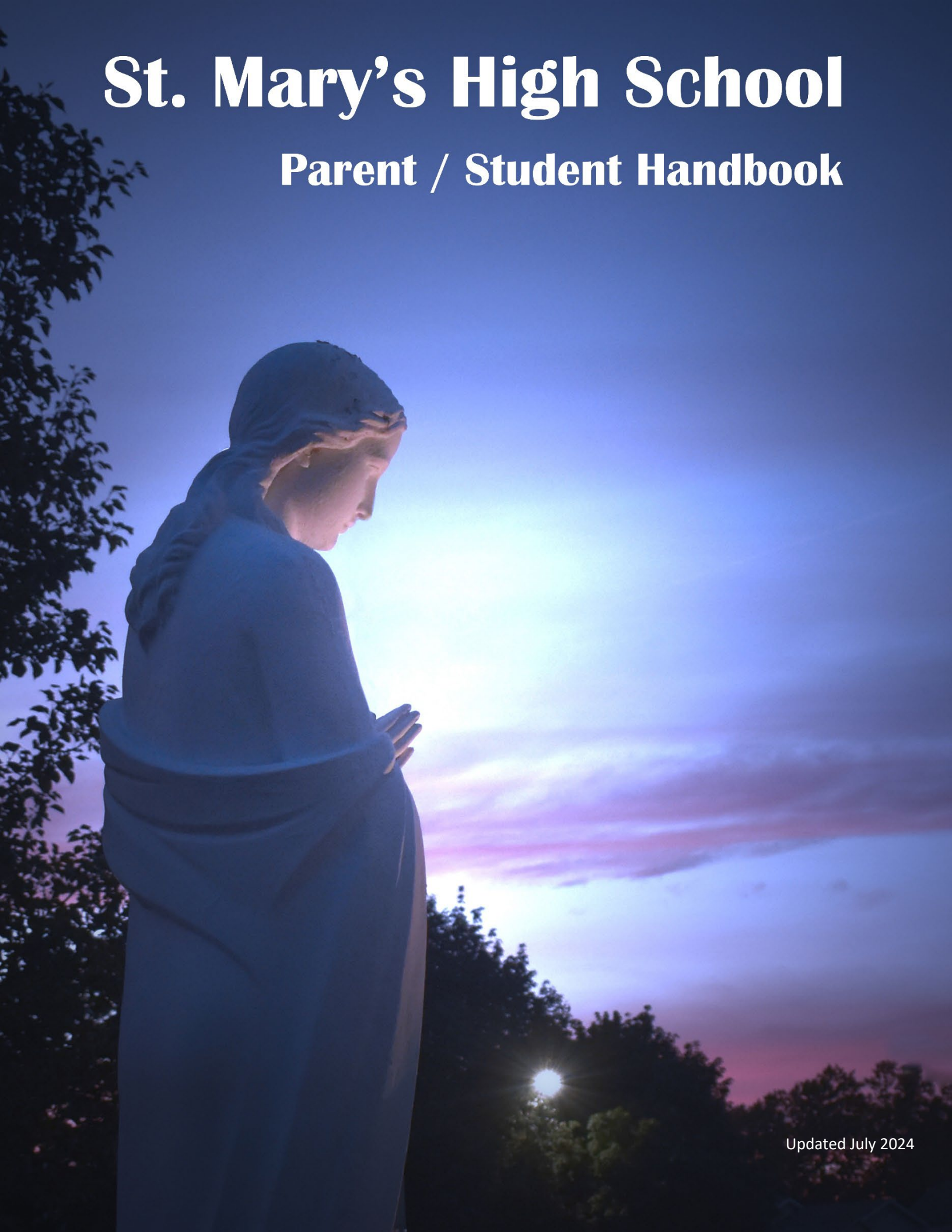


# St. Mary's High School

## Parent / Student Handbook







# St. Mary's High School

142 Laverack Avenue, Lancaster, NY 14086

Phone: 683-4824 · Fax: 683-4996

Website: [www.smhlancers.org](http://www.smhlancers.org) · email: [lancer@smhlancers.org](mailto:lancer@smhlancers.org)

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Head of School .....	Mr. Kevin Kelleher
Chief Financial/Operating Officer .....	Mr. Mark Tramont
Principal / Dean of Academic Affairs & Curriculum .....	Mr. Keith Junik
Asst Principal (Discipline, Dress Code & Attendance Matters, Information Services) .....	Mrs. Cleo Weiss
Dean of Enrollment & Student Life .....	Mrs. Andrea Drabik
Director of Athletics .....	Mr. Zach Weiss

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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 – July 2024**

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## 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 every individual is a unique and valuable person who learns through his/her experiences. We provide opportunities, both in and out of the classroom, which help every 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 can 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 based on 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, respect 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 these values. This honor code is designed to enhance our high standards of academic integrity so that all members of the St. Mary's community can take pride in their work.

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.
- Any assignment turned in for credit containing information or 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.
  - Citing nonexistent sources or "creating data" 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 giving a false excuse to obtain 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 giving a false excuse to obtain special consideration on an assignment 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.

*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 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 any one or more of the following:

- 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, 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 liturgy or other religious events 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 (15 of these hours MUST be completed off-campus)

Seniors ----- 40 Hours (20 of these hours MUST be completed off-campus)

Service hours for the 2023-2024 school year may be started on June 30, 2023, and must be completed by May 1, 2024, for Seniors and June 1, 2024, for Underclassmen. Students must complete all 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 on 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, babysitting or housesitting, do not count as service hours.

## Academics

### 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 subject area.

### Course Selection / Registration

Students are scheduled for 7½ credits each school year. 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.
- Preliminary schedules are completed.
- 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 submitted by August 1. No requests for changes will be honored after August 1.
- Final schedules, including locker numbers, are given to students on the first day of school.

#### *Course Withdrawal Policy*

Once the school year has begun, there will be no withdrawal from any course. A student may be changed to a different course level if extenuating circumstances exist and the subject teacher, Department Chairperson, Counseling Center, and parents concur that a change is needed. The principal has final approval on all course withdrawals or changes.

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

### Grading and Promotion

Students receive a numerical grade in each subject. Passing grade is 65. An average grade of 55 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.

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 Regent’s 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 assert 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 completed 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 academic ineligibility. All Incompletes remaining at the conclusion of the fourth quarter result in failure of the course with no credit given.

### Weighted Quarter Grades

Final quarter grades will be weighted; that is, multiplying the actual grade by a factor considering a course’s worth. Specifically, Advanced Placement courses have a 1.09 factor; Honors Courses have a 1.03 factor. 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 / Maximum Summer School Courses

All students must be current on graduation requirements to return to St. Mary’s in September. This means that if a required course or Regent’s 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

All students must take a math course during each year of attendance at St. Mary’s.

### 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.

### Report Cards

Report cards are available online using parents PowerSchool access. At any point throughout the year, parents can view their students’ grades.

*Reminder* – PowerSchool data access is not available to parents or students when a tuition issue exists. 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.

## Diploma Types and Requirements

In order to meet the course credit requirements to earn a St. Mary's High School Diploma, students must earn a minimum of 29 credits. Each student will earn one of the following diplomas:

	St. Mary's High School Diploma	Marian Honors Diploma
English	3 Credits	3 Credits
Math	3 Credits	3 Credits
Religion	4 Credits	4 Credits
Science	3 Credits	3 Credits
Social Studies	3 Credits	3 Credits
Research Methods	1 Credit	1 Credit
Art / Music	1 Credit	1 Credit
Computer Technology	1/2 Credit	1/2 Credit
Health	1/2 Credit	1/2 Credit
Physical Education	2 Credits	2 Credits
Spanish	1 Credit	3 Credits
Electives	1-1/2 Credits	1-1/2 Credits
Life Core Curriculum		
Public Speaking	1/2 Credit	1/2 Credit
Leadership	1/2 Credit	1/2 Credit
Personal Finance	1/2 Credit	1/2 Credit
Academies	2 Credits	2 Credits
Additional Requirements	2 Additional in Math/Science <b>OR</b> 2 Additional in Social Studies/English	2 Additional in Math/Science <b>OR</b> 2 Additional in Social Studies/English <b>AND</b> 4 of the above must be AP Courses scoring a 2 or higher <b>AND</b> 4 of the above must be Honors Courses <b>AND</b> Overall Average must be 85 or higher  Additional Service Component Additional Portfolio Requirement
<b>Total Credits</b>	<b>29</b>	<b>31</b>

## 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."

## 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. Discussion of family and personal circumstances written in a recommendation letter are with the permission of parents and/or students.

## 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.

FALL		WINTER		SPRING	
Men’s	Women’s	Men’s	Women’s	Men’s	Women’s
Cross Country	Cheerleading	Basketball	Cheerleading	Baseball	Lacrosse
Football	Cross Country	Hockey	Basketball	Lacrosse	Softball
Golf	Soccer	Indoor Track	Hockey	Track	Track
Soccer	Tennis	Wrestling	Indoor Track		
	Volleyball		Wrestling		

### 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.

To begin tryouts/practice with the rest of the team, completed forms MUST be returned to the health office.

Please reference current health forms for date requirements. 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 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 School Insurance.

The school carries an insurance policy for 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 can be obtained through the main office.

The school, upon the parent request of such form, will provide a claim form from the school insurance company to you and 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

*"Among the values children should be taught are respect for others, beginning with the child's own parents and family; respect for the symbols of faith and the patriotic beliefs of others; respect for law and order; respect for the property of others; respect for authority. ... Without discipline, children will not respect either the rules of the home or of the society."*

– A Thousand Threads of Love, James E. Faust

## 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, which 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 serve a detention under the supervision of the Discipline Office.

Detention may be held during a student's lunch period or after school. For transportation purposes, the students are given one day's notice.

If a student requires detention rescheduled, his or 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 / Expulsions

For more serious infractions, consequences can range from suspension to expulsion.

If a student is suspended, he or she may not participate in any after-school activities on the day(s) of the suspension. Suspensions may be in or out of school and can range from one to five days. The severity and/or the history of the individual student will guide the determination as to whether a suspension or expulsion is in order. Suspensions or expulsion may be the consequence for the following:

Fighting	Gambling	Weapons
Stealing	Truancy	Smoking / Vaping
Harassment / Bullying	Cutting detention	Academic Dishonesty
Drug, Alcohol or related activity	Multiple or repeated minor offenses	
Major offenses determined by Administration.		

## 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 the people conducting the program and for the people in the audience.

All students will remain until 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.

## Absentee / Attendance Policy

Whenever it is necessary for a student to be absent from school, a parent or guardian must report their knowledge of the absence no later than 8:00 a.m. giving the reason for the absence. Absence reports can be made by calling the school at 716-684-4824 or emailing [attendance@smhlancers.org](mailto:attendance@smhlancers.org). The message or email should include the student's name, which parent/guardian is reporting, and the reason for the absence. If no call is received by 8:00 a.m., the school will contact the student's parents or guardians to ensure they are aware and 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 10:00 a.m.

Truancy can result in detention or suspension.

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

Realizing that attendance in class is vital to a student's success, the following has been adopted as the school's Attendance Policy:

- A student with six (6) unexcused absences from a course(s), during any one quarter could 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 four (4) or more classes have been missed, the school may send written notices to the parents/guardians.
- St. Mary's High School subscribes to the New York State attendance policy. The only accepted reasons for an **excused absence** are:
  - Medical appointments with documentation
  - Snow days from home school district
  - Funerals
  - Court dates with documentation

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 that quarter's final grades have been posted. Failing grades due to attendance will not be changed after the quarter has closed.

New York State does not recognize "Take Your Daughter / Son to Workday" 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 required to report their students absent by 8:00 a.m. However, if a student comes to school, it is our expectation that they will remain until 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, with the exception of siblings.

If a parent or guardian decides it is necessary to pick a student up during the day, it is necessary to contact the school and request early dismissal in order for the student to be released.

Families will be notified of school closings/delays through the mass-notification system. In addition, information on school closings will be available on Channels 2, 4, or 7, WBEN-Radio 930, and on Facebook and Twitter pages.

## Tardiness

Part of the educational process is preparing our students for their futures. College professors and employers place great value on attendance and punctuality. To assist our student body in cultivating punctuality and positive attendance habits, St. Mary's High School has implemented the following policies.

Students are required to be in their first period classroom no later than 7:50 a.m.

Students arriving after this time must report to the main office to turn in their excuse and be signed into school. Oversleeping, missed buses, car problems and employment are not considered valid excuses. After three unexcused late arrivals, a student can receive a disciplinary referral and detention. If a student accumulates three disciplinary referrals, a meeting with the parent/guardian may be required.



## 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 retrieve the 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.

## 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 St. Mary's High School's Administration to leave campus during school hours.

Written notification from a parent/guardian requesting an early dismissal must be submitted on or before the day it is needed.

Generally accepted reasons for these requests 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 needs.

Before leaving, the student must sign out in the Main Office. Upon returning, the student must sign back into school in the Main Office.

It is the option of the school's Administration to deny an early dismissal 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. Students leaving early are ineligible to participate in after school activities without excused absence documentation covering missed class time.

## 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.

## Vacation Policy

Policy for student voluntary absences during school time:

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

Principal 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.

## Student Parking

The front parking lot is available for students who have purchased their parking pass from the main office. Lost passes can be replaced for a nominal fee. Parking passes must be prominently displayed whenever the vehicle is on school grounds. Students should bring all necessary items into school as access to their vehicles during the school day is prohibited. Valuables should not be left in parked vehicles. Individuals utilizing the parking lot(s), do so at their own risk, St. Mary's High School assumes no responsibility for lost, stolen or damaged property. As driving is a privilege, St. Mary's High School reserves the right to revoke said privilege from any student found to be driving or parking in an irresponsible or reckless manner. No refunds will be issued for lost or revoked parking passes.

## Cell Phones

School holds value in several important areas inspiring growth not only academically but socially and emotionally as well. We have observed that the continual use of cell phones, earbuds and the like, can distract from the social and emotional growth of our students as well as potentially having a negative impact upon the academic growth of our student body. The restriction of use of these devices is not intended as punishment, however, it is to encourage students to engage in the world around them.

Students will be prohibited from using or having on or in operation mode any personal electronic devices, including but not limited to cell phones, smartphones, iPads, etc., during class time. Students are additionally prohibited from using technology in any manner which invades the privacy of students, employees, volunteers, or visitors to the school. Students are permitted to use these devices during their lunch periods.

## Earbuds / AirPods, etc.

Earbuds, AirPods, etc., are strictly forbidden from 7:50 a.m. until 2:20 p.m. In the event of emergencies, students need to be able to hear the announcements being made and instructions being given.

## 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.

### St. Mary's High School Network Purpose

The St. Mary's High School Network was established to support academic endeavors within the school by offering access to educational materials, career development resources, research information and for communication. Network access is limited to students, employees, and authorized guests. The St. Mary's High School Network was not established as a public access service or a public forum, therefore, does not intend to create a First Amendment forum for the purpose of free expression. All technology use shall be consistent with the educational goals and objectives defined by St. Mary's

High School. St. Mary's High School has the right to place reasonable restrictions on material accessed or posted through the system. St. Mary's reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and all information transmitted or received in connection with such usage. All such information shall be the property of St. Mary's High School and no user shall have any expectation of privacy regarding such materials.

We expect students to act in an ethical and legal manner and remember that when utilizing the St. Mary's High School Network, the student represents the school's mission and purpose. All students must take responsibility for appropriate and lawful use of this resource.

## Agreement

Students and their parents implicitly agree to all facets of the Responsible Usage Policy by their enrollment at the school. The student understands and agrees to the following responsibilities and privileges:

### *Student Computer / Internet Access*

Students will have access to Internet resources through the student wireless network and the computer labs.

Students will have access to those networked applications purchased and installed by the school and will abide by their licensing guidelines.

It should be understood that all data sent over the St. Mary's School Network is the property of St. Mary's High School. St. Mary's High School reserves the right to examine all data stored or transmitted on its network.

### *Personal Safety*

1. All Students agree not to post personal contact information about him/herself or other people. Personal contact information includes home address, telephone number, school address, work address, parents' names or other information that someone may use to locate that student.
2. Students will not share their password with others.
3. Students will not agree to meet with someone they have encountered solely online.
4. Students will promptly disclose to their teacher or administrator any message they receive that is inappropriate or that makes them uncomfortable.

### *Inappropriate Behavior and Language*

1. Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages or social networking sites.
2. Students will not use obscene, profane, lewd, vulgar, sexually explicit, rude, inflammatory, threatening, or disrespectful language.
3. Students will not post information that could prove damaging or disruptive.
4. Students will not engage in personal attacks, including prejudicial or discriminatory language.
5. Students will not make comments that could be misconstrued, as electronic text allows no context clues to convey shades of irony, sarcasm, or harmless humor.
6. Impersonation, pseudonyms, and anonymity are not acceptable on the St. Mary's High School Network.
7. Students will not harass or bully another person. Students are to abide by the St. Mary's High School Anti-Harassment Policy as stated in the Student Handbook.
8. Students will neither knowingly nor recklessly post false or defamatory information about an individual or organization.
9. Students will not access or attempt to access material that is profane, sexually explicit or obscene (pornography) that advocates illegal acts or that advocates violence or discrimination (hate speech) toward other people.

10. If a student mistakenly accesses inappropriate information, he or she should immediately tell the teacher or administrator in charge of the location. This will protect against a claim that they have intentionally violated this policy.
11. Students will not attempt any activity that could be damaging or wasteful to electronic resources either inside or outside the St. Mary's High School Network.

### *Illegal Activities*

1. Students will not attempt to gain unauthorized access or exceed their authorized access, which includes attempting to log in through another person's account or accessing another person's files.
2. Students will not make deliberate attempts to disrupt the school network or destroy data by spreading computer viruses or through any other action.
3. Students will not use St. Mary's High School computers, the St. Mary's High School Network or Chromebooks to engage in any illegal act.
4. Students will not sign into the Chromebook using the ID of another with the intention of stealing the apps, music, videos, or books that have been purchased using their credentials.
5. Students will not engage in activity that can be considered hacking or attacking by denial of service or any other means; this is against not only St. Mary's High School's policy but also a violation of federal law.

### *System Security*

1. Students are accountable for their individual account and should take all responsible precautions to prevent others from being able to use the account. Under no conditions should a student provide his/her password to another student or use another student's account.
2. Students will immediately notify a teacher or administrator if they have identified a possible security problem or exploit in the St. Mary's High School network.
3. Network administrators may review files and communications to maintain system integrity.
4. Non-Chromebook devices will not be connected to the St. Mary's High School network unless a clear academic need is presented. A form must be obtained and submitted to the principal.
5. Any Chromebook must be enrolled in St. Mary's Network at all times. Failure to be enrolled will be referred to the Dean's office for disciplinary action. Use of proxy servers on the St. Mary's High School network is strictly prohibited. This includes the installation of VPN apps on any computer or Chromebook.

### *Respecting Resource Limits*

1. Students will utilize the St. Mary's High School Network solely for educational and career development, to research information or for the purposes of communication.
2. Students will not print paper copies of digital resources unless explicitly instructed to do so by a teacher.
3. Students will not exceed established network storage space, time or other allocations.
4. Activities that users will NOT engage in (without permission) include but are not limited to:
  - a. Downloading games, music, recreational pictures, etc. on school owned lab machines or loaner Chromebooks
  - b. Sending bulk or mass emails
  - c. Game playing on school computers.
  - d. Posting or perusing personal ads
  - e. Using access for commercial purposes: buying, bidding or selling over the Internet
  - f. Using the St. Mary's High School name or logo unless authorized by the Head of the School
  - g. This includes but is not limited to, the creation of St. Mary's High School social media accounts.
  - h. Making use of access for any purpose that is inconsistent with school policies, guidelines or codes of conduct.
  - i. Non-educational game playing during class periods.

### *Web Sites*

Students will not include any reference to students, faculty, staff or administrators, including names or pictures without the expressed written consent of the individual.

If a personal or class web page is created for an assignment, a notice must be included to inform the public that the opinions expressed on the page are those of the creator(s) of the web page, not St. Mary's High School. A statement on the page must also acknowledge the author(s) of the page.

### *Chromebooks*

Chromebooks are assigned to individual students in the same manner as textbooks and remain the property of St. Mary's High School until graduation. Upon graduation, if all obligations are satisfied, the assigned Chromebook will be gifted to the student. Use of individual Chromebooks gives students a 1 to 1 learning environment and provides the opportunity to enhance each student's overall learning experience. Utilizing the Chromebooks at St. Mary's High School gives students the access to learn anywhere, anytime – both in school and off campus. This 1 to 1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever-changing technologies.

All Chromebooks are subject to the same responsible use guidelines as all other St. Mary's High School electronic devices. All files, documents and books installed on a student's Chromebook by St. Mary's High School remain the property of the school. We reserve the right to confiscate and search a student's Chromebook to ensure compliance with the Responsible Use Policy.

### *Student Responsibilities*

1. Never drop the Chromebook or place heavy objects (books, laptops, etc.) on top of the Chromebook.
2. If a Chromebook is damaged, the user must report it immediately to the principal. Failure to do so may result in the user being responsible for a full replacement charge.
3. Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the Chromebook's screen.
4. Do not store Chromebooks in vehicles or subject them to extreme heat or cold.
5. The Chromebook is required to be at school every day, fully charged. Students who fail to bring a completely charged Chromebook to school will be considered unprepared. Loaner Chromebooks are not available to unprepared students.
6. If a Chromebook is left at home or is not charged, the student remains responsible for completing all coursework as if he had use of his Chromebook. Repeat offenses will be referred to the Dean of Students.
7. Loaner Chromebooks will be available to students, when necessary, through approval of the principal.
8. Chromebooks can be loaned until a solution is found.
9. Chromebooks kept beyond the agreed upon due date will be assessed a \$500.00 fee.
10. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment. Chromebooks will be available for signing out during normal hours should yours become unusable.
11. Backing up your work is very important. Doing so will safeguard all files, documents and applications. Items deleted from the Chromebook cannot be restored, so back up must be done regularly.
12. Preloaded apps and apps required for a student's current class may not be deleted and must be updated periodically.
13. Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
14. Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
15. The volume is to remain mute unless headphones are attached and/or permission is obtained from the teacher.
16. Students may not use the recording capabilities, audio or video, of the Chromebook to record individuals or class lectures without all parties' express written consent.
17. Using tethering or the cellular capability of the Chromebook to circumvent the systems in place is prohibited.

18. The whereabouts of the Chromebook should be known at all times. It is the student's responsibility to keep his or her Chromebook safe and secure.
19. Chromebooks belonging to other students are not to be tampered with in any manner.
20. If a Chromebook is found unattended, it should be given to the nearest faculty/staff member.

#### *Lost, Damaged or Stolen Chromebook*

1. If the Chromebook is damaged, you must report it immediately. If damage is not reported and remedied immediately, or the damage is so severe that it cannot be repaired, the student and family will be charged the full replacement cost of the Chromebook.
2. St. Mary's High School is the sole arbiter of whether a Chromebook has been damaged due to accident or abuse. In cases of abuse, the student's family will be liable for the full replacement cost of the Chromebook.
  - a. Examples of Abuse:
    - i. Using a Chromebook that has visible damage to the screen.
    - ii. Gross physical damage to the charging port of a Chromebook by the insertion of anything except an approved charging or data cable
    - iii. Any attempt to repair a broken Chromebook by the student or any person or organization outside of St. Mary's High School
3. If the Chromebook is lost or you suspect it has been stolen, please report this to the principal immediately.
4. If you require the serial number, password information, email changes or other sensitive information about your account, you must go to Administration.
5. The student is responsible for the cost of replacing a Chromebook that is lost, stolen or damaged.

#### *Consequences and Due Process*

The student's use of the network and Internet is a privilege, not a right. Violations of the St. Mary's High School Responsible Usage Policy will be referred to the Dean of Student's office. Consequences for violations of this policy will be left to the discretion of the Dean of Students. Upon request, parents may view any materials or printouts related to the violation, although the Dean's office reserves the right to send material home without the request of the parents as well. The purpose of parental review is intended to be a tool to inform parents and to assist them in the guidance of their children, not as an appeal process. Violators of the Responsible Usage Policy are liable for suspension or mandatory withdrawal.

#### *Confidentiality and Expectation of Privacy*

St. Mary's High School will make every reasonable attempt to respect the privacy of the users of its property in the form of the St. Mary's High School Network and any attached devices and/or systems; however, if an employee witnesses a computing abuse, notices an unusual degradation of service or other aberrant behavior on the system, network, or server for which the school is responsible; or receives a complaint of computing abuse or degradation of service, the school will investigate and take steps to maintain the integrity of the system(s). If the school has evidence that finds a user's computing activity as the probable source of a problem or abuse under investigation, the school must weigh the potential danger to the system and its users against the confidentiality of that user's information, for investigative purposes.

A user may not intercept transmitted information on the network. This violation is a serious invasion of another user's privacy. Users should also be aware that unauthorized users of the system, or authorized users suspected of violating system integrity, are not afforded this same protection from invasion of their privacy. This means that the school can and will examine transmissions under these circumstances to maintain the integrity and security of any school owned systems.

#### *Limitation of Liability*

St. Mary's High School makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. Though access to inappropriate material via the St. Mary's High School network is actively

discouraged, it is impossible to filter the Internet completely. Therefore, St. Mary's High School will not be held responsible for a student's misuse of access privileges or exposure to inappropriate material. The school will not be responsible for financial obligations arising through unauthorized use of the network. The parents of the student can be held financially responsible for any harm to the network as a result of intentional misuse or negligence. This policy is subject to change. It is the student's responsibility to remain aware of the regulations contained herein.

## Damage

Any student who damages any school property, because 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

Our philosophy in creating and adhering to the St. Mary's dress code, is to teach our students to understand the appropriateness of what they are wearing in relation to the situation they are in. It is to teach self-discipline associated with personal hygiene and grooming. It is to encourage students to take pride in their personal appearance. Although changes in trends are considered, the overall goal of the dress code will remain. The final arbiter of appropriate dress will be at the discretion of the school's Administration.

The following dress code is in effect from the beginning of first period until dismissal. Teachers will check dress code during attendance and issues will be addressed directly with the student. If a student refuses to correct the issue identified, the student will be sent to the Discipline Office. Students are expected to be dressed in clean, properly sized, well-maintained clothing. No students will be allowed to attend class out of dress code. This dress code is also in effect during January and June exams, unless otherwise stated.

For the purpose of the Dress Code, the **St. Mary's High School colors are identified as Navy Blue, Carolina/Light Blue and White.**

Below are examples of the type of dress expected on specific days.

### Regular Uniform

On days designated as a regular uniform day, students are expected to wear the standard St. Mary's High School (SMHS) uniform that consists of the following:

#### *Ladies*

- Skirts, Skorts, or Dress Pants
  - Skirts/Skorts must be in the SMHS black watch plaid, navy, tan, white or gray.
  - Skirts / Skorts must be of an appropriate length.
  - Dress pants can be in khaki, navy blue or gray.
- Approved tops include **SMHS logoed or Solid SMHS colored:**
  - Polos
  - Oxford style buttoned collared blouses.
  - Quarter-zips or sweaters
  - Appropriately fitting SMHS logoed sweatshirts
  - Long or Short sleeved **SMHS logoed** t-shirts
- Footwear must be clean and neat and can include flats, slip-on canvas shoes, sneakers, low-heeled dress shoes.
  - Open toed shoes, slides, flip-flops, work boots, army boots, slippers, or any shoe resembling slippers are prohibited. Sneakers must be solid white or white with St. Mary's colors only, high tops are prohibited.
- Ladies must avoid clothing that is too short, too tight, too revealing or needs repair.

### Gentlemen

- Dress or “Golf Style” Pants
  - Color to be Khaki, Navy Blue or Grey
- **SMHS logoed or Solid SMHS color**
  - Polos
  - Dress or Oxford Style button shirts
  - Quarter-zips or sweaters
  - Sweatshirts or hoodies in appropriately fitting sizes
- Shirts must be tucked in
- Footwear must be clean and neat and can include slip-on canvas shoes, sneakers, dress shoes or loafers.
  - Open toed shoes, slides, flip-flops, work boots, army boots, slippers, or any shoe resembling slippers are prohibited. Sneakers must be solid white or white with St. Mary’s colors only, high tops are prohibited.
- Gentlemen must avoid clothing that is poorly fitting or in disrepair.

### Liturgy Days

Liturgy days require the standard uniform to be taken to a more formal level. Polo shirts, sweatshirts, t-shirts and casual footwear including sneakers are not permitted on Liturgy days.

### Ladies:

- Skirts, Skorts, or Dress Pants
  - Skirts/Skorts must be in the SMHS black watch plaid, navy, tan or gray.
  - Skirts / Skorts must be of an appropriate length.
  - Dress pants can be in khaki, navy blue or gray.
- Approved tops include **SMHS logoed or Solid SMHS colored:**
  - Oxford style buttoned collared blouses.
  - Quarter-zips or sweaters
  - Shirts must be tucked in
- Footwear must be clean and neat and can include flats, slip-on canvas shoes, or low-heeled dress shoes.
  - Sneakers, open toed shoes, slides, flip-flops, work boots, army boots, slippers, or any shoe resembling slippers are prohibited on Liturgy days.
- Ladies must avoid clothing that is too short, too tight, too revealing or needs repair.

### Gentlemen

- Dress Pants
  - Color to be Khaki, Navy Blue or Grey
- **SMHS logoed or Solid SMHS color dress or oxford style shirt**
- Necktie or Bowtie
- Navy blue sports coat
- Shirts must be tucked in
- Footwear must be clean and neat and can include dress shoes, loafers or canvas shoes.
  - Sneakers, open toed shoes, slides, flip-flops, work boots, army boots, slippers, or any shoe resembling slippers are prohibited on Liturgy days.
- Gentlemen must avoid clothing that is poorly fitting or in disrepair.



## Pride Days

Pride days are for students to display their St. Mary's High School pride by wearing St. Mary's apparel. This can include SMHS logoed or SMHS colored t-shirts, sweatshirts, hoodies (with hoods down), and SMHS sports team apparel. Bottoms should be modest and tidy without rips, tears or shredding. Sweatpants or pajama pants are prohibited.

## Dress Down Days

Dress down days are the most flexible of days, students are allowed to wear modest, respectful clothing. Tops should not be overly tight or revealing, crop tops and thin-strapped tops for ladies are prohibited. Slippers, moccasins and flip-flops are still prohibited. No clothing should advertise or promote the consumption of alcohol, drugs, tobacco, etc.

## Additional Expectations

Hair styles for both ladies and gentlemen should have a clean, neat appearance. Gentlemen are expected to keep facial hair neatly groomed.

Conservative use of jewelry and make-up is expected.

## General Guidelines for St. Mary's 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 with dance regulations.

Attire for school dances and events should demonstrate modesty and self-respect as well as being neat and clean as well as being in line with the theme of that individual event, dress down, semi-formal, Hawaiian theme, etc. Students deemed to be inappropriately dressed will be pulled aside and parents will be contacted.

### *Time*

Dances are generally held from 7:00 to 10:00 p.m. Student's transportation home should be at the school by 10:00 p.m. Entrance to the building stops at 7:30 p.m., latecomers will not be admitted. No one may leave the dance before 9:45 p.m. with exceptions to these times requiring prior written permission signed by parents and a member of the school Administration.

### *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*

Loitering in vehicles or in the parking lot is always prohibited.

No beverage containers of any kind (water bottles, Powerade, etc.) are permitted. They will be confiscated immediately upon entering the school.

All backpacks, purses, handbags, and coats must be left in the locked coatroom. The coatroom is open 7:00-7:30 p.m. and 9:45-10:00 p.m.

No lockers may be opened at any time.

Refreshments are permitted in the cafeteria.

Persons exhibiting behavior or physical characteristics indicative of having used or consumed alcohol, drugs or other prohibited substances, will be banned from entering the dance. Parents/Guardians and/or the police will be notified.

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

Dancing must demonstrate respect for your dance partner, yourself, and others attending and, of course, reflect modesty. Nothing suggestive, offensive, lewd, or sexual is ever acceptable. 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 made will be at the discretion of the Administration.

## 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. As students will be representing St. Mary's High School, all rules of St. Mary's apply.

The Administration has the sole right to decide which students can 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 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 guidelines, 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.

## Emergencies / Code Blue

In the event of an emergency situation, a "Code Blue" will be called over the PA system. When this happens, all students, faculty and staff are to remain in a Shelter in Place. This will allow for the hallways to be clear for any needed emergency personnel as well as provide privacy for those involved.

## 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 situations, circumstances, or events which might include bullying, harassment, or hazing. Any person who receives a report of, observes, or has other knowledge or beliefs of such conduct which may constitute bullying, harassment, or hazing shall inform the Administration immediately.

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

## Lockers

All lockers must have a school issued lock on them at all times. Students are to occupy only the locker assigned to them at the beginning of the year. The school is not responsible for lost or stolen items.

Lockers may be decorated inside with good taste. Nothing of a pornographic or distasteful nature may be used. Administration 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 High School retains the right to search lockers at the discretion of the Administration.

## 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.

## 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, except for 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 the school campus for lunch.

During lunch periods, students must be in the cafeteria. 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 are in session during the lunch hours, students are expected to behave in a manner that does not create a disturbance.

All trays, plates, and/or utensils 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 Administration.

## Counseling Center

Through the Counseling Center, services are provided to the entire St. Mary's community. Full-time counselors are on staff with each freshman being assigned a counselor for 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, scholarship applications, as well as 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 counselors.

## Student Records

St. Mary's High School is in compliance with the Family Education Rights & Privacy Act (FERPA) in regard 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).

## 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.

## *Physicals/Interval Health Histories*

New student/freshmen physicals, working paper physicals, and sport physicals are offered by one of Lancaster Central School Districts Medical Directors providers. 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. Prior to the beginning of each sport season, an Interval Health History form must be completed and signed by the parent or guardian as well as the 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*

Freshmen receive Vision, Hearing, and Scoliosis screening. New students and juniors receive Vision and Hearing screenings. 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 immediately to the nurse's office. If medical attention is needed beyond the school treatment, the nurse will contact the parent or guardian. In emergency situations it may be necessary to call 911. 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. **Students are NOT to contact parents without reporting to the nurse's office first.**

### *School Secondary Insurance Policy*

The school carries an insurance policy for every student. This secondary insurance supplements 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 through the main 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 School Insurance.

### *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 work papers are available in the main office and on the school website. Students are 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 school nurse, and she will have them processed through Lancaster High School when school is in session; this takes approximately one week for processing. Buffalo School District students must mail forms to City Hall to have working papers processed. There are separate working papers for 14–15-year-olds and 16–17-year-olds. Once a student is 18 and has graduated from high school, work papers are no longer required.

### *Lost & Found*

A container of items which have been found is kept in the main office. Found electronic items are held by members of the administrative team. 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 may be donated to charity.

## Student Organizations

### *Student Senate*

The Student Senate is a student-elected organization through which the entire student body is represented made up of the following types of class officers:

- President
- Vice President
- Secretary
- Treasurer

These officers are elected by the Sophomore, Junior and Senior classes 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 year prior. 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 be removed from office. The goal of the Student Senate is to challenge the school's student community to become involved in decisions and accept ownership for their 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 criteria. Scholastic Eligibility requires 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 containing all forms required to be submitted for consideration.

The Induction Coordinator will hold a Candidate/Parent Informational meeting at which the coordinator will explain the selection process in more detail and review all forms in the Candidate Packet.

Students will indicate if they wish to be considered for induction by returning the signed Notice of Intent by the required deadline.

As part of the Candidate Process, the following must be completed:

- Activity Form where students list their school, service, and/or leadership activities in and out of school.
- Leadership Referral Forms completed by supervisors of student's leadership activities.
- Service Referral Forms completed by supervisors of student's service activities.
- Character Evaluation 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. Junior Candidates must complete at least 55 hours of service; Senior Candidates need to complete at least 85 hours.

All submission materials are due in October to be reviewed and considered by the Faculty Council.

If during the review process additional information is required, 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 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.

### *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 • Band • Book Club • Campus Ministry • Computer Club • Donate Life Club • Environmental Club • Eucharistic Ministers • Girls Club • Java Jive • Math Club • Mock Trial 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 to 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 encouraging 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 schoolwork. 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 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

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

### Tuition Policy

- No student will be allowed to start school in September 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, access to grades will not be distributed until tuition is current.
- St. Mary's reserves the right to have your student deemed 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, voluntarily or involuntarily, tuition will be prorated for each school calendar month. If the student has attended any day within a month, that month's tuition remains due. An exit fee of \$800.00 is assessed upon withdrawal and is required to be paid prior to the transfer of transcripts. In the event a student disenrolls prior to the school year commencing, the exit fee remains applicable.
- **Final transcripts will not be released until all obligations have been satisfied. This includes the return of all textbooks, Chromebooks, sports uniforms and the payment of any outstanding tuition or fees.** St. Mary's reserves the right to recover 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 \$50.00** will be assessed to your account (including families enrolled in FACTs).

### NSF Checks

Payments received that are marked non-sufficient funds will incur a **fee of \$50.00**.