

# **SAINT MARY HIGH SCHOOL**



**2009-2010**

**STUDENT/PARENT HANDBOOK**

**AND**

**STUDENT AGENDA**

**Accredited by the Middle States Association of Colleges and School**

## **NON-DISCRIMINATION POLICY**

Saint Mary High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Mary High School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **PURPOSE AND USE OF HANDBOOK**

This Handbook exists to foster the efficient operation of Saint Mary High School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

## **AMENDMENTS TO HANDBOOK**

Saint Mary High School reserves the right to make necessary changes to the Handbook at anytime. If changes are made to the Handbook, parents/guardians will be notified promptly.

## MISSION STATEMENT

Saint Mary High School's tradition of commitment to Catholic education extends to students from Grade 9 through Grade 12. Our mission is to provide a safe, nurturing environment where excellent teaching and innovation develop effective communication, independent thinking, and creative problem solving. We strive to instill in our students sound moral and spiritual values rooted in the teachings of Jesus, enabling them to live a culturally diverse world.

## PHILOSOPHY

The teachings of Jesus instruct us to respect the dignity and sacredness of the individual, direct us to accept stewardship by developing our abilities, call us to serve the needs of others and invite us to build the kingdom of God in our world.

Saint Mary High School, a faith community of students, parents, faculty, staff and administrators accepts the challenge of these teachings and endeavors through its mission and philosophy to give them tangible form.

It is the responsibility of each member of the community to create an affirming, positive and open environment in which all may benefit from the opportunities for spiritual, academic, social, emotional and physical growth. The primary channel for these opportunities is the educational process. The faculty and staff use their knowledge and experience to nurture the intellectual curiosity of their students, to develop their skills and provide them with direction that is both meaningful and consistent with their needs. By challenging, guiding and modeling, the staff encourages students to be self-disciplined, to respect the rights of others, and to appreciate the diversities which exist within the community.

Saint Mary High School places strong emphasis on the development of the whole person by providing experiences that foster an awareness of self. A full range of courses and activities offers the students opportunities to help them discover their individual potential and enable them to become leaders. By gaining self-knowledge, self-confidence and self-esteem, students will be able to effectively reach out to others. These are life-long processes that will encourage young people to seek cooperation and collaboration instead of competition. Not only will these Christian lessons, learned and lived, equip them to be participants in a democratic society but will also empower them to fulfill their roles as citizens of the global community.

## **GOALS**

To carry out its philosophy and mission, Saint Mary High School will provide each student with:

1. a Christian perspective that incorporates concepts of peace, justice, service and discipleship,
2. specialized and individualized kinds of educational experiences,
3. comprehensive guidance facilities and services,
4. instruction that includes mastery of skills, problem-solving and critical thinking,
5. an environment which allows a free flow of ideas and a respect for differing opinions,
6. resources for education used with maximum efficiency,
7. quality teachers and staff members,
8. opportunities for faculty and staff members, pupils and parents to make recommendations concerning the school,
9. varied forms of constructive cooperation with community groups,
10. an awareness of the value of the diverse cultures present in the school community,
11. experiences that broaden knowledge and deepen aesthetic appreciation,
12. co-curricular activities that stimulate creativity and develop talents and abilities,
13. education that is flexible and dynamic enough to meet the challenges of an ever-changing society.

## **CHILD ABUSE**

New Jersey State law requires that any person, who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

## **ASBESTOS**

As per the United States Environment Protection Agency's "Asbestos Hazard Emergency Response Act" (AHERA) [40 CFR Part 763], an inspection for the presence of asbestos-

containing materials has been completed, and an Asbestos Management Plan has been developed for Saint Mary High School.

The inspection report and asbestos management plan file are available for review in the school office during normal school/office hours. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

## ADMINISTRATION

**PASTOR**  
**PRINCIPAL**  
**VICE PRINCIPAL/ACADEMICS**

Rev. Michael J. Kreder  
Mr. Roy J. Corso  
Ms. Marcella A. Schrank

## ADMINISTRATIVE SERVICES

PASTORAL ADMINISTRATOR  
DIRECTOR OF ADMISSIONS  
DIRECTOR OF GUIDANCE  
MEDIA CENTER DIRECTOR  
ATHLETIC DIRECTOR/DEAN OF STUDENTS  
DIRECTOR OF ALUMNI/DEVELOPMENT  
DIRECTOR OF TECHNOLOGY  
NURSE  
BUSINESS MANAGER

Rev. Charles W. Hartling  
Mr. Christopher Sweet  
Mrs. Ann Georgetti  
Mrs. Virginia Mitchell  
Mr. Matthew Stone  
Mr. Michael P. Sheridan  
Mr. James Rosso  
Mrs. Janet Calhoun  
Mr. Joseph Domal

## DEPARTMENTAL ORGANIZATION

### English Department

Ms. Marcella A. Schrank, Chairperson  
Mrs. Christine Cirello  
Ms. Lauren DePhillips  
Mrs. Bernadette Mavrikos  
Ms. Jennifer Westrich

### Fine Arts Department

Ms. Kimberly Hayes  
Mrs. Joan Van Loo  
Mrs. Pegeen Jones

### Language Department

Mrs. Christine Cirello, Chairperson  
Mr. Domingo Morell  
Mrs. Elizabeth Paredes  
Rev. Charles W. Hartling

### Mathematics Department

Mrs. Teresa Buckley, Chairperson  
Mr. Michael Burdi  
Mr. Dennis Earle  
Mrs. Donna Piazza

### Student Attendance

Mr. Matthew Stone, Attendance Officer

### Physical Education Department

Mr. Matthew Stone, Chairperson  
Mr. Martin Besterce  
Mrs. Gloria Killings  
Mr. David Radway

### Religion Department

Rev. Charles W. Hartling, Chairperson  
Sr. Judy Boisvert, CSJP  
Ms. Kimberly Hayes  
Mr. Stephen Hogan

### Science Department

Mr. Dennis Earle, Chairperson  
Dr. Patrick Aiello  
Ms. Christine DeFranco  
Ms. Erin Fagan

### Social Studies Department

Mrs. Joan Van Loo, Chairperson  
Ms. Leah Jerome  
Mr. Ernest Yenco  
Mrs. Elizabeth Paredes

### Technology Department

Mr. James Rosso

**Technology Department (cont.)**  
Ms. Maria Fagan

**Secretarial Staff**

Mrs. Cheryle Cavaliere, Administrative Assistant

Miss Patricia Ruhnke, Administrative Support

Mrs. Carolyn Earle, Guidance/Attendance Secretary

## **RELIGIOUS STUDIES**

### **MISSION STATEMENT**

The goal of the Religion Department at Saint Mary High School is to educate each student in the universal ethical values of the Christian Tradition. At the completion of their educational experience, the students will know the basic tenets of the Catholic faith as an academic requirement. By the end of their educational experience, they will be invited to live what they have learned in the modern world.

The Religion Curriculum at Saint Mary High School is in accord with the United States Conference of Catholic Bishops document, *“doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age”*, approved and published in November, 2007. The curriculum at Saint Mary High School covers the material outlined in the “Core Curriculum” the document as well as several of the “Electives”.

### **PRAYER AND WORSHIP**

Saint Mary High School students gather in assembly at the beginning of the school day for a Communal Morning Prayer and teachers have been instructed to begin each class period of the school day, regardless of subject matter, with a brief focusing prayer. Our students attend Mass on a regular basis, particularly to celebrate major feast days.

### **SERVICE**

Saint Mary High School requires students to participate in community service during their years at the high school. The program is entitled “Christian Service in Imitation of Mary,” the patroness of Saint Mary High School. It is recommended that students participate in 150 total hours of service by the time of graduation. Students are encouraged to accumulate service hours throughout the year, even during summer vacation time. A record of student service hours is kept by the Pastoral Administrator.

### **PEER MINISTRY**

Students in junior and senior year are invited to become members of the PEER MINISTRY team of Saint Mary High School. The team consists of approximately 15 to 20 juniors and seniors who serve as a Big-Brother/Big-Sister to incoming freshmen and transfer students. Peer Ministers also serve as school ambassadors during many of the school year events in order to establish an atmosphere of welcome and acceptance to parents or visitors to the school. Peer Ministers also assist at school liturgies and prayer services. They are also available to the Principal to serve in whatever capacity is needed.

## ACADEMIC POLICIES

### CURRICULUM

As a four-year college preparatory school, careful consideration is given to making up each student's program of studies. A student's academic placement is based on his/her previous academic performance, standardized test results, and individual course preferences. When students submit their final course selections, these choices are considered final. Course changes are only made for the most compelling reasons. Parents are required to submit written request for such change being sure to include the reasons for the change. No courses may be added or dropped from a student's schedule after the second week of school.

#### Freshmen Program

Algebra I  
Algebra I Honors  
Biology  
Biology Honors  
English 9  
English 9 Honors  
French I  
French II  
Geometry  
Geometry Honors  
Latin I  
Physical Education/Health/Music  
Religious Studies  
Spanish I  
Spanish II  
World History  
World History Honors

#### Junior Program

Algebra II  
Algebra II Honors  
Anatomy and Physiology  
Advanced Placement Biology  
Calculus  
Pre Calculus  
Advanced Placement Chemistry  
Earth Science  
English 11  
English 11 Honors  
French III  
French IV  
Latin I

#### Sophomore Program

Algebra II  
Algebra II Honors  
Chemistry  
Chemistry Honors  
Computer  
English 10  
English 10 Honors  
French II  
French III  
Geometry  
Geometry Honors  
Latin II  
Physical Education/Driver's Education  
Religious Studies  
Spanish II  
Spanish III  
Technology

#### Senior Program

Calculus  
Advanced Placement Calculus  
Pre-Calculus  
Advanced Placement Biology  
Advanced Placement Chemistry  
Earth Science  
English 12  
Advanced Placement English  
Latin I  
Latin II  
Physics  
Advanced Placement Physics  
Religious Studies

Latin II  
Physical Education/First Aid  
Physics  
Religious Studies  
Spanish III  
Spanish IV  
US History I  
Advanced Placement US History I

Spanish IV  
US History II  
Advanced Placement US History II

### **ELECTIVES**

Accounting I  
Accounting II  
Accounting III

French III  
French IV  
Spanish III  
Spanish IV  
Latin I  
Latin II

Law I  
Law II

Art I  
Art II  
Art III  
Art IV  
Portfolio Art  
Desktop Publishing  
Film Study

Desktop Publishing  
Visual Basic/Web Design  
Web Publishing  
Multimedia

Earth Science  
Psychology  
Sociology

Music Theory/Vocal/Instrumental

### **NUMERICAL AND LETTER EQUIVALENT**

For courses using letters for grades, this scale is used.

A+	96 - 100
A	94 - 97
A-	90 - 93
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
F	69 and below

## **HONOR ROLL**

In order to be eligible for the honor roll, a student must achieve the following standards:

### **First Honors**

An average of 93 or above in all subjects and no single grade below 85.

### **Second Honors**

An average of 88 – 92 in all subjects and no single grade below 80.

## **WEIGHING OF SUBJECTS AND RANK**

In order to represent more realistically the average of students, a system of weighing has been adopted for use on report cards and permanent transcripts. In this system, teachers assign grades in the usual manner and the computer makes an adjustment of the grade value based on the following table.

Advanced Placement Classes are weighted with 1.1

Honors Classes are weighted with 1.05

## **RANKING**

Saint Mary High School does not rank students due to the intensive college preparatory curriculum. Colleges will assess students as a whole person based on their SAT scores, courses that the school offers, transcripts, and extra-curricula activities.

## **GRADE POINT AVERAGE**

The GPA is based on the weighted GPA for the present and prior academic years. The following is the policy for students transferring to Saint Mary High School:

- a student's GPA is calculated only on the basis of his/her work at Saint Mary High School
- every effort should be made to schedule a transfer student into courses which are appropriate to his/her ability – for example, Honors and Advanced Placement courses
- credits earned during summer school do not count toward a student's GPA

## **ACADEMIC DISMISSAL**

Students who fail three or more subjects will be asked to leave Saint Mary High School. Students who fail no more than two subjects must remove the failures by attending an approved summer school and receive a C in that subject. Failed subjects cannot be made up during the next academic year except on the recommendation of the Guidance Department and the approval of the Vice-Principal for Academics. Students who fail the first semester must attend the first half of summer school. Students who fail the second semester must attend the second half of summer school.

## **ACADEMIC PROBATION**

A student is placed on academic probation when:

- a student fails two courses at the end of a marking period
- all transfer students are subjected to be admitted under academic probation

Any student on probation may be asked to withdraw from school at the end of the year.

## **ADVANCED PLACEMENT**

Saint Mary High School provides students the opportunity to enroll in six Advanced Placement courses (English Literature and Composition, United States History, Physics, Chemistry, Calculus, and Biology) which prepares them to take the Advanced Placement Examination in May. College credit is given based on the student's performance on these tests. All students taking Advanced Placement courses are required to take the Advanced Placement examination upon completion of the course. There is a fee for each exam which is the responsibility of the parent/guardian.

## **EXAMINATIONS**

At the end of the first semester, all students are required to take midterm examinations. The exam grade is reflective of 20% of the semester grade. At the end of the second semester, students are required to take final exams. A student, who has an average of 90 or better for the school year, is exempt from his/her final exam. There are no exemptions from a half year elective course.

No student will be permitted to take midterms or finals until all financial obligations have been met; and all Library books and athletic equipment are returned. At the end of the school year, Saint Mary High School must be reimbursed for all damaged and/or lost textbooks.

All exams are 90 minutes. Students must arrive 10 minutes prior to the exam. In order for no disturbances to occur, all students must remain in the examination room for the entire 90 minutes. All parent and physician notes requesting a make-up date for an exam will only be granted at the discretion of the Vice-Principal for Academics. There is a \$25.00 fee for each exam that is made up.

Early exams are discouraged and only given on rare occasions.

### **PROGRESS REPORTS**

Progress reports will be sent home approximately five weeks into each marking period. If parents/guardians fail to receive a Progress Report, it is their responsibility to notify the Guidance Department.

### **REPORT CARDS**

Report Cards are mailed four times a year, at the end of each marking period. The academic year is divided into two semesters, one at the end of the first two marking periods and one at the end of the second two marking periods. The average marking period is eight weeks. In order to pass a full year course and receive total credits, a student must receive a final average of at least 70 for each semester. Grades are based on three major components:

- *Tests* - at least three major tests will be given each marking period.
- *Quizzes and Homework* - quizzes are frequently administered to adequately assess a student's progress in a subject. Students should be prepared to spend generally one half hour in written and/or reading assignments per subject.
- *Classroom Performance* - the following areas factor into a performance grade:

Attendance

Punctuality

Preparedness

Involvement in Classroom Activities

Oral Recitation - asking pertinent questions, voluntarily answering questions, presentations, and demonstrations.

### **MERIT SCHOLARSHIP AWARDS**

Merit Scholarships are awarded based upon maintaining good academic grades, exemplary moral standards, and unselfish service to the community. They are renewable each year. However, if one or more of the criteria is not satisfactorily met, the scholarship may be withdrawn for the following academic year.

## **HONOR SOCIETIES**

Members of these societies often work as peer tutors.

### **NATIONAL HONOR SOCIETY**

Open to juniors and seniors who have met the scholarship requirements of maintaining a 90 average after three semesters and exhibit the qualities of Leadership, Service and Character as determined by the National Society Committee. To maintain in good standing, all members must maintain a 90% grade point average and have incurred no disciplinary infractions.

### **FRENCH HONOR SOCIETY**

Open to juniors and seniors who have met the scholarship requirements of maintaining a 90 average in French after three semesters and exhibit good character and a deep interest in the French language and culture. To remain in good standing, all members must maintain a 90% grade point average and have incurred no disciplinary infractions.

### **SPANISH HONOR SOCIETY**

Open to juniors and seniors who have met the scholarship requirements of maintaining a 90 average in Spanish after three semesters and exhibit good character and a deep interest in the Spanish language and culture. To remain in good standing, all members must maintain a 90% grade point average and have incurred no disciplinary infractions.

### **MATH HONOR SOCIETY**

Open to juniors and seniors who have met the scholarship requirements of maintaining a 90 average in mathematics after four semesters and exhibit good character and a deep interest in mathematics. The purpose of this honor society is to promote scholarship in, and enjoyment and understanding of, mathematics among high school students. To remain in good standing, all members must maintain a 90% grade point average and have incurred no disciplinary infractions.

The appeals process for each of these societies is as follows:

- the academic adviser for the organization
- the Vice-Principal for Academics
- and the Principal

## **GUIDANCE SERVICES**

The Guidance Department has been established to assist members of the Saint Mary community. Essentially, the services of the Guidance Department are for students – to help them achieve maximum benefit from their high school experience. One of the department’s goals is to help all students realize their full potential for growth and development. In order to assist students in realizing this goal, the Guidance Department provides a wide range of services: educational, social, vocational, and personal.

Guidance Counselors will schedule appointments with students throughout the year; however, you may also request a meeting with your counselor at any time by making an appointment through the Guidance Secretary.

Students whose last name falls between the letters A – L are assigned to Mr. Christopher Sweet. Students whose last name falls between the letters M – Z are assigned to Mrs. Ann Georgetti.

### **AVAILABILITY OF RECORDS**

Parents and guardians may have access to their student’s academic record, academic standardized test results and health records by making an appointment with the Guidance Secretary.

### **PARENTAL RIGHTS TO SCHOOL RECORDS**

Saint Mary High School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student’s essential academic records. If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

### **TRANSCRIPTS**

Transcripts of academic and health records will not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in writing by a parent/guardian.

Transcripts will be sent directly from school to school when the sending school receives an official request from the receiving school.

## **GRADUATION CREDITS**

Religion	20 credits
English	20 credits
Mathematics	15 credits
Social Studies	15 credits
Science	15 credits
Language	10 credits
Fine or Applied Arts	5 credits
Technology	5 credits
Physical Education	8 credits
Electives	15 credits

**Please Note: The number of elective credits is variable. All electives depend on the individual student's schedule.**

## **PARENT CONFERENCES**

Parents/Guardians who wish to meet with a guidance counselor and teacher must contact the Guidance Secretary to arrange a mutually convenient meeting time. For the sake of good order in the school, parents/guardians may not approach staff members during the school day without an appointment beforehand.

## **TESTING**

As an aid to general counseling, course programming, career planning and determining the need for improvement in basic skills, the following tests are administered during the year:

- Freshman: Terra Nova Test
- Sophomores: Terra Nova and PSAT Tests
- Juniors: PSAT, SAT, ACT Tests
- Seniors: SAT and ACT Tests

**Please Note: Saint Mary High School is not a testing site for the SAT and ACT tests.**

## **WORKING PAPERS**

Working Papers are issued through the Guidance Department.

## ATTENDANCE POLICY

Each student is required to attend all sessions of school as well as all classes in each session. Teachers are required to keep an accurate record of each student's attendance.

Attendance at school is required by state law. It should be noted that frequent absence adversely affects a student's academic progress. In case of long term illness, please see the Home Instruction Policy.

The maximum number of absences from a class that a student may accumulate and still receive credit is:

- Year course – 12 absences
- Half year or semester course – 6 absences

The following absences are excused and will not contribute to loss of academic credit:

- illness, when verified by a doctor's note
- a death in the immediate family
- three (3) approved college visits for seniors
- one (1) approved college visit for junior
- an authorized absence
- extraordinary circumstances with administrative approval

Any student who has accumulated more than 20 absences for *any* reason must meet with the Attendance Council to determine whether academic credit can be given.

Students must be in school by **8:15 a.m.** to be given credit for a full day. If a student leaves before **12:00 p.m.**, he/she will be marked absent for a full day. **Any student who is not in school by 9:00 a.m. may not participate in practices or games that day and may not participate in any other school activity (play practice, award assemblies, social activities, etc.)**

### **ABSENCES**

When a student is absent from school for any reason, the parent/guardian must notify the school by telephone on the day of the absence between the hours of 7:30 a.m. and 9:30 a.m. at 201-933-5225.

The day the student returns to school he/she must present a note explaining the reason for the absence signed by his/her parent/guardian and the note is to be given to Mr. Stone (Dean of Students). The note should contain the student's full name, homeroom, and dates absent. A student will not be permitted to return to homeroom without an admission slip from Mr. Stone.

**Please Note: A written note is required in addition to the parent/guardian phone call.**

### **AUTHORIZED ABSENCE**

Authorized absence occurs when a student has been selected to attend a special out-of-school program during school hours. All procedures for out-of-school trips will be followed, including ascertaining parent permission.

### **EXCESSIVE ABSENCE**

Letters are sent periodically to parents indicating the number of absences and the status of those absences.

### **PROLONGED ABSENCE**

If a student is diagnosed with a medical condition that is communicable or that will result in prolonged or frequent absences, the parent/guardian must call and notify the school nurse. The parent's/guardian's call is then directed to the student's counselor. The school nurse will work with the parent/guardian, student and guidance counselor to facilitate the student's recovery and return to school. If the student's absence is less than three (3) days, it is the student's responsibility to contact a classmate or teacher for assignments missed.

### **EARLY DISMISSAL**

Permission to leave school before the close of the class day will very rarely be granted and then *only* when explained in a note from the parent/guardian (listing a contact phone number) of the student. Phone calls will not be accepted except in true emergencies. **Doctor's or dentist's appointments should not be made during school hours.**

**Please Note: liturgies, assemblies, and activities are part of the school curriculum and student attendance is required.**

### **LATENESS**

Students who report late for a class without a valid and acceptable excuse will be given detention.

Students who arrive at school after homeroom (7:55 a.m.) must report to the office for an admission slip. Late students are expected to bring a note from their parent/guardian explaining the reason for the lateness. After a student comes late to school three (3) times for any reason, he/she will receive detention.

### **MAKE-UP WORK**

Make-up work is a joint responsibility of student and teacher. For an absence of more than three (3) days, the student and teacher should mutually agree on a date for make-up.

### **HOME INSTRUCTION POLICY**

#### **(Bedside Tutoring)**

Those students incapable of attending school for an extended period of time (more than two (2) weeks) due to medical reasons are eligible for home instruction. If home instruction is needed, the parent must contact the Guidance Office. A doctor's note is required.

### **VACATIONS**

Vacations during the school year are strongly discouraged, especially the period before and after Christmas, Easter and/or Thanksgiving vacation and the final two (2) weeks of each semester. Vacations are unexcused absences. Parents are urged to plan vacations in accordance with the school calendar. A student is expected to make-up all work missed.

## CODE OF CONDUCT

The St. Mary High School Administration recognizes the need to maintain communication with parents regarding student behavior. Whenever administration action requires the assignment of an Administrative Detention or In-School Suspension, parents will be notified. If a student is to be suspended out-of-school, a parental conference with the Dean of Discipline is required prior to reinstatement to school. Penalties for violation of the rules and regulations fall into the following categories: ***Detention, Probation, Suspension and Expulsion.***

### **ADMINISTRATIVE DETENTION**

Detention assigned by an administrator for violations of the Student Code of Conduct will be served from 2:45 PM to 3:45 PM. Should a student fail to report to detention, additional detentions will be assigned and/or an In-School Suspension may be assigned.

**The procedures for Administrative Detention are as follows:**

- The high school is not responsible for transportation home from detention.
- Students shall report on time with school assignments to be completed while in detention.
- Students must be punctual. A late arrival to detention will be designated as a cut. The student will not be admitted and additional detention(s) will be assigned.
- No electronic devices or food is permitted.
- Talking is prohibited.

### **PROBATION**

A student who is placed on probation may not participate in any school activities during the period of probation. Parents/guardians are immediately notified and a conference with parents/guardians must take place. Students placed on probation must realize that any further serious infraction may result in immediate dismissal. This may be assigned as a result of continued violation of the rules and regulations.

### **IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) will be assigned for serious or repeated violations of school policies, rules, or regulations. The purpose of the ISS program will be to allow the students to continue academic work while on suspension.

**The procedures for In-School Suspension are as follows:**

- All students assigned to ISS must report by 7:45 AM (the beginning of homeroom) and remain in ISS for the length of the school day. A tardy arrival to ISS will be recorded as a tardy to the student's Period One class.
- Students must bring a lunch.
- Students must report to ISS with both books and or classroom materials—**No passes will be issued for any reason.**
- Students are allowed one trip to the bathroom in the morning and one trip in the afternoon. Additional visits will be at the discretion of the administrator.
- Students are to remain in their assigned seats and may not talk or sleep.
- No electronic devices are permitted.
- Any student who engages in disruptive behavior or fails to follow any of these guidelines will receive additional ISS's.
- It is the student's responsibility to make-up all class work within 2 days of the ISS.

### **OUT-OF-SCHOOL SUSPENSION**

The administrator may find it necessary to suspend a student (OSS) for serious infractions of school regulations. The principal's jurisdiction in these matters of student behavior includes all school sponsored activities whether they are conducted on or off school grounds or after the regular school day. Re-admittance to school from OSS may take place only after a parental conference with an administrator.

### **EXPULSION**

**The following may result in immediate expulsion:**

- seriously immoral conduct (speech, writing, or action),
- possessing, selling or transferring or being under the influence of any alcoholic beverage or drug (as defined in Drug Policy) on campus or at any school function or activity,
- violation of the INTERNET Acceptable Use Policy,
- serious vandalism on school grounds, including tampering with locks or locked doors,
- theft of any school or personal property,
- tampering with fire alarms or fire extinguishing equipment,
- scandalous conduct on or off campus outside of school hours.

Circumstances may require the school administration to resolve a problem beyond the limitation of the policy. Professional courtesy suggests that clear communication prevail

between the parties involved in such matters. ***The chart is a guideline and represents the MINIMUM action to be taken by the administration.*** Infractions not listed will be left to the discretion of the administration.

- AD: Administrative Detention**
- ISS: In-School Suspension**
- OSS: Out-of-School Suspension**
- PC: Parent Conference**

**CODE OF CONDUCT**

<b>Infraction</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Uniform Violation	Warning	AD	PC-sent home
Disrespect to Faculty	ISS	OSS/PC	OSS (PC)
Cut Teacher Detention	2/AD	4/AD (PC)	ISS
Forgery	ISS	OSS	OSS (PC)
Fire Drill Violation	ISS	OSS/PC	OSS (PC)
Fighting	ISS/OSS/PC	ISS/OSS/PC	OSS/PC
Cut Detention (AD)	ISS	ISS	OSS (PC)
Disruptive Element	Warning	ISS	ISS/OSS
Chronic Class Tardiness	AD	ISS	ISS (PC)
Cheating	Zero grade (PC)	ISS	OSS
Disorderly Conduct at School Events	AD or ISS	ISS	OSS (PC)
Parking Violation	AD	ISS	OSS/PC
Possession of Tobacco	ISS	ISS/OSS	OSS (PC)
Tampering with School Equipment	ISS (restitution)	OSS	OSS (PC)
Theft or Vandalism	OSS (PC)	OSS	Expulsion
Profane Gesture to Staff	OSS (PC)	PC	Expulsion
Threatening Staff/Student	OSS (PC)	(PC) Expulsion	Expulsion
Extortion	(PC) Expulsion		
Smoking on School Grounds	OSS	OSS (PC)	OSS (1 week)
Truancy	ISS	ISS	ISS
<b>Gambling (Note: Card-playing in school is strictly prohibited)</b>			
Failure to Sign into School	AD	ISS	ISS (PC)
Cutting Class	AD	AD	ISS (PC) Possible Loss of Credit

\*Any misuse of technology will result in a loss of computer privileges for a minimum of one marking period. Based on the nature and severity of the violation, appropriate disciplinary action will follow that may include Administrative Detentions, In-School Suspension, or Out-of-School Suspension (Possible loss of technology school use for entire school year).

## **STUDENT GRIEVANCE PROCEDURE**

- 1.** Individual students having grievances shall first discuss them with the teacher or counselor involved, in an attempt to resolve the matter.
- 2.** In the event the matter is not resolved, the student or his/her parents or guardians may request a meeting with the Principal, the counselor, and the teacher(s) previously consulted.
- 3.** Further appeals may be made by the parents or guardians or their representatives on behalf of the student to the Pastor, and from there to the Archdiocesan School Office.
- 4.** During the processing of individual student grievances, it must be understood that the student involved will conduct him/herself in accordance with the rules and regulations established by Saint Mary High School, and the rules and regulations prescribed by the New Jersey statutes. If the student fails to follow the prescribed rules, he/she will be subject to the disciplinary action of the school administration.

## CELL PHONES AND ELECTRONIC DEVICES

All cell phones must be turned **OFF** during school hours (7:50/bell – 2:36/bell). Students using cell phones at any other time are subject to disciplinary action. **A cell phone is considered in use if the student has the phone in hand.** Discipline for cell phone use will be progressive for any violation:

- **First Offence** – Warning; student may retrieve phone at end of day from the Dean of Students.
- **Second Offence** – Parent must come to school for conference with Dean of Students before cell phone is returned.
- **Third Offence** – Cell phone is confiscated and returned to parent at the end of the school year.

**If a student refuses to submit his/her cell phone to any staff member upon request, the student will be referred to the Dean of Students for further disciplinary action.**

A student who takes a picture with a camera phone will be immediately suspended. No headsets or similar electronic devices will be permitted to be use during the school day.

Parents, who have an **emergency**, may call the school guidance secretary and the student will be given the message immediately.

## USE, POSSESSION AND DISTRIBUTION OF CONTROLLED DANGEROUS SUBSTANCES

### DEFINITIONS

Controlled Dangerous Substances – are defined in sections I through V of the NJ Criminal Code. They include, but are not limited to: marijuana, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence – a student is judged to be under the influence whenever he/she exhibits physical or physiological symptoms (including, but not limited to, unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances, whether incurred or observed on or off school property.

Possession – is defined as knowingly or purposely obtaining or possessing, actively or \*constructively, a controlled dangerous substance or drug paraphernalia:

- on or off school property,
- on the person,
- in an accessory (including, but not limited to, purse, book bag, gym bag or knapsack)
- in a locker or desk
- in a privately or school-owned vehicle.

\*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if he/she does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution – is defined as sharing, selling or dispensing a controlled dangerous substance:

- on or off school property,
- with or without receiving payment,
- to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute – applies regardless of whether or not a student intended:

- to receive payment,
- to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school,
- to distribute the controlled dangerous substance on or off school property.

## POLICY

1. A student shall be considered in violation of school policy if he/she is observed:
  - to be under the influence,
  - in possession,
  - engaged in distribution,
  - have possession of a controlled dangerous substance with intent to distribute.
2. Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook:
  - When a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the Principal MAY refer the matter to local law enforcement officials and be subjected to immediate drug testing before the student can resume classes. It must be completed within 24 hours.
  - If a student refuses drug testing, he/she will be asked to leave Saint Mary High School. All required tests shall be paid by the student’s parents/guardians.
  - When a student is identified as “distributing” or “in possession with intent to distribute” a controlled dangerous substance, the Principal MUST refer the matter to local law enforcement officials.
3. A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parent/guardian shall be given a reasonable opportunity to respond to the allegation as quickly as possible.
4. If the Principal determines that there was no violation of policy, the Principal may discipline the student according to the general discipline policy stated in this Handbook up to and including expulsion.
5. The Principal may require the student to participate in an appropriate treatment or counseling program as a condition for the student’s eventual return to the school.
6. When violation of this policy involves “distribution” or “possession with intent to distribute”, the discipline imposed will normally be expulsion.

## **GUIDELINES FOR CO-CURRICULAR/ATHLETIC PARTICIPATION**

### **PURPOSE**

The school co-curricular program is important in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramurals, class activities and other special events sponsored and approved by the school. Student interest is one determining factor in deciding which activities or clubs to sponsor and students should feel free to express their opinion to Student Council representatives.

Students must accept the responsibility for commitments once they join any club or activity and schedule their time wisely. Classroom work must come first, since that is the primary purpose in attending Saint Mary High School.

In order to help students gain the maximum benefits from their co-curricular experiences, there are guidelines for participation. Special academic requirements for membership may be obtained by speaking with a club moderator, a Guidance Counselor or the Athletic Director. The list of activities is subject to change due to interest, funds and the availability of sponsors.

### **ATHLETIC PARTICIPATION**

The primary purpose of the athletic program at Saint Mary High School is to promote the physical, mental, social, emotional and moral well-being of the participants. Participation in athletics is a privilege that may be earned by students who can fulfill and adhere to basic requirements of scholarship and physical capability. Through voluntary participation, the student-athlete gives time, energy and loyalty to the program. He /she also accepts the training rules, regulations and responsibilities which are unique to an athletic program. In order to contribute to the welfare of the group, the student-athlete must willingly assume these obligations as the role demands. Student-athletes should assume the responsibility of scheduling their total co-curricular environment in advance so they can devote the time that is required by individual programs.

### **General Regulations**

- All students participating in athletics will be required to pass 27.5 credits during the preceding school year, including summer school, to be eligible for the first semester. All students must be passing 13.75 credits on January 31 to be eligible for the spring semester.
- New Jersey State Interscholastic Athletic Association and Saint Mary High School rules must be followed in all cases of eligibility, transfer, physical examination, insurance coverage, starting dates, use of school equipment, etc. Each coach and student-athlete has responsibility to know and abide by school and NJSIAA regulations.
- No candidate may try out for a sport two weeks after the beginning date of the

sport unless approved by the Athletic Director. (Exceptions: a previous season is extended due to tournament progression, a transfer student, or injury.)

- Completion of the sports season is required for student-athletes to be eligible for any awards.
- Unexcused absences from scheduled practices will result in disciplinary action by the coach. It is the responsibility of the student-athlete to obtain permission from the coach for any anticipated absence or schedule conflicts with other co-curricular activities. Every attempt should be made to resolve these conflicts by the parties concerned. In the event a conflict cannot be resolved, the student must ultimately decide in which he/she will participate, keeping in mind the impact this decision will have on the respective activity. It is conceivable that the advisor or coach may have to make adjustments in line-ups, leads, squads, or rosters.
- All students playing any sport must have a sports physical prior to the first practice session.
- Student-athletes may not sign their own permission slips to participate in athletic programs.
- Traditionally, Saint Mary High School has supported the concept of a well-rounded school program. It is with this in mind that student-athletes are encouraged to be full participants, while simultaneously accepting their responsibility for these commitments.

#### School Attendance Requirements

- A student-athlete must be in school for a minimum of five (7) consecutive periods in order to participate in an activity that day. (See ATTENDANCE POLICY.)
- A student-athlete who has been injured and has had medical treatment may not participate again until the date indicated in writing by the student-athlete's doctor.

#### Transportation Requirements

- Student-athletes must travel to and from athletic events in transportation provided by the school.
- Persons who are not team members, or do not have a direct relationship with the team, may not ride on the team bus.
- Exceptions are:
  - a) Injury to a participant which would require alternate transportation.
  - b) Extenuating circumstances when prior arrangements are made between the student-athlete's parent/guardian and the Athletic Director for the athlete to ride with the parent/guardian.

## Conduct Requirements

At the discretion of the coach, the following infractions may result in suspension or expulsion from the squad:

- A display of unsportsmanlike conduct toward any opponent, official, coach, or team member.
- Theft or malicious destruction of any school or individual's equipment or property.
- Violations of training rules.

Student-athletes are school representatives and their attitude and conduct reflect the standards of the school and the athletic department. Improper conduct, whether in the school or in the community, including insubordination to those in authority, may result in disciplinary action which could include the forfeiture of the privilege of representing the school in athletic competition.

Parents/Guardians must obey all athletic rules regarding competition and the role as a spectator. If a parent/guardian undermines, disrespects, or creates a negative environment for a healthy and positive level of competition, he/she will be asked to leave the area of play (field, gymnasium, etc.).

## **CO-CURRICULAR ACTIVITIES**

### Attendance

A student must be in school for a minimum of five (7) consecutive periods in order to participate in an activity that day. (See ATTENDANCE POLICY.) A late evening activity does not excuse any tardiness the next day.

### Recognition for Participation

Students will receive varsity letters and certificates based upon participation and determination by the Athletic Director and the Head Coach.

### Scheduling Activities

Plan ahead to avoid conflicts between or among co-curricular/athletic activities. It is the responsibility of the student to obtain permission from the adviser for any anticipated absence or problem in schedule due to conflicts. Every attempt should be made to resolve these conflicts by the parties concerned. In the event a conflict cannot be resolved, the student must make the ultimate decision in advance as to which activities he/she will select. It is conceivable that the adviser may have to make adjustments in leads, roles, rosters, etc., based on a

student's decision.

### Conduct Requirements

Students must remember that they are under the authority of the advisor at all times and the co-curricular program is an extension of the school day. Therefore, any behavior deemed as unacceptable during the regular school day also applies to the co-curricular activity. Students stand the risk of school penalties and/or forfeiture of membership in that activity.

## **ACTIVITIES AND SPORTS**

### **Co-Curricular Activities**

Veritas (Yearbook)  
Highlander (School Newspaper)  
Chrysalis (Literary Magazine)  
HOPE (Science Club – Helping Our Planet Earth)  
Book Club  
Chess Club  
Student Council

St. Joseph's Club  
Choir/Bell Choir  
Drama Club  
Key Club  
Mock Trial  
Modeling Club  
Korean Club

### **Sports**

#### **Girls**

Volleyball  
Soccer  
Cross Country  
Basketball  
Softball  
Spring Track  
Cheerleading  
Bowling

#### **Boys**

Football  
Cross Country  
Soccer  
Basketball  
Wrestling  
Baseball  
Spring Track  
Bowling

## **HEALTH SERVICES**

A Registered Nurse is on duty. Among the services provided are the following screenings: audio, visual, blood pressure, and height/weight. A yearly scoliosis screening is required for all students under 18 years of age. This is the only notification you will receive. A student may be exempt from this examination if requested by the parent/guardian in writing.

All students playing any sport must have a sports physical exam prior to the first practice session.

The nurse is available to discuss health concerns with students and/or parents whenever there is a need.

## **IMMUNIZATION REQUIREMENTS**

- DTP: A minimum of four doses.
- OPV: A minimum of three doses, provided at least one dose is given on or after the fourth birthday.
- Measles vaccine: One dose administered on or after the first birthday.
- Rubella vaccine: Administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- Mumps vaccine: One dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- Hepatitis B: A series of three pediatric doses or two doses of adult formulation.

**Students whose immunization records are incomplete will not be admitted to class.**

## **ADMINISTRATION OF MEDICATION**

### **Oral or Inhaled Medications**

Saint Mary High School's policy is to provide for the administration of oral medications by the nurse. In rare circumstances Acetaminophen and Ibuprofen may be administered by delegation to trained staff/faculty members in the event of the nurse's absence. These are the only oral medications the delegates may administer. The nurse and/or the school physician will train delegates. The names of the trained delegates will be available on the school's website and in the main office. No medications will be administered on field trips. The school's medication form must be completed in full and signed by the student's health care professional and parent/guardian.

## Self-Administration of Metered Dose Inhalers

Saint Mary High School's policy is to allow students to carry and self-administer inhalers if the following conditions are met:

- The student's health care professional must certify in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the administration of the medication.
- The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. The parent/guardian must also sign a statement on the medication form provided by Saint Mary High School that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the inhaled medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy. It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

## Parenteral (injectable) Medications

### **Administration by Nurse**

Saint Mary High School's policy is to provide for the administration of injectable medication by the nurse provided all requirements of the policy have been met. Some of those medications are insulin, glucagon, and epinephrine via pre-filled auto-injector.

The student's health care professional must certify in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the administration of the medication. The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. In addition, the parent/guardian must sign a statement on the form provided by Saint Mary High School acknowledging he/she has read, understands and accepts the school's policy. The parent/guardian must also sign a statement on the medication form provided by Saint Mary High School that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the injectable medication ordered by

the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. If the medication ordered is epinephrine it must be ordered and provided in a single dose pre-filled auto-injector mechanism. If the health care professional indicates by written order, that a second dose is appropriate after a set period of time, from the first administered dose, a second single dose pre-filled auto injector mechanism of epinephrine must be provided by the parent/guardian. Twinject auto mechanisms are not accepted under this policy. When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date. Inhalers and primary and/or secondary single dose pre-filled auto-injector mechanisms of epinephrine will be kept in an unlocked file drawer of the bookcase in the outer room of the health office.

#### Administration of Epinephrine by Nurse, Parent, Student or Trained Delegate(s)

It is the policy of Saint Mary High School to apply New Jersey Public Law 2007 Chapter 57 by providing for the emergency administration of epinephrine via a pre-filled auto-injector mechanism by the nurse, parent, student or trained delegate(s).

#### Self-Administration of Epinephrine by Student

In order for a student to self-administer epinephrine, his/her health care professional, on a self-administration form provided by Saint Mary High School, must certify in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the emergency administration of epinephrine via a single dose pre-filled auto-injector mechanism. The health care professional must further certify in writing that the student has been instructed by him/her in the appropriate administration of the medication and is capable and authorized for self-administration of epinephrine via pre-filled auto-injector mechanism.

The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. In addition, the parent/guardian must sign a statement on the form provided by Saint Mary High School acknowledging he/she has read, understands and accepts the school's policy. The parent/guardian must also sign a statement on the medication form provided by Saint Mary High School that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the injectable medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

#### Administration of Epinephrine by Trained Delegate(s)

In addition, Saint Mary High School's policy allows for trained delegate(s) to provide an emergency administration of epinephrine via a single dose pre-filled auto-injector mechanism. This is the only injectable medication trained delegate(s) may administer. The administration and nurse will select individuals to be trained delegate(s) from a pool of willing volunteers. Volunteers willing to accept the responsibility of being a trained delegate will be recruited on a regular basis. The nurse and/or the school physician will train the selected volunteers in the administration of epinephrine via pre-filled auto-injector mechanism. The student's health care professional, on a form provided by Saint Mary High School, must certify in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the emergency administration of epinephrine via a single dose pre-filled auto-injector mechanism. If the health care professional indicates by written order that the initial dose is to be followed after a period of time by a second dose, an additional single dose pre-filled auto-injector should be indicated in the written order.

The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. In addition, the parent/guardian must sign a statement on the form provided by Saint Mary High School acknowledging he/she has read, understands and accepts the school's policy. The parent/guardian must also sign a statement on the medication form provided by Saint Mary High School that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the injectable medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. If the health care professional indicates by written order that a second dose is appropriate after a set period of time from the first administered dose, a second single dose pre-filled auto-injector mechanism of epinephrine must be provided by the parent/guardian. Twinject auto-injector mechanism is not accepted under this policy. When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

Primary and/or secondary single dose pre-filled auto-injector mechanisms of epinephrine will be kept in an unlocked file drawer of the bookcase in the outer room of the health office.

## Post Administration of Epinephrine

Saint Mary High School's policy is that once epinephrine has been administered, 9-1-1 will be called and the student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.

In the event no Saint Mary High School staff members are willing to volunteer to accept the responsibility of being a trained delegate and the nurse is not present, 9-1-1 will be called. The student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.

## PHYSICAL EXAMINATION

All students must be in full compliance and have a physical exam the beginning of each school year as suggested by the state of New Jersey. This is to be submitted on or before the first day of school directly to the Principal. No student will be permitted to school unless this form has been submitted. This is **mandatory** for all students. This exam may take place from June 1 of the academic year to September 1 of that same academic year. Links to this form may be found on our website or obtained at school.

## MEDICAL INSURANCE

We are proud to have your son/daughter participating as a student and/or athlete at Saint Mary High School. The Administration wants to assure you that the medical and athletic staffs will do everything possible to keep your son/daughter from injuries while attending and/or competing here and to provide treatment at all times should an injury occur.

With this in mind, it is important to understand our medical insurance coverage. **It is the responsibility of the individual parent/guardian to pay all medical bills through their family medical insurance plan. Also, if you are covered by an HMO you must use the physicians within your plan. The school will be unable to cover the fees of a physician outside your HMO.** Saint Mary High School will be responsible only for fees not covered under any existing policy or if the student does not have medical insurance coverage.

Most medical offices require fees to be paid when service is rendered. If this is the case, it is the responsibility of the parent/guardian to pay the fee and file for reimbursement through their insurance company. If there is no coverage, a claim will be filed through the school's insurance for reimbursement.

Should you have any questions, please do not hesitate to contact the nurse.

## **REFERRALS TO THE NURSE**

- All student accidents are to be reported to the school nurse promptly. Steps will be taken immediately to care for the individual as needed.
- Accident forms are available in the Main Office and must be filled out in duplicate as soon as possible after the accident. The date on the form should be the date of the accident, not the date the form is completed. This procedure will be followed for accidents occurring at school-sponsored or school-supervised activities at times outside of school hours.
- A student, finding it necessary to see the nurse, should report to a class and ask at the beginning of the period to see the nurse. A pass should be filled out by the teacher directing the student to the nurse.
- Any student who reports to the Nurse's Office will sign in and out under the nurse's supervision and approval. Any student who does not follow this procedure will be considered cutting class.
- Students will report to the nurse whenever necessary. Spending time in the lavatories will not be accepted in place of the nurse's assistance.
- Medical notes from physicians relating to excusing students from Physical Education must be presented to the school nurse for processing. The nurse is responsible for notifying the class teachers, guidance counselor and school administrators.
- When the nurse is not present, students who find it necessary to see the nurse must report to the Guidance Office.

## GENERAL INFORMATION

### LOCKERS

**The school is not responsible for any items lost or stolen from lockers.** Students should look in lost and found to see if the item has been turned in. Likewise, if a student finds anything that may be of some value to someone, please turn it in to the Dean of Students.

### Locker Searchers

Although the Constitution protects all citizens from unreasonable search and seizure, this does not mean one is protected from any search and seizure of materials. A locker is considered school property and school officials have the legal right to enter it. A locker may be searched if the Principal has a reasonable basis for believing that the student is concealing material, the possession of which is prohibited by federal, state or local law or which violates school rules and regulations.

### LUNCH REGULATIONS

Saint Mary High School has a “closed” lunch schedule. Therefore, no student has the privilege of leaving the building for lunch.

Students are responsible for cleaning off their tables before leaving the cafeteria. All plastic utensils and trash must be taken to the containers available for this purpose. Aluminum cans are to be placed in the proper container.

Students are not permitted to consume food or beverages outside the cafeteria unless prior arrangements have been approved by teachers and moderators.

### PROM

There will be a meeting for all students at Saint Mary High School and their parents/guardians if they are planning to attend the prom. It will be brief and informative. **No students may go to the prom if they do not attend this meeting with their parent/guardian.** This is a **mandatory** meeting (please see calendar for date and time). No freshmen or sophomores are permitted to attend the prom.

### USE OF BUILDINGS AND GROUNDS

Students are not permitted to be in unsupervised areas before or after school. Students found in these areas will be referred to the Dean of Students.

## **DOMINICAN STORE**

Gym clothing, school supplies, and assorted Saint Mary High School items will be sold in the Campus Store. The store is located just outside the cafeteria.

## **CASUAL DRESS DAYS**

On occasion, students have a casual dress day and are allowed to wear their casual clothes instead of their traditional uniforms. On these days, students are expected to adhere to standards of dress and appearance which are compatible with an effective learning environment. Presenting a bodily appearance of wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, sagging pants, excessively short or tight garments, bare midriff shirts, shorts, attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors, a head covering of any kind, see-through clothing, attire that exposes cleavage, any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon, and any symbols, styles or attire frequently associated with intimidation, violence or violent groups.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work for otherwise violates this dress code, the administration may require the parent/guardian to be telephoned and the student will be sent home to change into appropriate clothing,

## **GROOMING**

- Hair is to be neatly styled and clean.
- No hats, bandanas or other similar articles are allowed.
- Extreme/unusual hairstyles or contrasting hair color will not be permitted.
- Boys are to be clean-shaven.
- No student will be permitted to wear jewelry which is excessive. No more than two pairs of earrings are permitted, no pair larger than a quarter.
- Body piercings are deemed unacceptable in the Saint Mary High School setting. Nose rings, navel rings, tongue rings, tongue studs, gaping holes, or other piercings are not permitted.
- Any student with a tattoo must have it covered.
- The final decision on grooming will be up to the discretion of the Dean of Students.

**Daily Schedules for the 2009-10 School Year**

**Regular Day -- 45 Minutes**

**Single Session -- Minimum Day -- 30 Minutes**

<b>Begin</b>	<b>End</b>	<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Period</b>
7:45	7:53	Homeroom	7:45	7:53	Homeroom
7:56	8:15	Prayer	7:56	8:15	Prayer
8:15	9:00	Period A	8:15	8:45	Period A
9:03	9:48	Period B	8:48	9:15	Period B
9:51	10:36	Period C	9:21	9:51	Period C
10:39	11:24	Period D	9:54	10:24	Period D
11:27	12:12	Period E	10:27	10:57	Period E
12:15	1:00	Period F	11:00	11:30	Period F
1:03	1:48	Period G	11:33	12:03	Period G
1:51	2:36	Period H	12:06	12:35	Period H

**Morning Assembly -- 40 Minutes    Afternoon Assembly -- 40 Minutes**

<b>Begin</b>	<b>End</b>	<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Period</b>
7:45	7:53	Homeroom	7:45	7:53	Homeroom
7:56	8:15	Prayer	7:56	8:15	Prayer
8:15	8:51	AM Assembly	8:15	8:55	Period A
8:54	9:34	Period A	8:58	9:38	Period B
9:37	10:17	Period B	9:41	10:21	Period C
10:20	11:00	Period C	10:24	11:04	Period D
11:03	11:43	Period D	11:07	11:47	Period E
11:46	12:26	Period E	11:50	12:30	Period F
12:29	1:11	Period F	12:33	1:13	Period G
1:14	1:54	Period G	1:16	1:57	Period H
1:57	2:36	Period H	2:00	2:36	PM Assembly

**Daily Schedules for the 2009-10 School Year**

**Delayed Opening Day -- Snow  
30 Minutes**

**Early Dismissal -- Snow  
22 Minutes**

<b>Begin</b>	<b>End</b>	<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Period</b>
10:00	10:15	Homeroom and Prayer	7:45	7:53	Homeroom
10:15	10:45	Period A	7:56	8:15	Prayer
10:48	11:18	Period B	8:15	8:37	Period A
11:21	11:51	Period C	8:40	9:02	Period B
11:54	12:24	Period D	9:05	9:27	Period C
12:27	12:57	Period E	9:30	9:52	Period D
1:00	1:30	Period F	9:55	10:17	Period E
1:33	2:03	Period G	10:20	10:42	Period F
2:06	2:36	Period H	10:45	11:06	Period G
			11:09	11:30	Period H