEASE READ CAREFULLY!**

If your child has been injured during a game or practice, the following steps should be taken:

- Athletes must report to the School Nurse immediately upon returning to school. An accident report will be completed at that time.
- If medical treatment is sought, the athlete **CANNOT PRACTICE OR PARTICIPATE IN A GAME** until a release form is signed by his/her physician giving clearance to return to Physical Education classes and Sports. If no medical attention is obtained, the parent / guardian may release the student. This release form must be presented to the School Nurse who will notify the Coach and/or Athletic Director. **\*\*EXCEPTION\*\*** If a student-athlete has a head injury or any concussion symptoms, they need to be taken out of the practice or game immediately, and they are not allowed to return until cleared by a doctor. Parents will not be allowed to clear a student after a head injury/concussion.

## ***Insurance***

All doctor and hospital bills must be processed through the family's insurance company FIRST. Any part of the bills rejected by the family's insurance policy will be eligible to be processed through the School Insurance.

The school carries an insurance policy on every student. It is a secondary insurance policy supplementing the family's own medical plan and pays only a portion of the remaining expenses after the family plan has been utilized. Forms are available in the Health Office.

The School Nurse, upon the parent request of such form, will provide a claim form from the school insurance company to you. The nurse will complete Part A, the school section; it is the parent's responsibility to complete Part B, the Parent section, and mail directly to the Insurance Company.

# **Discipline Code**

## ***Statement of Expectation***

Students are always to conduct themselves as St. Mary's High School students and to exhibit the behaviors expected of St. Mary's students. Immorality in talk or action and/or conduct, whether inside or outside of the school, that is detrimental to the reputation of the school may result in disciplinary action. The Administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at its discretion.

## ***Disciplinary Actions***

### ***Detention***

For minor problems, the student will be required to spend a detention under the supervision of the Discipline Office.

Detention is held every day from 3:00 until 3:40. The Detention list will be posted outside the Dean's Office. For transportation purposes, the students are given one day notice.

If a student needs to have detention rescheduled, his/her parent or guardian must call the Discipline Office before 9 a.m. on the day of the detention. An excused detention will be rescheduled. The only valid reasons for having a detention rescheduled are:

- Doctor or dental appointment
- Teacher request
- Family need
- Academic class/tutoring (with teacher verification)

### ***Suspensions***

- For more serious infractions, a suspension may result. If a student is suspended, he/she may not participate in any after-school activities the day(s) of the suspension.
- Suspensions may be in or out of school. They may be one to five days, depending on the severity and/or the history of the individual student. Suspensions may be given for the following:
  - fighting
  - weapons
  - truancy
  - food fights
  - multiple minor offenses
  - academic dishonesty
  - drugs or alcohol or related activity
  - major offenses determined by the Discipline Office
  - gambling
  - stealing
  - smoking/tobacco products
  - harassment/bullying
  - cutting a work-crew detention

## ***Absentee / Attendance Policy***

Whenever it is necessary to be absent from school, a parent or guardian must call extension 227 no later than 8 a.m. to explain the reason for the absence. The phone call should include the student's name, which parent/guardian is calling, and the reason for the absence. If no call is received by 8 a.m., the Attendance Office will contact the student's parents or guardians to obtain the reason for

the absence. If no reason for an absence is obtained within 24 hours, the student will be considered truant, and the student will receive appropriate disciplinary actions.

**A student will be excluded from participation in any extracurricular activity (sports, clubs, field trips, or any school-related functions) on a day he/she is absent from school or not present by 10 a.m.**

Truancy will result in detention or suspension.

Upon return to school, a student who has been absent needs to see each teacher individually to check about class work, notes, tests, quizzes, homework collected, and homework assigned during the absence. Teachers will give students who have been absent time to make up work. The student is responsible for doing so in a timely manner.

Realizing that attendance in class is vital to the success a student can achieve in a course at St. Mary's, the following has been adopted as the school's Attendance Policy:

- A student who misses six (6) classes because of illegal absences during any one quarter will automatically fail that course(s) for that particular quarter. This may affect the student's status regarding academic ineligibility.
- A student who has missed more than half of a class period will be deemed to be absent for the entire class.
- After 4 or more classes have been missed, the attendance officer will send written notices to the parents. After the 6th absence, the student is failing and parents will receive a written notice.
- The attendance office subscribes to the New York State attendance policy.
- The only legal excuses for being absent: medical appointments with verification, snow days from home school district, funerals, court dates with verification.
- Medical excuses must be presented on the day the student returns to school. Medical excuses are doctor or dentist appointments, verified by written notes on the doctor's stationery. Medical excuses for any one quarter must be turned in by the day the quarter closes, and will not be accepted once report cards have been issued. Failing grades due to attendance will not be changed after report cards are issued.
- New York State does not recognize "Take Your Daughter / Son to Work Day" as a legal reason for being absent from school. St. Mary's High School also does not recognize the day. If a student participates in the day, it will be considered an illegal absence with parent permission and charged as one of the five absences allowed per quarter.
- Road tests and permit tests are unexcused absences.
- If a school district is closed and not providing bus service for days that are NOT weather related, and St. Mary's High School is in session, students are required to be in school. District closings that are not weather related are not excused absences. **Parents should check their school district calendars and make necessary transportation arrangements for those dates.**
- Students may not leave campus once they arrive on school property.

#### *Snow (Weather-Related) Closings*

If a school district is closed due to weather, students are legally absent. Even for weather-related district closings, parents are still required to call their students in absent to extension 227 by 8 a.m. However, if a student comes to school, it is our expectation that they will remain until the school is closed or the end of the school day. Students who are absent from school are not allowed to participate in any extracurricular activities on that day.

If a district closes during the day, students will be released only to district transportation or a designated parent or guardian. We will not release students to ride with other students or other parents, except for siblings.

If a parent or guardian decides it is necessary to pick a student up during the day, please call the school to let us know you are coming.

Families will be notified of school closings/delays through the mass-notification system. In addition, information on school closing will be available on Channels 2, 4, or 7, WBEN-Radio 930, and on the St. Mary's website ([www.smhlancers.org](http://www.smhlancers.org)), and Facebook and Twitter pages.

#### *Vacation Policy*

Policy for student voluntary absences during school time:

Parents must make the request at least two weeks in advance to either the Principal or the Attendance Officer. Even if the individual teachers have been notified of a student's vacation, parents must still make the request to the Principal or the Attendance Officer.

Principal/Attendance Officer will inform parent that: The time requested cannot be granted and it must then become their decision. If parents then choose to do so, it is recorded on the student's permanent attendance record as an illegal absence with parental permission.

Students are responsible for all work missed during their time of absence. Parents must also inform the Counseling Center as to the length and date of absence.

Reminder: If a student misses six classes, he/she fails for that quarter as per school attendance policy.

#### *Missed Assignments*

If a medical absence is long-term (a week or more), a parent should contact the Counseling Center regarding the student's situation. Teachers will be contacted to submit missing assignments, worksheets, etc. After the Counseling Center has received this work, arrangements need to be made to pick up these assignments as well as the needed textbooks, notebooks, etc. from the student's locker.

If the absence is short term (a few days), the student should contact a classmate in his/her classes. The "turn-around time" in getting work for absent students makes this the most effective and efficient way to get this information.

### ***Acceptable Use Policy for Technology and the Internet***

*This is a copy of the Acceptable Use Policy for Technology and the Internet signed and returned by each family and kept on file by the school.*

#### ***Introduction***

St. Mary's High School ("School") furnishes computers and network facilities and equipment, and provides access to the Internet in order to support learning and enhance instruction. By providing access to the Internet, a vast information highway connecting the world, the School intends to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication. However, the School also recognizes that with this access come uses and the availability of material which are unrelated to scholarship, and which in many instances are inappropriate for places of learning, and inappropriate for young people in particular.

For this reason, School computers and network facilities (including, without limitation, internet, e-mail and discussion groups) are to be used only for purposes directly related to learning. Students should use their own computers and their own Internet access arrangements for all other purposes. Resources such as e-mail and discussion groups are only to be used under directed supervision by faculty, and will be limited to teacher-authorized projects. In addition, the School has taken precautions to restrict access to questionable materials, but students and parents need to know that it is impossible to control all materials.

Much of the responsibility for appropriate use of School computers, network facilities and Internet access must rest on students themselves. Therefore, the School requires that students act responsibly.

Ultimately, we realize that the parents/guardians of minors are responsible for setting and conveying the standards that their students should follow. Likewise, parents and students must understand that access to School computer, network and Internet facilities is a revocable privilege, and not a right. Use of the system can and will be monitored by the School, and there is no expectation of privacy in student use.

#### ***Applicability and General Principles***

These policies apply to all students who use School computers, or who otherwise gain access to the School network facilities and/or Internet via computer equipment and/or access lines located in the School or elsewhere. This includes any remote access which students may gain from off-site, but which involves the use of School sites, servers, intranet facilities, e-mail accounts or software.

All access to and use of the School computers, network facilities and Internet access must be for the purposes of education and research consistent with the educational goals of the School.

Students must make efficient, ethical and legal utilization of network resources. Students must be aware that material created, stored on, or transmitted from or via the system is not guaranteed to be private. In addition to the fact that the Internet is inherently insecure, School network administrators may review any and all individual computers and/or areas of the network at any time to ensure that the system is being used properly. For this reason, students should expect that e-mails, materials placed on personal Web pages, and other work that is created on the network may be viewed by a third party.

Both internal and external Network and Internet access will be provided to authorized users by the assignment of unique log-in identification codes ("usernames" and passwords) and, where appropriate, with limited hard disk space on School hardware, for their own individual use. Authorized users will be personally responsible for maintaining the integrity of the School's access policy, and may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party.

Usernames and passwords will be furnished subject to the provisions of this Policy, and such updates or modifications as may hereafter be promulgated.

Computer and network users must respect the integrity and security of the School's systems and network, and the access privileges, privacy and reasonable preferences of other users. The School reserves the right to limit access time and disk space in order to optimize an equitable allocation of resources among users.

The School makes no warranties of any kind, whether express or implied, for the service it is providing. It is not responsible for any damages, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, whether caused by the School's negligence, or by a user's errors or omissions. Information obtained from the Internet is used at the user's (student's) own risk, and the School specifically disclaims any responsibility for the accuracy or quality of information obtained by students via access provided by or through the School.

The following policies are intentionally broad in scope and, therefore, may include references to resources, technology and uses not yet available.

#### ***Rules of Conduct and Compliance***

Students who violate this Acceptable Use Policy may have their access privileges suspended or revoked by the network administrator. In addition, because the School's information networks and systems are used as part of the educational program, the School's Discipline Code (found in the Student Parent Handbook) also applies to network activities.

Except as otherwise indicated below, all policies and prohibitions regarding users of the network also apply to users of individual School computers.

1. Computer and network users may not access, download or transmit information or materials that are contrary to Catholic teachings or the School's educational mission, unless for a legitimate school purpose and specifically authorized by a teacher or administrator.
2. The network may not be used to download, copy, or store any software, shareware, or freeware. This prohibition specifically includes still, video and audio media files, and text files, created by third parties not employed by or enrolled as students in the School. In order to avoid copyright issues, this prohibition applies to any such downloading, copying or storage, regardless of copyright status, unless approved by a network administrator. Moreover, only the network administrator is authorized to consent to the terms of any software license with respect to downloaded programs.
3. Computer and network users may not add (or attempt to add) any software, shareware, freeware, or other applications to a School computer or to the network without the prior approval of the appropriate faculty member/ administrator (in the case of an individual computer) or the network administrator (in the case of the network).
4. The School's computers and network (including the use of such computers or the network to access the Internet) may not be used for any commercial purposes, and users may not buy or sell products or services through the system.
5. The School's computers and network (including the use of such computers or the network to access the Internet) may not be used for advertising, political campaigning, or political lobbying.
6. The School's computers and network (including the use of such computers or the network to access the Internet) may not be used for any activity, or to transmit any material, that violates United States, New York State or local laws. This includes, but is not limited to, fraudulent acts, violations of copyright laws, and any threat or act of intimidation or harassment against another person.
7. The School is a place of tolerance and good manners. Use of the network or any School computer facilities for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability is prohibited. Network users may not use vulgar, derogatory, or obscene language. Network users may not post anonymous messages or forge e-mail or other messages.
8. Computer and network users are strongly advised to use caution about revealing any information on the Internet, or storing such information on the School's computers or the network, which would enable others to exploit them or their identities: this includes last names, home addresses, Social Security numbers, passwords, credit card numbers or financial institution account information, and photographs. Under no circumstances should a user reveal such information about another person without that person's express or prior consent.
9. Computer and network users may not log on to someone else's account, attempt to access another user's files, or permit anyone else to log on to their own accounts. Users may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. However, students must be aware that any information stored on or communicated through the School network may be susceptible to "hacking" by a third party, and such information may be reviewed by the School at any time, with or without prior notice.
10. Computer and network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator. Likewise, use of the network to access, process or store pornographic material (whether visual or written), or material which contains dangerous recipes, formulas or instructions, is prohibited.
11. Any attempt to bypass, defeat or circumvent the filters or other content restraints that the School has established for computer or network use, which are designed to prevent access to visual depictions that are obscene, involve child pornography, or are harmful to minors is punishable as a violation of this Acceptable Use Policy. In addition, evidence of use of any computer or the network to access, store or disseminate child pornography will be referred to law enforcement authorities for investigation and prosecution as may be appropriate.
12. Computer and network users may not access newsgroups, blogs, chat rooms, social networking websites (including, but not limited to Twitter and Facebook), list servers or other services where they may communicate with people outside of the School (specifically including e-mail) unless they are supervised by a teacher and have been given explicit approval to do so.
13. Computer and network users may not engage in "spamming" (sending irrelevant or inappropriate electronic communications individually or en masse) or participate in broadcast electronic communications (such as chain letters or other mass communications) unless they are supervised by a teacher and have been given explicit approval to do so.
14. Computer and network users, who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data may be subject to criminal prosecution as well as to disciplinary action by the School. This prohibition includes, but is not limited to, changing or deleting another user's account; changing the password of another user; using an unauthorized account; damaging any files; altering the system; using the system to make money illegally; destroying, modifying, vandalizing, defacing or abusing hardware, software, furniture or any School property. Users may not develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses, worms).

15. Computer and network users may not intentionally disrupt information network traffic or crash the network and connected systems; they must not degrade or disrupt equipment or system performance. They must not download or save excessively large files without the express approval of the network administrator. Computer and network users may not add any software or applications to the School's network or computers, or add to or modify any existing software or applications, without the express permission of the network administrator.
16. As is the case with all student work, computer and network users may not plagiarize, which is a serious academic offense. Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit must always be given to the person who created the article or the idea. A student who, by cutting and pasting, or otherwise reproducing, text or data, leads readers to believe that what they are reading is the student's original work when it is not, is guilty of plagiarism.
17. Computer and network users must comply with the "fair use" provisions of the United States copyright laws. "Fair use" in this context means that the copyrighted materials of others may be used only for scholarly purposes, and that the use must be limited to brief excerpts. The School's library professionals can assist students with fair use issues.
18. Computer and network users may not copy any copyrighted or licensed software from the Internet or from the network without the express permission of the copyright holder: software must be purchased or licensed before it can legally be used.
19. Computer and network users may not take data, equipment, software or supplies (paper, toner cartridges, disks, etc.) for their own personal use. Such taking will be treated as theft. Use of School printers and paper must be reasonable.
20. Computer and network users must behave properly in any computer lab setting. Normal rules of classroom decorum and compliance with instructions from faculty and administrators will apply.
21. The School assumes no responsibility for student, faculty or staff websites created and hosted outside of the School network.

### *Violations and Consequences*

Consequences of violations include but are not limited to:

- Suspension or revocation of information network access;
- Suspension or revocation of network privileges;
- Suspension or revocation of computer access;
- Suspension from school;
- Dismissal from school;
- Criminal prosecution.

In addition, the School may seek monetary compensation for damages in appropriate cases. Repeated or severe violations will result in more serious penalties than one-time or minor infractions.

This Acceptable Use Policy is subject to change. The School reserves the right to restrict or terminate information network access at any time for any reason. The School further reserves the right to monitor network activity as it sees fit in order to maintain the integrity of the network and to monitor acceptable use. School administrators will make the final determination as to what constitutes unacceptable use.

Disciplinary penalties involving possible suspension or dismissal from school will be determined in accordance with the School's Discipline Code (found in the Student Parent Handbook). However, suspension or revocation of access privileges will be determined by the network administrator, acting in consultation with School administrators.

### *Assemblies*

During any assembly the students are expected to sit with their class and to act in a manner befitting the type of assembly. The key to proper conduct is respect for persons conducting the program and for the persons in the audience.

All students will remain until they are dismissed by the administration, faculty, or staff member in charge.

Any student asked to leave an assembly for improper conduct will receive discipline as it relates to the student's actions, and parents will be notified. Periodic attendance will be taken in an afternoon homeroom.

any of the above will be dealt with severely and according to the individual circumstances.

### *Cell Phones:*

Cell phones are not allowed to be in use during the Academic School Day.

### *College Visitation*

St. Mary's High School encourages members of the senior class to visit colleges they are considering but not when doing so will jeopardize their present academic studies. St. Mary's recommends that visits take place during school vacations or on the pre-set College Visitation Day, which takes place in October.

For visits that must take place during school hours, seniors are asked to limit their visits to a "reasonable" number. The Discipline Office reserves the right to deny an off-campus pass if they feel a student is abusing this policy or is in poor academic standing.

In addition to submitting parent permission prior to the visit, students are required to submit to the Discipline Office a letter from a college official on college letterhead stating that the student was visiting that college on the day in question.

St. Mary's is proud to offer two college tours a year, where, for a fee, students can board a bus with other SMH students and tour several colleges all over one weekend. Dates for the first tour of the 2017-18 academic year will be released in September.

## ***Damage***

Any student who damages any school property, as a result of conduct which is not proper on school grounds, will be responsible to pay for the cost of repairing such damage. The student will also be subject to disciplinary action. The student will be subject to legal action at the discretion of the Administration.

## ***Dress Code***

The purpose of the Dress Code is to teach self-discipline associated with personal hygiene and grooming and to encourage students to take pride in a personal appearance that would be acceptable in most modern business environments.

The following dress code is in effect from the beginning of homeroom until dismissal. Homeroom teachers will check dress code every morning and will immediately send anyone with questionable attire to the Discipline Office. Students are expected to be dressed in clean, properly-sized clothes that are well maintained. No students will be allowed to attend class out of dress code which includes their haircut / style / color. This dress code is also in effect during January and June exams, unless otherwise stated.

## ***Ladies***

- Skorts (pattern, blue or gray) should be no shorter than mid-thigh. Skorts that are shorter than that, tattered, frayed or generally sloppy in appearance are not suitable. Jersey knit pencil skirts and dresses are not permitted.
- If a student wears slacks/skort she must have an official St. Mary's High School Polo or Oxford buttoned blouse and wear shoes, not sneakers or dress sneakers. Slacks must be dress cut. **This should be a dress up look**; therefore, no sweatshirts or t-shirts may be worn with pants. In addition, stretch khakis, Leggings, athletic/tennis skort and Yoga Pants are not permitted.
- A properly-sized Oxford buttoned blouse with a buttoned collar, long or short sleeve, tucked in, may be worn all year except on Liturgy days. Shirts may be any color with any appropriate pattern.
- Students should avoid clothing that is too short, too tight, and too revealing or is badly in need of repair. An example of this is a tight pencil skirt which tends to ride up when students sit and walk.
- No tank tops, cropped tops, spaghetti straps, strapless tops, controversial or "R" rated tops are permitted.
- Any garment, top or bottom, from which underwear shows is inappropriate for school.
- Slippers, flipflops and sandals are not permitted. Platform shoes or shoes with excessively high heels which would be dangerous in corridors and on stairs are not appropriate for school.
- Sweatpants may be worn to and from school especially during cold weather. Outerwear including hats, may not be worn during school hours. This includes coats, jackets, hoodies, windbreakers, ski vests and mittens.
- Bizarre hair color or style, shaved or partially shaved heads, are inappropriate for school.
- Ornaments worn in any part of the body that is pierced and visible, including the tongue, are NOT ALLOWED. If a student refuses to remove the ornament, further disciplinary action will be taken. Pierced earrings may be worn. Visible tattoos are NOT PERMITTED in school.
- Any article of clothing, jewelry, or accessory that promotes drinking alcohol, drugs, tobacco, or a lifestyle contrary to the gospel values is inappropriate for school.
- The Official St. Mary's High School Polo (may be purchase at the bookstore) shirts may be worn all year except on Liturgy days.
- Liturgy dress code: Skort (pattern, blue or gray), Oxford buttoned blouse must be blue or white.
- Solid color stockings or knee socks must be worn every day.
- Proper dress code also applies for school-sponsored functions.
- Any approved St. Mary's items from the bookstore may be worn during the regular school day. **No hoodies are allowed.**

## **Gentlemen:**

- Traditional solid color pants. Pants with rivets, sewn-on pockets, stripes, patterns or ripped/torn cuffs are not to be worn.
- A properly-sized Oxford buttoned dress shirt with buttoned collar, fully buttoned and tucked in may be worn all year except on Liturgy days. Shirts may be any color with any appropriate pattern. Shirts must be worn with a tie. Bow ties may be worn.
- Solid color belts must be worn every day.
- The official St. Mary's High School Polo (may be purchased at the bookstore) shirts may be worn all year except on Liturgy days.
- Solid color dress shoes and socks must be worn every day.
- Boat Shoes may be worn. They must be solid or two-tone.
- Sweatpants may be worn to and from school especially during cold weather. Outerwear including hats, may not be worn during school hours. This includes coats, jackets, hoodies, windbreakers, ski vests and mittens.
- Bizarre hair color or style, shaved or partially shaved heads, are inappropriate for school.
- Ornaments worn in any part of the body that is pierced and visible, including the tongue, are NOT ALLOWED. If a student refuses to remove the ornament, further disciplinary action will be taken. Visible tattoos are NOT PERMITTED in school.
- Any article of clothing, jewelry, or accessory that promotes drinking alcohol, drugs, tobacco, or a lifestyle contrary to the gospel values is inappropriate for school.
- Navy blue blazer may be worn over the dress shirt and tie.
- Liturgy dress code: traditional solid pants, dress belt, dress shoes, dress shirt, tie/bowtie, Navy blue blazer.
- No makeup or nail polish maybe worn.
- Any approved St. Mary items from the bookstore may be worn during the regular school day. **No hoodies are allowed.**

## ***Dances***

The dress code for students at dances is casual, clean, neat, and demonstrates modesty and self respect. It does not include wearing extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, strapless tops, plunging necklines (front and/or back), short skirts, short shorts, skin tight, and/or see through garments. Skin should not be showing between the top of pants and the bottom of shirt.

## ***Prom and Semi-Formal Dance Dress Code***

The dress code for students at Prom and Semi-Formal Dances should be proper and demonstrate modesty and self-respect befitting a Catholic high school student.

### ***Guidelines for Ladies:***

- With your arms at your side, no skin should be showing in front of your arms
- No Front or Side Cut Outs
- Fabric inserts must be sewn in, not pinned (so they can't be removed)
- Length of dress must be no shorter than fingertip length, no slits higher than fingertip length
- No bare midriffs or see-through material (no netting)
- Strapless dresses must fit securely
- Back of dress cannot go below the navel line
- No excessive cleavage or plunging neck lines
- Bi-level dresses must be no shorter than fingertip length
- No visible tattoos

### ***Guidelines for Gentlemen:***

- Must wear a tuxedo or suit with tie for Prom
- For semi-formal dances, suits or dress pants, suit coat, dress shirts with ties must be worn
- Hats or accessories such as canes or sticks must be left in the car or limo before entering the event
- Dress shoes must be worn
- No jeans of any color
- Must be clean shaven
- No visible tattoos



### ***Baccalaureate Mass / Graduation***

The following policy must be adhered to during these events: the Baccalaureate Mass, Senior Family Brunch, and Graduation Ceremony. Failure to follow these rules will result in the student not being allowed to participate in that event. The graduation fee will not be refunded.

Because these are formal events hosted by the school, there will be strict adherence to the school dress code policy regarding hair, earrings, body-piercing, and facial hair. Messages on caps/gowns are not permitted.

- Ladies must be modestly dressed in a dress, skirt/blouse, or a pants suit. Dress shoes or dress sandals must be worn. *No flip-flops.* No bizarre socks, stockings, or shoes may be worn.
- Gentlemen must wear dress pants, a dress shirt (preferably white) and tie, as well as dress shoes.

In all cases regarding these events, the final decision regarding participation will be decided by the Administration of the school.

### ***Early Dismissal / Off-Campus Procedure***

New York State Education Law stipulates that no student can be off-campus for any reason unless parental permission has been given. Further, it is always necessary to gain permission from the Discipline Office to leave campus during school hours. An off-campus pass is required.

Written notification from a parent/guardian requesting an early dismissal/off-campus pass must be submitted to the Discipline Office on or before the day it is needed.

The general reasons for an off-campus pass are:

- Medical and Dental appointments which cannot be scheduled at any other time.
- A funeral, when it involves a member of the family or they are acting as a representative of the school.
- Job or college interviews, by appointment, which cannot be scheduled at any other time.
- School activities with moderator's permission.
- Family need.

Before leaving, the student must sign out in the Discipline Office. Upon returning, the student must fill in his/her exact time of arrival in the Discipline Office.

It is the option of the Discipline Office not to issue an off-campus pass for these reasons: the student is in danger of failing a subject or is in any danger of not graduating. Parents will be informed of this decision.

Any student who is off-campus without permission will be considered truant, and discipline will follow.

### ***Field Trips***

In trying to provide the best possible educational experience, St. Mary's will have occasion to take students outside of the building on field trips. Since students will be representing St. Mary's, all of the rules of St. Mary's apply while students are out of the building on a field trip.

The Administration has the sole right to decide which students are able to attend field trips based on:

- The recommendation of the instructor / field trip moderator
- Current academic / disciplinary status
- Past behavior on field trips

Policies regarding Academic Ineligibility and field trips will be contained in the individual permission slip for each field trip.

If a student is banned from a field trip for any of the above reasons, the student may be held responsible for visiting the site on his / her own time in order to complete any assignments related to the field trip.

The field trip moderator will let students know what the dress code is for the trip. If a student fails to comply with those rules, that student may be held back from attending the trip and will be subject to disciplinary action.

### ***Fire Drills***

For their own safety, it is important that all students familiarize themselves at the beginning of the school year with fire drill instructions posted in all instructional areas.

At the sound of the fire alarm, students and teachers will proceed quietly and quickly through the designated exit to a point which is a reasonable distance from the building. There shall be no running or talking during the fire drills.

### ***Harassment/Bullying***

St. Mary's High School is committed to providing all students and staff with a safe and civil environment in which all members of the school community are treated with dignity and respect. The school prohibits harassment, bullying, hazing, or any other victimization. . If a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including detention, suspension and dismissal.

### *Reporting Procedures*

Any person who believes he or she has been a victim or any person with knowledge of such harassing conduct shall report the alleged acts immediately to an appropriate school faculty/staff member.

Teachers, administrators, volunteers, coaches, and other employees of St. Mary's High School will be alert to possible situations, circumstances, or events which might include harassment or hazing. Any person who receives a report of, observes, or has other knowledge or beliefs of conduct which may constitute harassment/hazing shall inform the Administration immediately.

Submission of a good faith complaint or report of harassment/hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

### *Lockers*

All lockers must have a lock on them at all times using a school-issued lock obtained from the Discipline Office. Students are to occupy only the locker assigned to them at the beginning of the year. The school cannot be responsible for lost or stolen items.

Lockers may be decorated inside with good taste. Nothing of a pornographic nature may be used. The Discipline Office reserves the right to remove any material decorating a locker which is not in good taste.

Failure to follow the school policy regarding lockers may result in disciplinary actions.

*Clarification — New York State Law authorizes school authorities to conduct a search of person and/or lockers where there exists reasonable suspicion. Parents and students are hereby notified that all lockers are the property of the school. St. Mary's retains the right to search lockers at the discretion of the Administration.*

### *Tardiness*

*For School:*

After 7:55 a.m. but before Period 1: If a student arrives in school during homeroom period, his/her parents must notify school regarding the reason for the late.

### *Weapons / Fireworks*

No weapons are allowed on campus. Weapons are defined as firearms, knives, striking devices, sprays, lighters, or any other device purposely used to inflict pain on an individual. If a commonplace device such as a compass, pen or pencil, or tool is used to purposely inflict pain, the Discipline Office has the right to treat it as a weapon.

No student may buy, sell, or exchange fireworks on school grounds or at a school-sponsored activity. Proper authorities will be notified concerning possession or selling of fireworks.

No students may be in possession of fireworks or any type of explosive device on school grounds or at any school-sponsored activity.

## **General Guidelines for St. Mary's Semi-Closed Dances**

### *General Information & Guests*

Several dances are sponsored by various groups throughout the year. Students are allowed to bring one guest who is not a current student at St. Mary's High School. The guest must be under 21 years of age and must be signed up by the host student on a dance guest form in the Main Office no later than the day preceding the dance. St. Mary's student hosts are responsible for ensuring their guest is aware of and compliant to dance regulations.

### *Time*

Dances are held from 7 to 10 p.m. All rides must be at the school by 10 p.m. The doors are closed to latecomers at 7:30 p.m. No one may leave the dance before 9:45 p.m. Exceptions to these times require prior written permission signed by parents and the Dance Committee chairperson.

### *Tickets*

Tickets, pre-sale or at the door, may only be purchased by St. Mary's students.

### *Dress Code*

Refer to Dress Code Policy found earlier in this Handbook.

### *Responsibilities & Regulations Regarding Students Attending Dances*

No one may loiter in cars or in the parking lot at any time.

No containers of any kind (water bottles, Powerade, etc.) can be brought in from the outside. They will be confiscated immediately upon entering the school.

All backpacks, large bags, purses, and coats must be left in the locked coatroom. The coatroom is open 7-7:30 p.m. and 9:45-10 p.m.

No lockers may be opened at any time.

Refreshments are permitted in the cafeteria only unless permission is given by the Dance Chairperson to have in the Auditorium.

Persons will be banned from entering the dance when exhibiting behavior or physical characteristics indicative of having used or consumed alcohol, drugs, or other substances or when dance committee members have reasonable grounds to suspect that they have used alcohol and/or other substances. Parents and/or police will be notified. See earlier in this Handbook for discipline involving illegal drugs, alcohol, and smoking/tobacco.

Acts of violence and/or vandalism will be handled in a similar manner.

Dancing must demonstrate respect for your dance partner, for yourself, for others attending and, of course, reflect modesty. Nothing suggestive, offensive, lewd, or sexual is ever acceptable no matter how many people are doing it or how “popular” the dance. Students who exhibit such behaviors will be removed from the dance floor. Parents will be notified and said students will be sent home. The privilege of attending future dances may be withdrawn.

For these and all other matters, the decisions rendered will be at the discretion of the Dance Committee Chairperson, and are final.

## Services and Resources

### *Cafeteria*

Cafeteria services are provided by Personal Touch Food Services. Specifics regarding the program (cost, menu, etc.) are available in other school publications.

Students should be aware of the following rules regarding the cafeteria and lunch period:

- No food or drink may be taken out of the cafeteria or eaten in the classrooms, with the exception of bottled water.
- Proper behavior is expected in the cafeteria. Respect will be shown to each other and the lunch proctors.
- Eight students are permitted at each table.
- No students will be permitted to leave school campus for lunch.
- During lunch periods, students must be in the cafeteria. In order to leave the cafeteria, students must have a pass issued by a lunch proctor.
- Ordering of food by students or delivery of food to students during school hours is not allowed.
- Since classes in session during the lunch hours, students are expected to behave in a manner that does not disturb these classes. Food is to be consumed in the cafeteria only.
- All trays and plates must be returned and garbage deposited in trash cans before leaving the cafeteria area.
- Students will be dismissed from the cafeteria by the proctors.

Violations will be handled individually by the Discipline Office.

### *Counseling Center*

Through the Counseling Center, services are provided to the entire St. Mary’s community. Two full-time counselors are on staff. Each freshman is assigned a counselor who will be their counselor all four years.

In individual and group sessions, the counselors assist in curriculum planning and course selection, post high school career and college planning, college admissions and scholarships, and personal and social development. In addition, counselors assist parents and families when necessary or when requested and consult on out-of-school referrals to various local agencies.

Students and parents are invited to initiate meetings with the counselors at any time. Appointments are also made regularly with the students by the counselor.

### *Health Services*

Health Services at St. Mary’s High School are provided by the Lancaster Central School District. This program is administered by the school nurse, who:

- Is under the direct supervision of the Principal.
- Is a member of the Student Services Team.
- Cooperates with the Counseling Center to maintain proper registration and health records.
- Cooperates with the Athletic Department through processing Interval Health History Forms for student athlete eligibility.
- Completes all health screening mandated by New York State.
- Compiles all accident reports and initiates the school insurance policy.

### *Physicals/Interval Health Histories*

New student/freshmen physicals, working paper physicals, and sport physicals are offered by one of the school physicians from Lancaster/Depew Pediatrics. Sport physicals are offered in the spring for the following school year. New students that have not turned in a current physical form will be scheduled for a physical with the school physician. No student may practice or participate in any sport without a current physical examination on file in the Health Office. New students who have not turned in a current physical will be scheduled for a physical with the school physician. Prior to the beginning of each sport season, an Interval Health History form

must be completed and signed by the parent/guardian and student to determine eligibility for that particular season. If an injury has been sustained or there is a question of a medical condition, the student may be required to get approval, in writing, from the family and/or school physician before the student is able to report to practice or tryouts.

### *Screening*

Height and weight measurements are taken annually for each student, with the BMI (Body Mass Index) being calculated. Freshmen receive Vision, Hearing, and Scoliosis screening. New students and sophomores receive Vision and Hearing screening. Parents are welcome to call the Health Office to obtain results of their student's screening, although any concerns found at physicals or screening times will be communicated to parents advising a more complete evaluation and/or treatment by their personal medical physician.

### *Illness/Injury*

The nurse is available in the Health Office during school hours. If a student is injured or becomes ill, he/she should report to the nurse immediately. If medical attention is needed beyond the school treatment, the nurse will call the parent to take the student home. It may be necessary to call 911 at times. Parents are notified of serious illnesses or accidents. First aid is rendered as necessary. The nurse assists in keeping the student physically, mentally, and emotionally healthy. It is against school policy for the student to call the parent without reporting to the nurse first.

### *School Secondary Insurance Policy*

The school carries an insurance policy on every student. It is a secondary insurance supplementing the family's own medical plan and pays only a portion of the remaining expenses after the family plan has been utilized. Forms are available in the Health Office.

All doctor and hospital bills must be processed through the family's insurance company FIRST. Any part of the bills rejected by the family's insurance policy will be eligible to be processed through the School Insurance.

The School Nurse, upon the parent request of such form, will provide a claim form from the School Insurance Company to you. The nurse will complete Part A, the school section, and it is the parent's responsibility to complete Part B, the Parent section, and mail directly to the Insurance Company.

### *Medication Administration*

If students need to take any medication in school, **including over-the-counter medication**, they must bring the labeled medicine container to the nurse. A completed Medication Authorization Form completed by the physician and signed by the parent/guardian must accompany the medication. All medications are to be kept in the Health Office unless self-carry forms have been approved. Controlled drugs must be carried to the school by the parent.

### *Health Concerns*

If a student has a medical problem, the nurse should be informed by the parent/guardian so that proper care can be given to the student. Medical problems are handled with confidentiality.

### *Immunizations*

It is a requirement of the New York State Department of Health to ensure that students are adequately immunized against vaccine-preventable disease. All students must be fully immunized before entrance/attendance at St. Mary's High School. Health records are kept on all students and remain on file for ten years after the student graduates.

### *Working Papers*

Applications for working papers are available in the Health Office and on the school website. The student is responsible for completing the required forms and taking them to his/her home school district for processing. Lancaster School District students may give the completed paperwork to the nurse, and she will have them processed through Lancaster High School when school is in session; this will take approximately one week for processing. Buffalo School District students must mail forms to City Hall to have working papers processed.

There is a working paper for 14 & 15 year-olds and a separate one for 16 & 17 year-olds. Once a student is 18 and has graduated from high school, working papers are no longer required.

### *Lost & Found*

A container of items which have been found is located in the Main Office. Found electronic items are placed in the Discipline Office. Students who have lost items are encouraged to check these locations for the possibility that the item has been placed there.

Found items not claimed at the end of each month will be donated to charity.

### *Student Records*

St. Mary's High School is in compliance with the Family Education Rights & Privacy Act (FERPA) in regards to student education records. For more information go to [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

## Student Organizations

### *Student Senate*

The Student Senate is a student-elected organization through which the entire student body is represented.

The Student Senate is made up of the following types of members:

- The Class Officers, which include President, Vice President, Secretary, and Treasurer. These officers are elected by the class in April or May of the preceding school year. They must provide a letter of self nomination, an election form with appropriate moderator and teacher signatures, and speech to be presented to their class prior to elections.

Freshman Class Officers are elected near the end of the first marking period so that their class may take time to get to know each other before elections occur.

Any absences from Senate events must be approved in advance by the moderator. *Two unexcused absences from meetings may result in a removal from the Student Senate.* A list of Mandatory Dates is given to Student Senators at the end of the previous year. *Two unexcused absences from mandatory events may result in a removal from the Student Senate. All Senators are required to work both days of Open House.* Within the academic year in which they are serving, a Senator who is Academically Ineligible for two five-week periods or earns two disciplinary actions may result in a removal from the Student Senate.

The goal of the Student Senate is to challenge the entire school student community to become involved in decisions and accept ownership for our future.

Consult the Student Senate Constitution for a comprehensive list of all requirements, expectations, and policies.

### *National Honor Society*

All chapters are governed by the NHS National Constitution (available at [www.nhs.us](http://www.nhs.us)). Membership is based on Scholarship, Leadership, Service, and Character.

#### *Selection Process:*

- During the summer, the NHS Induction Coordinator will review the academic records of all Juniors and Seniors to determine those students who meet the Scholastic Eligibility for selection. The Scholastic Eligibility is having a cumulative average of 95 percent or higher.
- Early in the school year, the Induction Coordinator will meet with scholastically-eligible students to distribute the Candidate Packet, which contains all forms that will be considered for selection.
- Soon after, the Induction Coordinator will hold an evening Candidate/Parent Informational Session. At this meeting, the Coordinator will explain the selection process in more detail and review all forms in the Candidate Packet.
- By the required deadline, students will indicate if they wish to be considered for induction by returning the signed Notice of Intent.
- As part of the Candidate Process, the following will be completed:
  - *Activity Form* – students will list their school, service, and/or leadership activities in and out of school.
  - *Leadership Referral Forms* – to be completed by supervisors of student's leadership activities.
  - *Service Referral Forms* – to be completed by supervisors of student's service activities.
  - *Character Evaluation* – to be completed by faculty and staff of St. Mary's High School.
  - *Personal Essay* – written by student to summarize their achievements, interests, and other information they believe should be considered.
- Students are required to have completed 25 hours of service beyond what is required for Religion classes (that is, Junior Candidates must complete at least 55 hours of service; Senior Candidates need to complete at least 85 hours)
- All materials will be due in October. The materials will be submitted to the Faculty Council for their review and consideration.
- If during the review process, the Council would like additional information, candidates may be asked to attend an interview conducted by the Induction Coordinator and/or members of the Faculty Council.
- In early November, the Faculty Council will report to the Principal the results of the deliberations for final approval.
- The Induction Coordinator will then notify candidates in writing of their selection or non-selection into NHS.
- Induction of the new members into the National Honor Society will take place in November.

#### *Continued Membership*

To continue to be members of the National Honor Society, members must:

- Maintain a cumulative average of at least 95.0
- Participate in all NHS activities (a minimum of 15 hours of attendance at NHS meetings and activities are required by the members).
- Complete 10 hours of community service – in or out of school – solely for NHS (the moderator will track).
- Maintain high standards of personal character at all times.

#### *Dismissal Process*

If all four selection criteria standards are not upheld, the student may be recommended for dismissal from the Society. The National Honor Society Handbook indicates that in case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal.

#### *Transfer Students*

Students transferring from another school who were members of the National Honor Society Chapter in their former school should see the St. Mary's Chapter advisor. Membership is automatically continued.

### **Scholars Program**

The goal of the Scholars Program is to recognize and reward students with the highest academic achievement. These students will be exposed to a wide range of cultural and educational activities, helping them to become well-rounded individuals who have a broad base of knowledge and experiences that will help them in college and beyond.

In order to be considered for the Scholars Program, students must be Juniors or Seniors enrolled in at least two Scholars-eligible courses. In addition, students must have a grade point average of 95 or higher, with no quarter average lower than a 95. Students whose grade point average is raised to a 95 in their junior year will be invited to join the program for their senior year as long as all other criteria for admission are met.

#### *Scholars-eligible courses include:*

- Freshmen: English 9 Honors, Global Studies I Honors, Geometry Honors, French II, Spanish II
- Sophomores: English 10 Honors, AP World History, Geometry Honors, Algebra II/Trig Honors, French III, Spanish III
- Juniors: AP Chemistry, AP Language/Literature, AP Statistics, AP US History, Algebra II/Trig Honors, Chemistry Honors, Precalculus Honors, Spanish IV
- Seniors: AP American Government, AP Biology, AP Chemistry, AP Language/Literature, Precalculus Honors, AP Calculus, AP Statistics

#### *Participation in the Scholars Program*

Each month, from September to June, there will be one monthly meeting. The meeting time and date will vary depending on the activity planned. Students and parents will be provided this list early in the school year so that these dates can be reserved. The monthly meeting will consist of a cultural or educational activity, such as a discussion, guest speaker, or trip to a local organization, theater, concert, etc.

#### *Continuing Membership*

Students must be enrolled in at least two scholars-eligible courses during sophomore, junior, and senior years. A grade point average of at least 95 must be maintained. If the student's average drops below 95 for two quarters of the school year, the student will no longer be in the program.

Attendance at all meetings is mandatory. Absence will jeopardize future participation in the program. The school has made a financial commitment to all students in the Scholars Program by paying for admissions, tickets, and transportation to events. The school expects students in the Scholars Program to return this commitment by attending all activities. After the first absence, a warning letter will be sent to the parents or guardians regardless of the reason for the absence. After the second absence, the reasons provided by the student will be evaluated by the program moderators, and a determination will be made as to whether or not the student should continue in the program. The parents or guardians will receive a letter with the outcome. No student may remain in the Scholars Program after a third absence unless the reasons for all three absences were extenuating circumstances that could not be anticipated or prevented.

### **Other Organizations**

In addition to the organizations outlined above, St. Mary's also has other clubs and activities that students may be involved in. These include:

Art Club • Badminton Club • Band • Book Club • Campus Ministry • Computer Club • Dance Club • Donate Life Club • Environmental Club • Eucharistic Ministers • Glee Club • Java Jive • Math Club • Mock Trial Club • Music Technology Club • Photography Club • Praise Band • SADD (Students Against Destructive Decisions) • Science Olympiad • SEEK (Students Exercising Equity and Knowledge) • SOUL (Respect Life Club) • Tech Crew • Theater • The Lancer Club (TLC) • Yearbook • and more.

Throughout the year, listen for announcements and check the bulletin boards outside of the cafeteria on how to become a member of these clubs.

# Student Participation in Extra-Curricular Activities

St. Mary's High School is an academic institution which encourages the growth of the whole person. Thus, we encourage all students to participate in extracurricular activities.

The following guidelines have been issued not as a punishment but as a way for struggling students to have more time for completing school work. Ultimately, our goal is to help each student mature and become a self-disciplined adult. Only then will our school be an effective place of learning where each of its members may grow in self-respect, charity, and genuine concern for one another.

Recognizing the importance of both extracurricular and academic activities, the following are guidelines set forth by St. Mary's High School:

- Participants in co-curricular activities must be aware of the importance of their academic success. Therefore, a student who fails two (2) or more courses of his/her course load during an eligibility period will be placed on Academic Ineligibility until the next eligibility period, after which a student's progress will be reevaluated through Progress Reports or their report card. It will be the responsibility of the Athletic Director/Moderator/Coaches to discuss the academic standing with the student. If the student is academically ineligible, he/she will not be allowed to participate in or attend any organized school activity. Progress Reports are issued halfway into each marking period.
- Academic ineligibility applies to students who hold class offices, are members of clubs or activities, participate in athletics, or attend any of the above activities.

## Tuition Policy

*This is a copy of the Tuition Policy signed and returned by each family and kept on file by the school.*

### **For Returning Students:**

Payment of a \$250 tuition deposit is due by Friday, March 31, 2017, is non-refundable and is deducted from your tuition.

All families must register and create an account with Smart Tuition by April 1, 2017. If you are already paying through Smart Tuition your account will roll over into the next school year. Families that have a current student and a new student enrolling, the new students account will automatically be added to the existing account.

### **Tuition and Annual Charges**

Tuition 2017-2018	\$10,500	(See below for timing)
Technology Fee	\$200	(Due June 1, 2017, Chrome Books will not be distributed until fee is paid)
Bash for Cash Tickets	\$200	(Prior to event, more information forthcoming)

A payment option must be designated from the choices below and submitted by March 31, 2017.

1. Pay in full by May 1, 2017 with cash or check, and receive a 2% discount. \*\*\*
2. Set up quarterly automatic payments with Smart Tuition by April 1, 2017  
(June 5<sup>th</sup>, September 5<sup>th</sup>, December 5<sup>th</sup>, and March 5<sup>th</sup>)
3. Set up a monthly automatic payment plan with Smart Tuition by April 1, 2017  
(June-May, with the option of paying on the 5<sup>th</sup> or 15<sup>th</sup> of the month)

St. Mary's High School will accept Visa, Master Card, American Express, and Discover for tuition payment.

\*\*\*Note: If paying in full by May 1, 2017 by credit card, payment has to be processed at St. Mary's. If you go through Smart Tuition you will not receive the discount due to processing fees St. Mary's must pay, however you must still enroll in Smart Tuition and select invoice option for payments by April 1, 2017.\*\*\*

To Enroll for Smart Tuition Payments Go To:

[www.enrollwithsmart.com](http://www.enrollwithsmart.com) School Code: 11384

\*\*\*\*\*Student will not be able to select courses/enroll for the upcoming 2017-2018 school year until we have the signed tuition and registration policies form and non-refundable deposit.\*\*\*\*\*

### Tuition Payment Policy

- No student will be allowed to start school in September 2017 unless they are current with tuition or prior arrangements have been made.
- In the event tuition payments are not current by the end of each quarter, your student will not be able to continue attending classes until your tuition is current or arrangements have been made. Additionally report cards will not be distributed until tuition is current.
- St. Mary's reserves the right to have your student be ineligible to participate in any non-academic extra-curricular activities including field trips, athletics, performing arts, student government, etc. if tuition is consistently in arrears or prior arrangements that were made are not honored.
- If the above conditions persist, St. Mary's reserves the right to request your student to be withdrawn from the school. If this is the case, a formal letter will be sent explaining that tuition must be brought current within 10 days. Failure to adhere to the terms of this formal letter will result in the dismissal of the student.
- When a student withdraws, voluntary or involuntary, tuition will be prorated for each school calendar month of enrollment beginning with the first day of the month. An exit fee of \$750.00 will also be required in order to receive your transcripts.
- Final transcripts will not be released until all financial obligations have been satisfied. St. Mary's reserves the right to recovery unpaid tuition through any available legal means, including legal action or use of a collection agency.

### Late Payment

If a payment is received after the due date, a late fee of \$45 will be assessed to your account (including families enrolled in Smart Tuition).

### NSF Checks

Any check payments received that are marked non-sufficient funds will have an insufficient fund fee of \$45 assessed.

### **For New Students:**

Payment of a \$500 tuition deposit is due at registration on Monday January 30, 2017, is non-refundable and is deducted from your tuition. This payment secures your place in the class of 2021.

All families must register and create an account with Smart Tuition by April 1, 2017.

### Tuition and Annual Charges

Tuition 2017-2018	\$10,500	(See below for timing)
Technology Fee	\$200	(Due June 1, 2017, Chrome Books will not be distributed until fee is paid)
Bash for Cash Tickets	\$200	(Prior to event, more information forthcoming)

A payment option must be designated from the choices below and submitted by January 30, 2017.

1. Pay in full by May 1, 2017 with cash or check, and receive a 2% discount. \*\*\*
2. Set up quarterly automatic payments with Smart Tuition by April 1, 2017  
(June 5<sup>th</sup>, September 5<sup>th</sup>, December 5<sup>th</sup>, and March 5<sup>th</sup>)
3. Set up a monthly automatic payment plan with Smart Tuition by April 1, 2017  
(June-May, with the option of paying on the 5<sup>th</sup> or 15<sup>th</sup> of the month)
4. Lock-in a four year tuition only rate at \$11,000  
(Contact the Director of Tuition & Financial Aid, Mrs. Adams at [madams@smhlancers.org](mailto:madams@smhlancers.org) for details)

St. Mary's High School will accept Visa, Master Card, American Express, and Discover for tuition payment.



*\*\*\*Note: If paying in full by May 1, 2017 by credit card, payment has to be processed at St. Mary's. If you go through Smart Tuition you will not receive the discount due to processing fees St. Mary's must pay, however you must still enroll in Smart Tuition and select invoice option for payments by April 1, 2017.\*\*\**

To Enroll for Smart Tuition Payments Go To:

[www.enrollwithsmart.com](http://www.enrollwithsmart.com) School Code: 11384

Student will not be able to select courses/enroll for the upcoming 2017-2018 school year until we have the signed tuition and registration policies form and non-refundable deposit.

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