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## St. Mary of the Assumption High School

### Respect Code

#### Rationale:

A respect code allows the students, staff and administration at St. Mary High School to treat everyone equally.

## Definition of Respect:

Respect is valuing oneself and appreciating others for who they are and for what they stand for.

## Indicators:

The student, staff and administration at St. Mary High School will show respect through the following actions:

- Demonstrating sincerity and honesty
- Presenting a good attitude
- Displaying an open mind
- Showing courtesy to others and school property
- Committing random acts of kindness
- Helping others in need
- Obeying set rules
- Demonstrating good sportsmanship
- Not criticizing or judging others

*Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes.*

## Administrative Welcome

WELCOME! The faculty and staff at Saint Mary of the Assumption High School wish you the best of all possible luck as we begin the school year. We welcome the class of 2020 and new staff members. I'm sure that as the school year progresses, the new and old will blend into a cohesive, hard working group. With your cooperation and involvement, this year promises to be a time filled with fun, friendship and positive learning experiences.

We look forward to working with each of you as you continue to prepare yourself for the next level. St. Mary graduates have continually displayed commitment towards excellence in the classroom, in the musical arena and on the playing field. We encourage you to continue that commitment to get involved and make this year a very rewarding year.

We are blessed with a community, board members, administration, faculty and staff that are concerned about your success in and out of the classroom. Please take advantage of their knowledge, experience and concern as you progress through the 2016-2017 school year.

As noted in the respect code, the definition of respect is, “valuing oneself and appreciating others for who they are and for what they stand for.” We must all work together to make Saint Mary of the Assumption High School the premier school in the State. Together we can accomplish this!

## ACADEMICS:

### Credit Assignments:

- All full year courses at Saint Mary of the Assumption High School are 5 credits.
- All one-semester courses are 2.5 credits.

### Course Requirements for Graduation:

- Religious Education: 20 credits
- English/Language Arts: 20 credits
- Social Studies: 15 credits
- Mathematics: 15 credits
- Science: 15 credits
- Electives: 10 credits
- World Languages: 10 credits
- Visual/Performing Arts: 5 credits
- Technology: 5 credits
- Phys. Ed.: 3.75 per year
- Financial Literacy: 2.5 credits
- Driver Ed./Health/Safety: 1.5 per year

### Grading Policy and Procedures:

#### Grading Scale:

- (97-100) A+
- (93-96)A
- (90-92)A-
- (87-89)B+
- (83-86)B
- (80-82)B-
- (77-79)C+
- (73-76)C
- (70-72)D
- (0-69) F

### Grading:

Each quarter of the school's four marking periods are worth 20% each.

### Valedictorian/Salutatorian:

- Valedictorian is an academic title conferred upon the student(s) with the highest weighted G.P.A. at the end of the third quarter of senior year at Saint Mary of the Assumption High School.
- Salutatorian is an academic title conferred upon the student(s) with the second highest weighted G.P.A. at the end of the third quarter of senior year at Saint Mary of the Assumption High School.
- In the event that there is a statistical tie for the valedictorian and/or salutatorian appointment, the students shall each be awarded the honor and serve as co-valedictorian and/or co-salutatorian.
- The appointed valedictorian and salutatorian shall continue to exemplify academic integrity and student conduct from the point of selection through graduation.
- Violations of the code of student conduct may result in revocation of valedictorian or salutatorian.
- The valedictorian and salutatorian speeches are to be made available for approval by the Saint Mary of the Assumption Administration.
- To qualify to be the valedictorian or salutatorian a student must have attended three full semesters at Saint Mary of the Assumption High School.

### Examinations:

Mid-term and final examinations are given in all full year courses. Examination grades are weighted at 10% each when final grades are calculated.

Students may not take mid-term or final exams until all tuition and fundraising issues are up to date. Students must make-up all exams at the direction of the administration.

### Course Selection/Schedule Changes:

Enrollment decisions are to be made very carefully. Any student who wishes to make a schedule change after enrollment must obtain a schedule change form from the Guidance Office. This form states the reason for the change and requires signatures from the following: the teacher whose class was dropped; the teacher whose class is being added; and the parent or guardian. After this completed form is returned to Guidance, a final determination will be made. A student who requests schedule changes should not attend his/her “new” classes until he/she receives official notification from his/her counselor. Any schedule change must occur within the first five days of each new semester. Requests for a specific instructor will not be considered.

Outlined below are the only acceptable reasons for course changes after the course selection procedures are completed. Reasons for changing courses after submitting final course selection sheet:

- Course failure that prohibits progress to the next sequential course.
- Summer school attendance that allows progress to the next sequential course.
- Error or incomplete schedule (fewer than 35 credits).

### Academic Ineligibility/Probation:

Students who fail two subjects during a marking period will be put on academic probation and monitored by the administration.

Further, students who fail two subjects during a marking period become INELIGIBLE to participate in any extracurricular activities for the next four weeks of the marking period. After four weeks of ineligibility, students who wish to regain eligibility will obtain from the Assistant Principal for Academics a “Re-Eligibility Form.” The teachers of academic subjects failed will sign these forms indicating sufficient progress has been made, thus restoring the student’s eligibility.

### \*Please Note:

New Jersey State Board of Ed. requires that any student who fails THREE OR MORE subjects for the first semester is not eligible for participation in extra/co-curricular activities and the Interscholastic Spring Athletic Season.

### Academic Dishonesty:

Academic dishonesty will not be tolerated. Plagiarism will be defined in all classes where longer papers and research assignments are given. Plagiarism is considered academic dishonesty.

Academic dishonesty is defined as using unacceptable means to attain academic success. Academic dishonesty may include, but is not limited to the following: copying tests; copying computer assignments; obtaining verbal assistance or looking on another's work during a test; or using unauthorized test material.

The consequences for academic dishonesty will include but are not limited to:

- Loss of credit on academic project(s) (test, homework, etc.)
- Teacher will initiate parental contact
- A disciplinary referral will be sent to a parent/guardian

### Report Cards:

Report cards will be issued four times a year at the end of each nine-week marking period. Each student will receive a report card, but grades may be seen by parents and guardians all year long on PowerSchool. New students will receive a letter with their password for access to their grades on PowerSchool. Report cards are issued in November, February, April and June. Students with unsatisfactory grades must attend mandatory study sessions.

### Progress Reports:

Progress report notices are issued at the end of four weeks in each marking quarter to all students. Parents and guardians are urged to frequent PowerSchool to keep abreast of their child's progress.

## Honor Roll Status:

Any student may achieve Honor Roll Status if the following academic criteria are fulfilled:

- Principal's List: All grades 90% or above.
- First Honors: A general average of 85% in all subject areas meeting more than three times a week, with no grade less than 85%.
- Second Honors: A general average of 85% in all subject areas meeting more than three times a week, with no grade less than 80%.

Honor Roll Status is determined on the basis of marking period averages. Certificates of honor are distributed at the end of each marking period.

## Homework:

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative and responsibility on the part of the student. Consistently doing homework is essential for academic success. Homework is a vital component of an integrated course of study and an appropriate extension of instruction begun in school. Completing homework develops independent thinking and good work habits, and fosters mutual understanding between school and home. Homework should not be punitive or be used as a form of discipline.

Parents and St. Mary High School share the responsibility for student learning. Parents can assist their child(ren) with homework by:

- Encouraging the use of a daily planner.
- Providing a study area free of distractions.
- Asking questions about the content of student homework.
- Giving requested assistance, but letting the student do his or her own work.
- Avoiding undue pressure.

If your child continually has "no" homework, please contact the classroom teacher. St. Mary High School believes that parental involvement in student homework is essential to making homework an integral part of the educational program. Types of homework may include written assignments, long term projects, reading textbooks and/or novels, studying



class notes, vocabulary, material for tests and quizzes, proofreading written work and practicing oral presentations and vocal pieces.

### Homework/Class Work Missed:

The initiative and responsibility to make-up class work due to absence, suspension, or other circumstances lie solely with the student. When a student is absent longer than a day, a parent/guardian must telephone the Main Office before 8:30 A.M. to request homework for that day. Homework may be picked up in the Main Office after dismissal. Once again, students are responsible for all work missed due to absence. Students will have one (1) day for every day they are absent to make up their work.

### Incomplete Course:

A grade of incomplete is given only in those instances when a student has been absent for an extended period of time, usually due to illness or other extenuating circumstances. Upon the student's return to school, the student will meet with the administration to arrange a schedule for the completion of missed assignments/tests. Failure to do so may result in course failure or academic non-credit status.

### Course Failures/Summer School:

Students who have attended class less than 75% of the time will not be permitted to attend summer school to make up a course. All student credit will be evaluated by the administration concerning course failures. Seniors are required to pass all courses during senior year in order for diplomas to be issued.

### Student Services/Guidance:

#### Philosophy of Counseling:

St. Mary of the Assumption High School is committed to the total development of our students in a caring and supportive environment. We encourage high expectations and require our students to rise to meet those expectations through personal accountability, consistent effort and willingness to utilize the resources available at St. Mary's. We strive to prepare each student to make intelligent decisions regarding vocation and

to be aware of the rich variety of vocational choices. We believe the counseling process must include deliberate nurturing of such essential virtues as integrity, honor and self-discipline in school and at home.

The school counselor provides students, parents and faculty with a variety of services that enable the student to participate fully in the educational program through:

- Classroom lessons and presentations
- Individual meetings and group lessons
- Parent information sessions
- School website
- Naviance Family Connection Program

### Planning:

The Guidance Office follows a comprehensive Post-Secondary Curriculum that is designed to meet the unique needs of every student. The key components of this curriculum for grades 9-12 are the *Naviance Family Connection Program* and Post-Secondary Planning Guide. Information regarding both of these postsecondary planning tools is available on the Guidance Webpage and in the Guidance Office.

### Counselor Visits:

Our counselor is happy to engage with students and encourages visits to the Guidance Office. The office is open before school, during and after school. There are many reasons to see your counselor, including:

- Arranging to get help with school work or find out about your grades
- Asking for advice for dealing with conflict
- Talking about things that may bother you
- Learning about careers and how they relate to college majors
- Signing up for group workshops
- If you just have a question and don't know who to ask

Students and families are welcome to all services available through the Guidance Office. Most questions only take a few minutes but there are times when an appointment is necessary. To see and counselor, a student must make a request before or after school, via email or Naviance Family

Connection. In most cases, you will be able to get an appointment within a day or two.

The guidance counselor will also visit you in your classroom, during special programs or will send a pass for you to come to the office during the school day. The important is to keep the lines of communication open between the school, the parent(s) and student. Students who are in crisis or experiencing problems that need immediate attention may go directly to the Guidance Office.

### Parent Involvement:

Parents and guardians are a key component of student success and are considered a part of the team of individuals who provide critical support during the high school years and beyond. We endeavor to keep parents informed and encourage and welcome parent involvement. There are a number of parent meetings planned for the academic year as well as the opportunity for individual appointments. Appointments should be made in advance for conferences with the counselor.

### Guidance Web Page:

The guidance web page contains a wealth of information and, along with the Naviance Family Connection program, will be the primary source of detailed information pertaining to students and opportunities leading to post high school success. Students are encouraged to download the Naviance app to their iPhone for on-the-spot updates and messages from Ms. Padilla.

### SAT Test Dates for 2016-2017:

#### Date of Test:

- Oct. 1, 2016
- Nov. 5, 2016
- Dec. 3, 2016
- Jan. 21, 2017
- Mar. 11, 2017
- May 6, 2017
- Jun. 3, 2017

### STUDENT AFFAIRS/DISCIPLINE:

## Code of Student Conduct:

Respect for authority and joint cooperation are essential components of the learning environment at St. Mary of the Assumption. St. Mary High School makes every effort to create an atmosphere of academic achievement combined with elevated expectations for student performance to demonstrate trust, respect, responsibility and communication. In order to establish such an environment, students are expected to act with courtesy and respect towards faculty, administration, staff and to their fellow students.

## Student Discipline:

A student who decides to disrupt the learning environment of his/her classroom, the school, or to violate rules must accept the penalty of their poor choices. Students, parents, and guardians must be cognizant that fitting discipline is within the discretion and judgment of the administration. Accountability for one's actions may take any of the following forms: misconduct referrals or warnings; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion.

Students may be suspended or expelled for gross disobedience or misconduct that occurs:

- On or within vision of school grounds.
- At school-sponsored activities, functions and/or events.
- In connection with student transportation to/from school sponsored activities, functions and/or events.
- During or after school, on or off school property that negatively reflects the reputation of Saint Mary of the Assumption High School.

## Types of Disciplinary Action:

The teacher is expected to maintain an atmosphere that is conducive to learning. Any behavior that disrupts the learning process will be corrected by the teacher. Continuous disruptive behavior by a student beyond what can be handled in the classroom shall be referred to the Assistant Principal or Principal. Some disciplinary measures at the administrative level may include:

- Student Conference/Documented Warning
- Parent Notification

- Seizure of Electronic Devices: Unauthorized electronic devices maybe confiscated (cell phones, MP3 players, etc.)
- Loss of Privileges: Objectionable behavior may result in a student losing a specific privilege for a predetermined period of time, such privileges may extend to extracurricular activities
- After School Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Notification of Law Enforcement Authorities

### Prohibited Student Conduct:

- Gross disobedience, Insubordination, and Misconduct: Such conduct involves repeated or persistent violation of the school rules, or a single highly serious incident.
- Disruption: Such conduct that threatens the learning environment or educational process will not be tolerated.
- Hazing, Harassment, Intimidation, Bullying, or Cyber Bullying (Including sexual and disability harassment): St. Mary High School views any of the aforementioned aggressive behaviors, whether isolated or otherwise, in an extremely serious light. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral intervention up to and including suspension or expulsion, as permitted under N.J.S.C 18A:37-1. Discipline of students and as set forth in N.J.S.C 6A: 16-7.2, Short-term Suspensions, N.J.S.C. 6A: 16-7.3, Long-term Suspensions, N.J.S.C. 6A: 16-7.5, Expulsions. No student shall harass, intimidate or bully another student verbally, physically, visually or by the use of technology. St. Mary High School will not tolerate harassment, intimidation, nor bullying based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental status or gender identity.
- Gum: Chewing gum will result in detention.
- Fighting: Fighting between students or among a group of students is unacceptable. Incidents involving pushing, shoving, wrestling,

horseplay, etc., may be considered fighting, regardless of the intent to do bodily harm.

- Profanity: Students may not use language that is reasonably considered to be profane or vulgar, that disrupts the learning environment of St. Mary High School.
- Failure to Report to the Office: Failure to report to the office (Main, Assistant Principal, Guidance, etc.) when referred by a faculty/staff member will result in additional disciplinary consequences over and above those imposed for the conduct for which the referral was made.
- Leaving School Premises: Students may not leave school grounds during their lunch period or at any time during school hours. Failure to comply will result in immediate disciplinary action.
- Theft: Theft of school property or the property of other individuals is strictly prohibited. If necessary, restitution will be paid by the negligent party.
- Gang Activities: The existence of or student participation/association with gangs or gang-related activities on school grounds, while school is in session or at school related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to disciplinary action.
- Vandalism: Damaging, defacing, or destroying school property or the property of others is prohibited. Students and their parents are responsible for the cost of repairing or replacing damaged school property. Law enforcement may also be contacted depending on the severity of the vandalism.
- Smoking: New Jersey State Law prohibits smoking anywhere on or inside school property. Students found smoking on or around St. Mary High School property will face disciplinary measures.
- No Hall Pass/Unauthorized Areas: Students are not permitted to be in the hallways during class time without a pass. Hall passes can be found in the student handbook, which must be signed and dated by the classroom teacher. Students are also not permitted in unauthorized areas (weight room, cafeteria, offices, etc.) without being accompanied by a staff member.
- No Food/Drink Outside of the Cafeteria: Students are not to consume snacks or beverages in the classrooms or hallways unless prior permission has been granted by the administration for a special event.

- Weapons: Students will not possess or use lethal weapons, or any item that may be constituted as a weapon.
- Use, Possession, Distribution of Controlled Dangerous Substances: A student shall be considered in violation of school policy if he/she is observed to be under the influence, engaged in distribution, or have possession of a controlled dangerous substance. (Alcohol is considered a controlled dangerous substance)

St. Mary, once it determines that a student has violated this policy, will notify appropriate law enforcement or juvenile agencies. The school will then take immediate steps to notify a parent, guardian or responsible relative. If a student is re-admitted to St. Mary after such violation, all attempts will be made to counsel both parents and student as to the perceived severity of the problem and to suggest involvement with appropriate professional support agencies.

- *Please Note: In a complex and diverse academic setting, this student handbook cannot cover every set of circumstances that may arise throughout the course of a school year. As a result, administrators charged with the responsibility of fostering and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered within these pages.*

### Teacher Detention:

Teacher detention may be held by individual teachers for their students. This detention will be at the convenience of the instructor and will take precedence over all athletics and activities. Students who fail to serve teacher detention will serve additional detentions as assigned by the administration.

### Administrative Detention:

Detention will be conducted every day after school starting at 2:55 P.M. and conclude at 3:40 P.M. Students are to sit quietly in detention, and there will be absolutely no sleeping. Students late for detention will not be admitted. Upon arriving at detention students are expected to be in full school attire. Detention has priority over any and all afterschool activities.

### Suspensions:

**In-School Suspension:** In-school suspension is a silent, supervised study hall where a student spends a day(s), working on specific assignments from his/her teachers. Any student removed from In-school suspension for disruptive behavior will receive Out-of-school suspension. A parent conference must be held before the student may return to class.

**Out-of-School Suspension:** In cases of gross misconduct or in areas of repeated violation of school rules, a student will be suspended from school. A parent or guardian will be notified of the length and cause of the suspension. A parent conference must be held before the student can return to classes. Students under Out-of-school suspension cannot attend school-sponsored/extracurricular activities.

### Expulsion:

When a student exhibits disregard for school regulations by a major violation of the school rules, the ultimate penalty of expulsion will be enforced. The following actions are grounds for expulsion:

- Use, possession, or distribution of any type of narcotics or alcohol on school property or at school-sponsored events/activities.
- Damage to school property.
- Any threat to another student or faculty member.
- Theft.
- Habitual disrespect for school personnel, fellow students, or school rules.
- Behavior that does not commensurate with Christian attitudes, morals, and values.
- Conduct inside or outside of school that is detrimental to the reputation of the school.

### Cell Phones and Electronic Devices:

While on school grounds, cell phones, electronic devices, and headphones must be turned off and out of sight before entering the building. If a student is found to be in violation of this policy, the item will be confiscated and brought to the Assistant Principal. Consequently, the following disciplinary actions will take place:

1<sup>st</sup> offense: A parent is contacted, and the cell phone/electronic device is confiscated until the end of the school day. The item will then be returned to the student.



Subsequent Offenses: A parent is contacted, and the cell phone/electronic device is confiscated until a parent comes to school to retrieve the device. Such devices will only be released to parents or guardians during school hours.

\*Note to Parents: Please do not contact your child via cell phone during the school day. If an emergency exists, please contact the Main Office.

### School Dress Code:

#### Males:

- All uniform pants must be KHAKI in color. Pants may be purchased from the Flynn & O'Hara uniform company or from any other store as long as they have straight bottoms and a flat or pleated front.
- School sweaters must be kept clean and in good condition, no other sweaters, hoodies, etc. are permitted.
- Uniform pants should have no cuffs or cargo pockets or gather with an elastic hem.
- Uniform pants may not be made of corduroy or denim.
- Button-down dress shirts in white or powder blue, oxford-style must be worn. No denim, flannel, or work shirts are permitted.
- A tie must be worn with the button-down shirt.
- Shoes are to be black dress shoes-in standard style-not above the ankle. As an alternative, solid black sneakers may be worn.
- No slippers or boots are permitted.
- Socks must be worn at all times. Belts must be BLACK or BROWN, of an appropriate size, fitting properly around the waist
- All pants must be worn ABOVE THE WAIST, SAGGING will result in detention.

#### Females:

- All uniform pants must be KHAKI in color. Pants may be purchased from the Flynn & O'Hara uniform company or from any other store as long as they have straight bottoms and a flat or pleated front.
- Blouse, oxford-style, long or short sleeve shirts in white or powder blue only.
- School sweaters must be kept clean and in good condition, no other sweaters, hoodies, etc. are permitted.

- Skorts-All Skorts must be purchased by the Flynn & O’Hara uniform company; Skorts are not to be hemmed.
- Shoes are to be black, no heels over 1 inch. As an alternative solid black sneakers may be worn. No platform shoes, slippers or boots are permitted.
- Socks, stocking or tights must be worn at all times, solid black or navy blue only. No design stockings, tights or socks. Fishnet stockings are never permitted.

### Male and Female Grooming Code:

For both males and females, uniforms are to be worn correctly. Care should be given to the condition of the uniform. Fad dressing is not permitted.

- Hairstyles should be clean and neat and reflect modesty and good taste. Hats, headbands, bandanas, and any other type of head gear are not permitted to be worn in the building. No excessive make-up will be allowed.
- For both males and females, excessive jewelry is prohibited. Body/Facial piercing, with the exception of modest size earrings, is not permitted.
- During the warmer months, generally September 1<sup>st</sup> to October 15<sup>th</sup> and May 1<sup>st</sup> until the end of the school year, students may wear the official St. Mary polo shirt in place of the school sweater. No other polo shirts are to be worn.
- The St. Mary polo shirt is to be TUCKED IN at all times. Violators will lose the privilege of wearing the polo.
- Parents are expected to see that their children are in proper uniform at all times. Repetitive infractions of the school dress code will result in disciplinary action.

### Student Attendance:

#### Absence:

Prompt, regular attendance is absolutely essential to academic success. Parents and guardians are expected to foster the habit of prompt and regular attendance to ensure academic achievement.

Students are given 10 excused absences for a year course and 5 excused absences for a half year course. Parents and guardians must call in their child's absence to the Main Office at St. Mary.

If a student exceeds the 10 days/5 days he/she will be placed on non-credit status for that class. All absences, excused or unexcused, are counted toward the 10 days/5 days of missed time.

When a student returns to school, he/she must present to the Main Office a written excuse from a parent/legal guardian stating the student's name together with the date(s) and reason for the absence. Excessive absenteeism can result in academic non-credit status.

### Lateness/Tardiness:

First period at St. Mary High School starts promptly at 8:00 A.M., a student will be considered late if he/she is not in their first period class at that time. Any student that is late will be issued a detention to be served the same day or the following day. Excessive lateness to school will result in more serious disciplinary action or may also result in academic non-credit status.

### Academic Non-Credit Status:

Regular attendance in class is of the utmost importance regarding satisfactory course completion and the awarding of credit for a particular subject. Successful completion of tests does not indicate that a student has mastered a particular course. Instructors' lectures, in-class discussions, successful completion of homework and class participation are factors which determine satisfactory course completion and credit attainment. Excessive absenteeism from class lectures and discussions can result in credit not being awarded for a particular course.

### Attendance Hearing:

When a student reaches academic non-credit status, a mandated meeting between student(s), parents, teacher(s), and the building principal shall be held to determine further action. The meeting may have one or more of the following outcome(s):

- The student may remain in the course under contract with the administrator and teacher.

- The student may remain in the course in order to participate in summer school.
- The student may be referred to alternate programming.
- A student's failure to follow through with determination as set forth in the attendance hearing will result in an administrative hearing.
- Eligibility for extra and co-curricular activities, interscholastic sports and attendance at school sponsored activities shall be restricted to those students whose attendance supports course credit in their academic subjects.

### Attendance Requirements For Participating in School Sponsored Activities:

If a student is absent from school without preauthorization (e.g. college visitation) he/she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

In order for a student to participate in afterschool activities, he/she must be in school that day by 9:00 a.m.

### General Information:

#### Lockers:

Each student will be assigned a locker. Use only the locker assigned to you and be sure to **KEEP YOUR LOCKER LOCKED AT ALL TIMES**. Your locker should be kept clean and free from graffiti, stickers, etc. All personal items and books, when not in use, are to be kept in lockers. Students may not go to their lockers during or in between classes. Do not tamper with another locker or give your combination to another person. Valuables and money should not be kept in lockers. Only a small gym bag for clothes will be allowed. These bags can be purchased at the student bookstore. Students are not permitted to have backpacks, book bags, or large handbags in class.

➤ SAINT MARY HIGH SCHOOL WILL NOT BE HELD RESPONSIBLE FOR PERSONAL PROPERTY STORED IN LOCKERS

Student Network Use Procedures and Guidelines:

The use of computer services at St. Mary High School is a privilege. Students are expected to make responsible, ethical, and appropriate use of computer information and services, such as the Internet, at all times. St. Mary High School's Rules of Conduct regarding information/computer services are as followed:

- Students may not configure or tamper with the network system in any way or attempt to access or alter files without proper authority.
- Students may not unlawfully copy software information.
- Students may not use illegal software.
- Students must cite properly all information that is acquired from electronic sources.
- Students are held accountable/responsible for all activity conducted on his/her account.
- Game playing is not permitted on any school-owned computer, server, or network system.

Fire, Evacuation, and Lockdown Drills:

Fire Drills will be conducted as per state code. The purpose of fire drills is to familiarize all faculty, staff and students with the fastest and most efficient means of evacuating the building in the event of an emergency. During a Fire Drill, all directions from the faculty and staff are to be followed explicitly. **COMPLETE SILENCE AND TOTAL COOPERATION** are essential during fire drills; this includes the return to class. Fire Drills are conducted for the well-being and safety of the school community. Any student who knowingly activates a false alarm will be subject to expulsion.

In addition to Fire Drills, the law mandates that all schools have procedures in place to handle potentially dangerous situations. St. Mary High School has developed a series of plans to effectively handle a variety of emergency situations. The "Lockdown" and "Evacuation" drills will be conducted on a periodic basis. Students should take these preparedness drills very seriously as they are a matter of utmost safety.

## School Closing:

In case of inclement weather, school closing reports will be given over the radio stations: New Jersey 101.5, 1010 WINS, WCBS 880, WOR 710, and on TV stations: News 12 New Jersey and Channel 2 CBS. The St. Mary ALL CALL system will also assist in school closings. Also school closing information will be posted on our website. There will be no announcement if school is open. Early dismissal or delayed openings will also be announced in the aforementioned manner.

## Search and Seizure:

To maintain order and security at St. Mary of the Assumption High School, school administration is authorized to conduct reasonable searches of school property and equipment, as well as students and their personal effects. The school administration may inspect and search school property and equipment owned or controlled by the school, (such as lockers, desks, and parking lots). Student vehicles, parked on school property, are also subject to search.

School administration may also search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age or gender and the nature of the infraction.

## Court Orders:

If there is a court order specifying the rights and responsibilities of an individual parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The school will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless there is written authorization from the custodial parent. In an emergency, a clearly defined one-time telephone authorization will be acceptable.

Notice of Non-discrimination under Title IV, Sec. 54, Age Discrimination Act and Title II of Americans with Disabilities:

St. Mary of the Assumption High School does not discriminate on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, or disability in admissions, participation or employment.

Asbestos Management Plan:

As per the United States Environmental Protection Agency's "Asbestos Hazard Emergency Response Act" (AHERA) 40 CFR Part 763: an inspection for the presence of the asbestos-containing building materials has been completed, and an Asbestos Management Plan developed for St. Mary of the Assumption High School.

The inspection report and asbestos management plan files 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 Newark Archdiocese.

Tuition:

The school utilizes the SMART TUTION PROGRAM. Tuition is paid directly to SMART or to the St. Mary Business Office. It is expected that all payments be kept up-to-date. Information concerning tuition payments, tuition plans, etc. is available by calling the school at (908) 352-4305 or SMART at 1-888-868-8828. Students with tuition (or other financial obligations) thirty (30) in arrears may be excluded from attendance at school until the financial obligations are brought fully up-to-date. SMART will charge a \$50 late fee to all payments in arrears. Students with tuition issues (or other financial obligations) are not admitted to midterm or final exams.

Checks that are returned by the bank for any reason must be "made-up" within (3) three business days with a \$20.00 service charge.

STUDENT LIFE:

Athletics:

Athletics are an important part of community life at St. Mary of the Assumption High School. Participation in a wide range of sports is possible for all students. St. Mary Athletic teams include:

- Boys' Basketball
- Girls' Basketball
- Boys' Soccer
- Girls' Tennis
- Boys' Bowling
- Girls' Bowling
- Baseball
- Softball

All St. Mary of the Assumption athletes, spectators, and fans are expected to show courtesy and good sportsmanship at all times. Visiting teams will be treated as guests and all spectators from other schools should be treated courteously.

### Extracurricular Activities:

Participation in extracurricular activities is an important part of each student's education. All colleges, as well as business organizations, are interested in school and community activities in which the student participated. Participation in these activities becomes important when students begin the college application process. It is recommended that each student actively participate in a few well chosen, meaningful activities.

### Activities and Traditions:

Following is a partial listing of some of the activities and traditions of St. Mary High School:

- Student Council: The student government organization is a means of communication between students, administration and faculty. Dances and numerous other social events are conducted by the Student Council.
- Walk-A-Thon: The faculty and student body participate in the Walk-A-Thon, a school-wide fundraising event. The walk covers five miles.
- Class Trips: Class trips are arranged by individual members of the faculty to enhance curriculum. These trips are usually



during the school day, but may also include evening events or performances.

- Ring Day Ceremony: A special ceremony is held at which the Junior class receives their rings.
- Senior Prom: The Senior Prom is held each year, usually in May. It is planned by a committee of senior students and the faculty.
- Pep Rally: Periodically, pep rallies are held to promote school spirit and support of our athletic teams.
- Thanksgiving Drive: Students donate canned items and financial offerings to help the less fortunate in our area.
- School Store: The school store provides students with snack items, books and school sportswear. The school store is open during lunch hours.
- School Song: The Bells of Saint Mary.
- Ave Maria: Ave Maria, the school year book is published by members of the student body.
- The Hilltopper: The Hilltopper, the school newspaper is published periodically by members of the student body and the English Department.
- Awards Assemblies: Special awards assemblies are held to recognize students for academic and athletic accomplishments.
- Class Night: A dinner and reception is held off campus to recognize members of the senior class for excellence in academic or athletic achievement and also to recognize community service.
- Graduation: The Graduation ceremony is usually held in early June. Graduation is a celebration of four years of academic accomplishment. The ceremony is held at St. Mary Church.
- Parent Organization: The objectives of the Parent Organization are to promote the ideals of Catholic education and to develop a clearer understanding of the mutual educational responsibilities of parents and teachers. Parents are urged to become actively involved within this organization.
- Alumni Association: This organization cultivates relationships and maintains contact between the school and alumni.

### Field Trips:

Permission for field trips must be obtained in writing from parents/legal guardians several days before the scheduled event. Once a student has committed his/herself to participate, he/she is responsible for any financial obligations involved. Students must always be aware, that while on any type of scheduled field trip, whether in St. Mary uniform or otherwise, that he/she is a representative of St. Mary of the Assumption High School, and thus must act according to the school's Code of Student Conduct.

Parent/Legal Guardians must indicate on field trip permission forms any medical conditions that the student might have in which the moderator should be aware. Only "official" school permission forms will be accepted. Participating in student field trips is a privilege that students earn, not a right. As such, the trip moderator and/or administration have the final discretion in allowing students to participate in this activity.

#### Student Parking:

As parking is extremely limited, only seniors with proper authorization may park in the school parking lot. Any student who drives recklessly or fails to observe basic safety rules will not be permitted to drive to school. Students are not permitted to go to their cars at any time during the school day. Parking permits will be issued by the administration.

#### Newark Archdiocese Student Policy-Sexuality:

The learning environment and religious nature of Catholic schools are guided by Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives dignity equally to one and the other. Each of them man and woman, should acknowledge and accept his/her sexual identity." (Catechism of the Catholic Church).

"Except within a valid marriage between a man and a woman (see e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church."

If a student's expression of gender, sexual identity or sexuality cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter

will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student for the School.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counseled by the School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw the child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand the child(ren) will be expelled from the Catholic school.