

**Saint Mary of the Assumption High School**  
**237 South Broad Street**  
**Elizabeth, New Jersey 07202**  
**908-352-4350**



*This agenda book belongs to:*

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## President's Welcome

Greetings Hilltoppers,

An innovative year is upon us, bringing with it new opportunities and new challenges. I can confidently predict a new list of accomplishments for St. Mary of the Assumption High School and for the students who make us proud. I am thrilled to have all continuing and new students with us. We can look forward to a year of learning, serving our communities and, furthering the reach of our potential.

You have chosen a school that promises to play a vital role in your life, and with each day that passes, your teachers are committed and steadfast to maximizing your educational experience. It won't be long before each of you takes your place in the collegiate and professional arena and assumes the leadership positions needed to advance the communities and institutions you will serve. Here at St. Mary's, we take our responsibility for preparing you, the next generation very seriously.

To that end, we remain committed to introducing new programs, expanding and/ or improving on initiatives already in existence, and engaging with new partnerships to enhance the education we provide. All these elements – combined with outstanding teaching, support, flexibility, choice in programs, and extra-curricular activities – come together to create a transformational student experience.

You are the emerging leaders who will help shape today and tomorrow's world and will have the opportunity to create change.

As the year gets underway, I wish each of you success in your studies and in your personal growth. I look forward to the day when each of you will approach with your hand extended to receive your diploma and make your official entry into the world.

**Sincerely yours,**  
**Marie Chirico**  
**President**

SCHOOL HYMN

*'The Bells of Saint Mary's'*

The bells of Saint Mary's  
Ring out in the glory  
To Mary, our Mother,  
The Queen of our school.  
So, sing out together,  
**ALL HILLTOPPERS PROUD,**  
While Mary's bells ring o'er the land so **CLEAR** and **LOUD.**

Adapted from The Bells of St. Mary's Songwriters:  
A. Emmett Adams / Douglas Furber, 1917



**The Assumption of the Virgin Mary or Assumption of the Holy Virgin  
Peter Paul Rubens, 1626**

# PILLARS OF CHARACTER

The student body, faculty, staff and administration of St. Mary of the Assumption High School will show the following attributes through actions and/ or deeds:

## HONOR

- ⊗ Being conscientious
- ⊗ Being proactive
- ⊗ Being accountable for one's self and community

## RESPECT

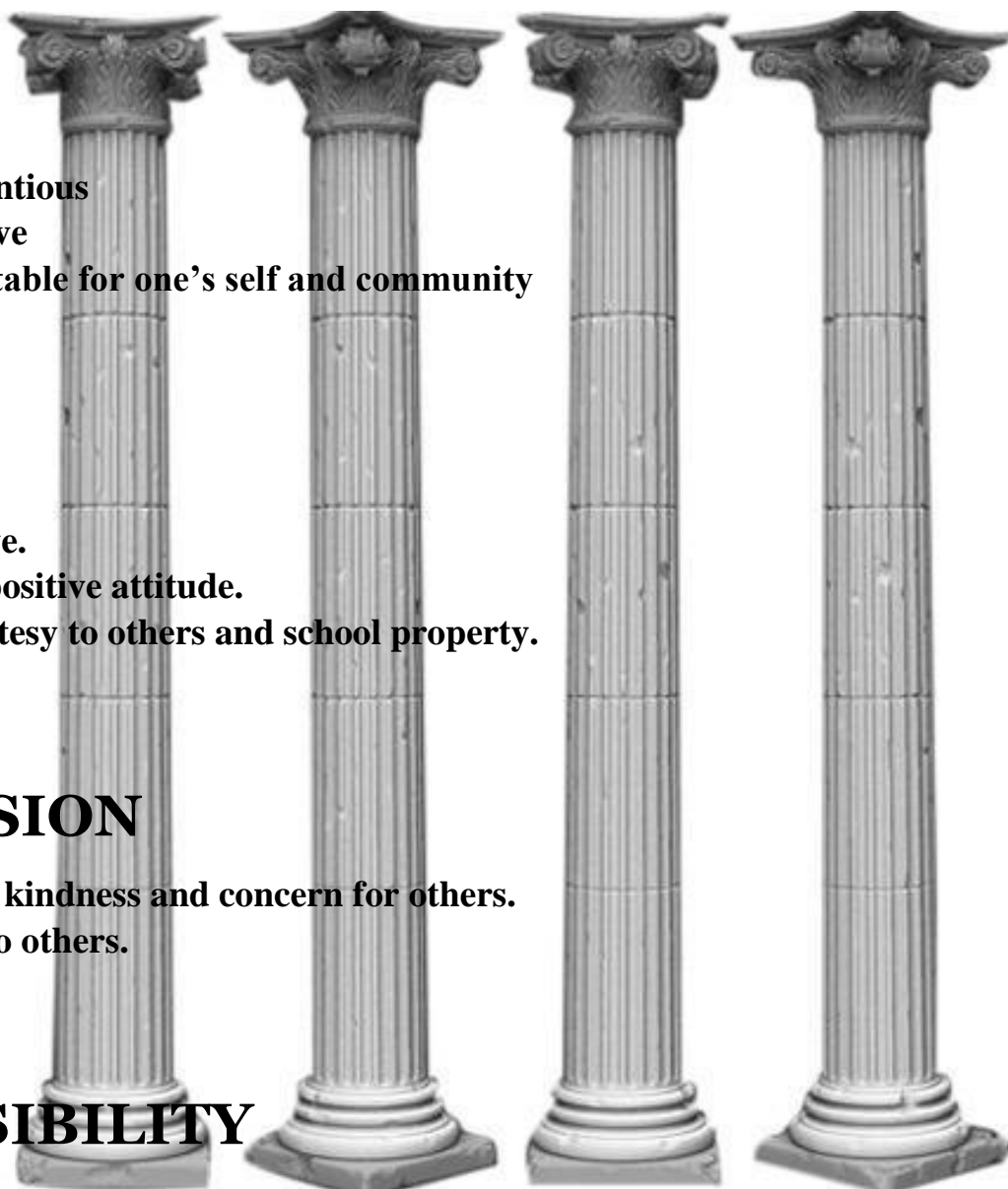
- ⊗ Being attentive.
- ⊗ Possessing a positive attitude.
- ⊗ Showing courtesy to others and school property.

## COMPASSION

- ⊗ By displaying kindness and concern for others.
- ⊗ Giving back to others.

## RESPONSIBILITY

- ⊗ Striving to achieve high expectations.
- ⊗ Being consistently prepared.



## ACADEMICS

All of the St. Mary of the Assumption scholars follow a college preparatory program with the ideology that **ST. MARY'S MAKES ACADEMIC HILLTOPPERS STRONGER**. All requirements must be fulfilled or substituted with a course of equal credit. Students receiving failing grades in any required year-long course(s) must complete mandated summer instruction and/ or online class(es) to pass. Failing grades for electives cannot be recovered and will be indicated on transcripts.






### GRADUATION REQUIREMENTS

|  |  |
|--|--|
| <p style="text-align: center;"><u>FRESHMAN COURSE CURRICULUM</u><br/>Required Year Long Courses:</p> <ul style="list-style-type: none"> <li>✓ Theology I</li> <li>✓ English I, English I (Honors)</li> <li>✓ World History, World History (Honors)</li> <li>✓ French I or Spanish I</li> <li>✓ Algebra I, Algebra I (Honors)</li> <li>✓ Biology, Biology (Honors)</li> <li>✓ Physical Education I /Health I</li> <li>✓ Fine Arts and/ or Visual Arts</li> </ul>  | <p style="text-align: center;"><u>SOPHOMORE COURSE CURRICULUM</u><br/>Required Year Long Courses:</p> <ul style="list-style-type: none"> <li>✓ Theology II</li> <li>✓ US History I, US History I (Honors)</li> <li>✓ English II, English II (Honors)</li> <li>✓ French II or Spanish II</li> <li>✓ Geometry, Geometry (Honors)</li> <li>✓ Chemistry, Chemistry (Honors)</li> <li>✓ Physical Education II/ Drivers Ed</li> <li>✓ Elective(s)</li> </ul> |
| <p style="text-align: center;"><u>JUNIOR COURSE CURRICULUM</u><br/>Required Year Long Courses:</p> <ul style="list-style-type: none"> <li>✓ Theology III</li> <li>✓ US History II, US History II (Honors)</li> <li>✓ English and Literature III, AP English Language and Composition</li> <li>✓ French III or Spanish III</li> <li>✓ Algebra II, Algebra II (Honors), Pre-Calculus</li> <li>✓ Physics, Environmental Science, Anatomy, Honors Chemistry.</li> <li>✓ Physical Education III/Health II</li> <li>✓ Elective(s)</li> </ul> | <p style="text-align: center;"><u>SENIOR COURSE CURRICULUM</u><br/>Required Year Long Courses:</p> <ul style="list-style-type: none"> <li>✓ Theology IV</li> <li>✓ English and Literature IV, AP English Literature and Composition</li> <li>✓ Pre-Calculus, Calculus</li> <li>✓ Financial Literacy/ Economics</li> <li>✓ Physical Education IV/ Health III</li> <li>✓ Elective(s)</li> </ul>  |

✓ **Make Note: Required year- long courses equal 5 credit hours. Semester courses equal 2.5 credit hours**

## GRADING POLICY AND PROCEDURES

### Grading Scale:

|             |   |                                 |
|-------------|---|---------------------------------|
| 100-98 = A+ |    | OUTSTANDING EFFORT              |
| 97-95 = A   |   |                                 |
| 94-93 = A-  |   |                                 |
| 92-90 = B+  |    | ABOVE AVERAGE EFFORT            |
| 89-87 = B   |   |                                 |
| 86-85 = B-  |   |                                 |
| 84-82 = C+  |    | AVERAGE EFFORT                  |
| 81-79 = C   |   |                                 |
| 78-77 = C-  |   |                                 |
| 76-75 = D+  |    | BELOW AVERAGE EFFORT            |
| 74-72 = D   |   |                                 |
| 71-70 = D-  |   |                                 |
| 69-0 = F    |  | <u>FAILURE IS NOT AN OPTION</u> |

### EXAMINATIONS and REPORT CARD WEIGHTS:

Mid-term and Final Examinations are given in all full year courses ONLY.

#### Grading and weight of each marking period:

(4) Quarters each worth 15%  
(2) Semesters each worth 30%  
Mid-term Exam and Final Exam each worth 20%



## EXPLANATION OF GRADING

**A+ 4.3 (100-98)** Is an honor grade not automatically given to a student who ranks highest in class, but is reserved for accomplishment that is truly distinctive and decidedly outstanding.

**A 4.0 (97-95)** Represents a high degree of attainment and is a grade that demands evidence of originality, independent work, an open and discriminating mind, completeness, and accuracy and effective use of knowledge.

**A- 3.7 (94-93)** Represents a high degree of attainment and indication of originality, independence, intellectual discernment, with completeness and accuracy.

**B+ 3.3 (92-90)** Is a grade that denotes excellent work. It represents a high degree of comprehension and an excellence in many aspects of the work such as initiative, industry, and originality. It is awarded to those students whose seriousness of purpose motivates them to develop a strong understanding of the subject matter.

**B 3.0 (89-87)** Is a grade that denotes achievement above the acceptable standard. It is indicative of the student's ability to organize work, to comprehend and retain subject matter, and formally apply it to new problems.

**B- 2.7 (86-85)** Represents a better than satisfactory degree of attainment. The work of an average student applying himself/ herself with more than average diligence.

**C+ 2.3 (84-82)** Indicates a satisfactory degree of attainment and denotes an adequate comprehension of the subject matter. It is the grade that may be expected of a student of average ability who gives a reasonable amount of time and effort to his/ her work in order to meet the requirements of the course. It also represents an ability to integrate the knowledge gained in other spheres of learning.

**C 2.0 (81-79)** Is a grade that implies familiarity with the content of the course and evidence of improvement in the material of the course. It requires full participation in the work of the class as well as the responsibility to complete assignments on schedule and to make up missed work because of absence.

**C- 1.7 (78-77)** Denotes a nearly satisfactory achievement. More responsible effort or discipline is required.

**D+ 1.3 (76-75)** Indicates below satisfactory achievement. It denotes that the subject matter has not been mastered completely and that improvement is needed.

**D 1.0 (74-72)** Denotes a limited mastery of subject matter. It signifies work, which in quality or quantity falls below the academic standard. It is, however, of sufficient weight to be counted in the hours for graduation if balanced by satisfactory work in other courses.

**D- 0.70 (71-70)** Denotes an inadequate mastery of subject matter. It signifies work, which in quality or quantity falls below the academic standard and is in danger of failing.

**F 0.0 (69-Below)** Indicates inadequate or unsatisfactory attainment. It signifies that the student has not understood the work or has made little effort to do so.

## VALEDICTORIAN AND SALUTATORIAN

- ☉ Valedictorian is an academic title awarded to the student(s) with the highest weighted **Grade Point Average** at the end of the fourth quarter of senior year at Saint Mary of the Assumption High School.
- ☉ To qualify to be the valedictorian or salutatorian, a student must have attended two full semesters at Saint Mary of the Assumption High School, prior to senior year.
- ☉ Salutatorian is an academic title awarded to the student(s) with the second highest weighted G.P.A. at the end of the fourth quarter of senior year at Saint Mary of the Assumption High School.
- ☉ IN the event that there is a numerical tie for the valedictorian and/or salutatorian appointments, the students will each be awarded the honor and serve as co-valedictorian and/or co-salutatorian.
- ☉ The appointed valedictorian and salutatorian **WILL** continue to exemplify the **Four Pillars of Character** coupled with continued academic excellence through graduation.
- ☉ The valedictorian and salutatorian speeches will be written by the valedictorian and salutatorian appointees and edited and approved by assigned Saint Mary of the Assumption Faculty and/ or Administration.
- ✓ **Make Note: The Valedictorian and Salutatorian selections can be affected numerically based on Advance Placement, College Credit, and Honors courses taken.**

## PLACEMENT IN ADVANCED CLASSES

Saint Mary of the Assumption uses standardized test scores, letters of recommendation/ teacher referrals, grades from the prior year and/ or in pre-requisite classes, and/ or placement tests designed specifically for placement in language, math, or English class (es) to determine a student's placement.

In order to take an honors/ AP course(s) the student must meet the following requirements:

- ☉ If the student is currently in the Honors Curriculum and has a minimum 85% average, he/ she will be eligible to continue in this curriculum for the next year.
- ☉ If the student is in the Honors Curriculum and would like to take an AP course, he/ she will need his/ her current year teacher's recommendation and a year-end grade of a 90% or higher in that honor subject's class.
- ☉ If the student is not in the Honors Curriculum, in order to move into an honors course, he/ she must have the current teacher's recommendation and a year-end grade of 87% or higher in that subject's class.
- ☉ In order for a student to be considered for an AP course, the student **MUST** have one year in an honors class in that subject area and meet all other requirements listed above.

## **COURSE SELECTION AND SCHEDULE CHANGES**

Students who have expressed a desire to SWITCH a class must first consult the school's Guidance Counselor and obtain a required form to be signed by involved teachers, parent(s)/ guardian(s) and the concerned student. A decision of approval or denial will be documented by the Guidance Counselor. All students must maintain enough credits and number of classes when switching a class. ONLY in special circumstances, such as illness or academic probation, can this policy be altered in order to give additional support and remediation as required. Outlined below are the only acceptable reasons for course changes after the course selection procedures are completed. Reasons for submitting course SWITCH sheet:

- ④ If a student has been placed in a course on a "provisional" basis to determine if he/ she can achieve the required grades to stay in a higher level course, within the first week of a quarter, it will be at the discretion of the teacher and the Dean of Academics to determine if the student has achieved expected standards in order to remain in that course.
- ④ Summer school credit or lack of that allows or prohibits progress to the next sequential course.
- ④ Error in schedule.

## **NATIONAL HONOR SOCIETY**

Students may apply for acceptance into the National Honor Society in the last marking period of sophomore, junior or senior year. Requirements are as follows:

- ④ (3.5) Cumulative Grade Point Average.
- ④ Two letters of recommendation: one attesting to character and one attesting to leadership from previous or current faculty and/ or staff members.
- ④ Proof of service: signed documentation of at least ten hours of service, five of which must have been performed at St. Mary of the Assumption.
- ④ The student performs mandatory community service hours set by school.
- ④ Active participation in clubs and/ or sports starting with freshman year; students are encouraged to be involved in extracurricular activities throughout an entire year.
- ④ No serious or repeated disciplinary problems, including but not limited to attendance and dress code infractions.
- ④ Any student who has been suspended for disciplinary reasons will be immediately disqualified.

## ACADEMIC INELIGIBILITY /PROBATION

**A student who receives two failing grades in any year-long course subject in a quarterly marking period is ineligible to participate in extra-curricular activities and will automatically go on ACADEMIC PROBATION. Parents will be notified by letter.**

If parents/ guardians have not already come in for a conference regarding student lack of progress, they must come in upon receipt of the letter to meet with the Vice-Principal, the Dean of Academics and the teacher(s) in whose subject(s) the student has below average grades. Students will remain on academic probation until written notice is received from teacher to classify student as eligible. Student will continue to be ineligible until grades have improved. If a student continues on academic probation for a second or third marking period, privileges will remain suspended, and the student may not be invited back the following year.

## COURSE FAILURES/ SUMMER SCHOOL

Students who receive a failing grade in any required year-long subject must complete summer instruction and/ or online recovery class from a certified teacher or recognized tutoring program. Transcripts will indicate a failing grade and then will be modified to show a passing grade after completion of approved summer coursework. If a senior fails a subject, he or she may walk with his/her class, but he or she will NOT get his/ her diploma until there summer instruction verified and approved.

## ACADEMIC DISHONESTY

Academic integrity is essential to the teaching and learning at St. Mary of the Assumption High School. St. Mary of the Assumption High School assumes that when a student puts his or her name on a paper, a test, or homework, that is not only their best work, but that all the contents and expressions therein -except for passages given proper citation- represent the work of that individual student. Any student discovered to be **cheating** (*the intent to deceive, to do another's work, to provide/ gain answers, or to accept answers from a fellow student*) on a test or examination or found to have **plagiarized** (*using the words of another student, an author, a paper purchased or downloaded from the Internet, or from any other source without quotation marks and the proper citation*) will receive a failing grade for the test, paper or examination. The incident WILL be recorded in student record/ file. A repeat offense will cause a student to fail the class and/ or expulsion.

## REPORT CARDS

Report cards will be issued four times a year at the end of each nine-week quarter marking period. Report cards are issued in November, February, April and June. Each student will receive a report card on the designated report card night, but grades may be viewed by parents/ guardians on PowerSchool daily. Report cards will be issued within two weeks of the end of the term. Parents are advised to check days absent and days late in addition to academic progress.

- ✓ **Make Note: New students will receive a letter with their password for access to their grades on PowerSchool.**

## PROGRESS REPORTS

Progress report notices are issued at the end of four weeks in each marking quarter to alert parents and student of a potential failing grade(s). Reports will be made available in the middle of every marking period to the parents and/or guardians of ANY student receiving a "77 " or below in ANY subject area. Parents and guardians are urged to frequent PowerSchool to keep abreast of their child (ren)'s progress.

## HONOR ROLL STATUS

Quarterly honors are based on the following criteria:

- ⊗ Principal's List: Average of 95; no grade below 93
- ⊗ First Honors: Average of 92; no grade below 85
- ⊗ Second Honors: Average of 84; no grade less than 80

## HOMEWORK

Homework MAY be assigned nightly to strengthen and develop a habit of excellence. Homework provides practice for students and serves as an assessment tool for teachers to gauge an individual's, as well as a class's, understanding of the material. St. Mary of the Assumption High School believes: students benefit from meaningful assignments that cannot always be completed during class time, but are essential for the continued growth of the student.

A student is expected to complete his/ her assignments on time and failure to do so may result in a negative impact on his or her grades. For each day that a student hands in an assignment or project past its due date:

- ⊗ One day 10% grade reduction.
- ⊗ Two day 30% grade reduction
- ⊗ Day Three 50% grade reduction
- ✓ **Make Note: Homework is due when it is due, and teachers reserve the right to NOT accept late homework.**

Parents/guardians can assist their children) with homework by:

- ⊗ Encouraging the use of a daily planner/ agenda book.
- ⊗ Providing a study area free from distractions.
- ✓ **Make Note: The initiative and obligation to make-up class work due to absence, suspension, or other circumstances is the responsibility of the student. When a student is absent for ANY length of time, a parent/guardian MUST telephone or email the Main Office or Guidance Counselor before 8:00AM to request homework for that day. Homework can be picked up in the Main Office after 3:15PM dismissal.**

## **STUDENT SERVICES**

### **Guidance/ College Counselor**

**Contact Number:** 908-352-4350 ext. 210

### **PURPOSE OF STUDENT SERVICES**

The purpose of the Guidance Counselor is to support student academic fulfillment, as well as provide college/career paths and opportunities.

### **COUNSELOR VISITS**

Our counselor is available to engage with students and parents and encourages visits to the Guidance Office. To meet with the counselor, students must schedule a meeting through the High School Secretary. The counselor is readily available before school, during lunch or after school, but ONLY by appointment.

### **TESTING PROGRAMS**

Various tests are administered to afford students insight into his/her achievements, interests, attitudes, abilities, and aptitudes. Many instruments using different methods and modalities are designed to give a better picture of a student's overall development. Test results assist the school in curriculum planning and implementation that abets the students in present and future planning.

## COLLEGE ENTRANCE EXAMS

### ACT and SAT

The ACT and SAT measure academic ability and achievement and are required by colleges for admission purposes. Many schools currently accept either the ACT or SAT as their standardized testing requirement. A student should visit with the counselor to see which test is required by the school(s) of interest to him or her. These tests are best taken during the second semester (or early June) of the junior year.

To register for any of these tests, the student should contact the Guidance Office. A student may register after the closing date by paying a penalty in addition to the fee. At the same time, the student registers to take the SAT, he /she may elect to have the scores sent to three colleges at no additional cost beyond the testing fee. The student can have scores sent later (for a nominal fee) by completing a test request form available in Guidance.

### **ACT TESTING 2018-2019**

| Test Date     | Register Date (Deadline) | Late Registration    | Score Release              |
|---------------|--------------------------|----------------------|----------------------------|
| Sept. 8, 2018 | Aug. 10, 2018            | Aug. 11-26, 2018     | Sept. 18 -Nov 2, 2018      |
| Oct. 27, 2018 | Sept. 28, 2018           | Sept. 29-Oct 14 2018 | Nov. 13, 2018 -Jan 1, 2019 |
| Dec. 8, 2018  | Nov. 2, 2018             | Nov. 3-19, 2018      | Dec. 18, 2018- Feb 1, 2019 |
| Feb. 9, 2019  | Jan. 11, 2019            | Jan. 12-18, 2019     | Feb. 20-April 5, 2019      |
| April 13,2019 | Mar. 8, 2019             | Mar. 9-25, 2019      | April 23-June 7, 2019      |
| June 8, 2019  | May 3, 2019              | May 4-20, 2019       | June 18-Aug 2, 2019        |
| July 13, 2019 | June 14, 2019            | June 15-24, 2019     | July 23-Aug 26, 2019       |

### **SAT TESTING 2018-2019**

| Test Dates   | Registration Dates | Score Release |
|--------------|--------------------|---------------|
| June 2, 2018 | May 3,2018         | July 11,2018  |
| Aug. 25,2018 | July 27, 2018      | Sept. 7,2018  |
| Oct 6, 2018  | Sept. 7, 2018      | Oct 19, 2018  |
| Nov 3, 2018  | Oct 5, 2018        | Nov 16, 2018  |
| Dec. 1, 2018 | Nov. 2, 2018       | Dec. 14, 2018 |
| Mar. 9, 2019 | Feb. 8, 2019       | Mar. 22, 2019 |
| May 4, 2019  | April 5, 2019      | May 17, 2019  |

### **IN HOUSE TESTING**

- ✓ **Make Note: PSAT, Pre-ACT, SAT, and ACT WILL be offered.**
- ✓ **Test dates to be announced for freshmen, sophomores, and juniors.**

## GENERAL DISCIPLINE AND STUDENT CONDUCT

### CODE OF STUDENT CONDUCT

In the tradition of Catholic Education, we stress spirituality and self-discipline along with personal and social responsibility. *Respect* and *Responsibility* are edified individually and through school gatherings. We believe St. Mary of the Assumption High School provides an atmosphere where students of various socioeconomic backgrounds can relate to one another appreciating their similarities and respecting their differences.

To accomplish this goal St. Mary of the Assumption High School seeks to provide a safe, caring and secure learning environment. We foster in each student a sense of his or her worth to family and the community of St. Mary's.

Respect for *ALL* and cooperation are essential components of the Catholic teaching at Saint Mary of the Assumption High school. Students are expected to act with courtesy and respect towards faculty, administration, staff and peers.

### STUDENT DISCIPLINE

*Student discipline will align with our Four Pillars of Character: HONOR, RESPECT, COMPASSION, and RESPONSIBILITY.* The four Pillars of Character are based on core ethical values of being scholarly in actions and in deeds.

A student who decides to disrupt the learning environment of his/her classroom, the school, and/or to violate rules and/or damage the character of another and/or St. Mary's as a learning institution will be disciplined for his or her own action. Students, parents, and guardians must be aware that corrective discipline may take any of the following forms: disciplinary conferences with teachers and/or administration, disciplinary assignments, refusal of privileges, before and/or after detention, in-school suspension, suspension, or expulsion.

### SUSPENSIONS AND EXPULSION

✓ **Make Note: In event of a suspension or expulsion, a parent conference MUST and WILL be held.**

#### IN-SCHOOL SUSPENSION

Under supervision, the student will be assigned specific tasks or assignments from the administration. Any student removed from in-school suspension for disruptive behavior will receive out-of-school suspension.

#### 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 and a conference will be held. Students who are suspended CANNOT attend school-sponsored/extracurricular activities.



## EXPULSION

St. Mary of the Assumption High School does NOT tolerate actions that threaten the safety and well-being of others. All expulsions will be noted on permanent school records. The following are examples of behavior that **CAN LEAD** to expulsion: theft, vandalism, hazing, harassment; being under the influence, in possession of, or distributing drugs or alcohol at school or any school-related activity; violent threats against another, aggressive physical contact, possession of any type of weapon or dangerous object, assault of a faculty or staff member, and any act that is criminal or violent.

## REVIEW FOR EXPULSION

If a decision is made to expel the student, the parents may appeal the decision to the President of the school. Request for an appeal will be heard only if they are based on evidence that the decision was NOT in accordance with school policy, that not all the facts were considered, or that due process was not followed. The President must receive a written request stating the specific reason for appeal within **two** school days of being notified of the expulsion.

## VIOLATIONS AND INFRACTIONS

### MAJOR VIOLATIONS AND INFRACTIONS

Major Violations are conduct infractions that subject the student to possible suspension or expulsion from Saint Mary of the Assumption High School. Major violations include, but are not limited to:

|                                    |  |                              |
|------------------------------------|--|------------------------------|
| Assaults/Threats of Violence       | Failure to Report When Summoned                              | Possession of A Weapon       |
| Bullying/Harassment/Hazing         | Assaulting a Faculty, Staff Member, or Administrator         | Sexual Harassment            |
| Cutting Class                      | Off Campus Violations, Public Misconduct at School Functions | Theft                        |
| Disrespect of Staff Member         | Possessing, Sharing, Selling Drugs                           | Truancy                      |
| Endangering Others and/ or Oneself | Possessing or Use of Tobacco Products                        | Vandalism                    |
| Fighting                           | Possessing or Use of Alcohol Products                        | Inappropriate Cell Phone Use |

## MINOR VIOLATIONS AND INFRACTIONS

Minor Violations are conduct infractions that usually subject the student to disciplinary action short of suspension or expulsion. Persistent or frequent minor violations may subject a student to more serious disciplinary action, particularly if lower level disciplinary actions have not resulted in behavior improvement. Minor violations include, but are not limited to:

|                                 |  |                           |
|---------------------------------|--|---------------------------|
| Card Playing/ Dice/<br>Gambling | Dress Code Violation                   | Use of Electronic Devices |
| Gum Chewing                     | Eating Food Outside the<br>Dining Hall | Vulgar Language           |
| Cutting Detention               | Failure to Return Notices and<br>Forms | Late to Class/School      |
| Disrupting Class                | Roaming the Halls                      | Cell Phone Use            |

## TEACHER AND/ OR ADMINISTRATIVE DETENTIONS

### TEACHER DETENTION

A teacher WILL assign General Detention to be served after school for infractions that take place under his/her supervision. Detention TAKES PRECEDENCE over all after school activities. Failure to report to detention will result in a disciplinary conference that may lead up to refusal of privileges or in-school suspension.

### GENERAL DETENTION

- ✓ **Make Note: General Detention WILL be held on Wednesdays and Mondays in a designated room from 3:30PM to 4:00PM.**

Detentions issued on Monday and Tuesday must be served on Wednesday of the same week. Detentions issued on Wednesday, Thursday and Friday must be served on Monday of the following week. Unless a task or assignment is issued by the administrator or monitor of detention, students are to sit quietly and there will be absolutely no sleeping. Students late for detention without a pass excusing the tardiness, will not be admitted and will be required to serve detention with an additional day added. Upon arriving to detention students are expected to be in full school attire. Detention has priority over ANY after school activities. Failure to report to detention will result in an additional day being added on. Administrators will notify parents/ guardian of student's detention by email/ phone call.

### CELL PHONES, SMART WATCH AND OTHER ELECTRONIC DEVICES

Students are permitted to *possess* cell phones in the school building; however, students may NOT use cell phones for ANY reason, ***unless instructed by an administrator and/ or teacher to do so***, 8:00AM-3:12PM restricted school day hours. Any violation of the cell phone policy is subject to disciplinary action. If necessary, due to an emergency or for specific instructional purposes, an administrator and/ or teacher will give permission to students to use cell phones under supervision.

The protocol for acceptable possession and uses of a cell phone are as follows:

- Ⓜ *Phone must be turned off* at the start of day until end of day (8:00AM – 3:12PM).
- Ⓜ PHONES WILL NOT BE VISIBLE.
- Ⓜ No cell phone may be used for picture or video recordings, text messaging, accessing the internet or e-mail, making purchases, gambling, or math calculations during tests.
- Ⓜ No harassment or threatening of persons via an electronic device is tolerated.

If a student's cell phone is activated or used in any way during the restricted school day hours, the following policy will be enforced:

- Ⓜ **1st offense:** Seizure of the cell phone for 24 hours, with notification of the parent/guardian
  - Ⓜ **2nd offense:** Seizure of the cell phone for 24 hours, \$10 fine, with notification of the parent/guardian
  - Ⓜ **3rd offense:** Seizure of the cell phone for 24 hours, \$20 fine, with notification of the parent/ guardian, and the parent guardian must come in to retrieve the phone.
- ✓ **Make Note:** Students who violate any of the rules regarding personal technology are subjected to disciplinary action and WILL forfeit their privileges of bringing them to school. Parents should not contact their child via cell phones during the school day. A parent who phones or text messages their child, jeopardizes their child to receive disciplinary action. Parents are asked to call the Main Office (908-352-4350) if their child needs to be reached.

## PROPER DRESS UNIFORM GUIDELINES

### YOUNG LADIES 9-12

Black *Dress* Shoes (Loafer or Flat) No Heel over 1 inch; **NO SNEAKERS or SNEAKER-LIKE SHOES**

Navy-Blue or White Socks (OPAQUE); NO DESIGNS  
Navy-Blue or White Tights (OPAQUE); NO DESIGNS

Kilt (*AND/ OR*) Navy-Blue and Tan (Khaki) Pants w/ Black Belt; NO cargo, tapered leg or joggers or skinny legged pants

**\*\*kilt *MUST* be RIGHT ABOVE THE KNEE OR JUST BELOW THE KNEE in the front and back\*\***

Biker short for under the skirt (**MANDATORY**)

Long or Short Sleeve Polo (grey, navy blue, white) with Logo  
White or Light Blue Oxford Shirt

V-neck Sweater Vest with Logo  
V-neck long Sleeve Sweater with Logo  
White or Navy-Blue Striped Sleeve Cardigan with Logo (SENOIRS ONLY)

**\*\*\*SWEATER w/ Oxford shirt *MUST BE WORN* as a part of WINTER UNIFORM\*\*\***

JEWELRY: STUD or POST EARRINGS; **NO HOOPS**

HAIR (natural color and neat) *must be presentable and professional*

Hair Decorations *MUST* be the color of uniform and NO designer or sport labels

Nails *must be presentable, moderate in length and professional*, No Outlandish colors or designs

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### YOUNG MEN 9-12

Black Dress Shoes (Loafer or Lace-up); **NO SNEAKERS or Sneaker-like Shoes**

Black or Navy-Blue Dress Socks; **NO DESIGNS**

Navy-Blue and/ or Tan Khaki colored (Dress Casual) Pants; NO cargo, tapered leg or joggers or skinny legged pants

Black Leather or Leather-like belt,

Long or Short Sleeve Polo (grey, navy blue, white) with Logo  
White or Light Blue Oxford Shirt

School Tie or Bow Tie  
(SENOIRS ONLY) Can wear ANY color or print of tie or bow tie, AS LONG AS IT IS APPROPRIATE FOR SCHOOL.

V-neck Sweater Vest with Logo  
V-neck long sleeve Sweater with Logo  
White or Navy-Blue striped sleeve Cardigan with Logo (SENOIRS ONLY)

**\*\*\*SWEATER w/ Oxford shirt *MUST BE WORN* as a part of WINTER UNIFORM\*\*\***

HAIR (natural color and neat) AND FACIAL HAIR (minimum) *must be presentable and professional*.

JEWELRY: SMALL STUD EARRINGS; **NO HOOPS**

## PHYSICAL EDUCATION ATTIRE LADIES AND GENTLEMEN 9-12

Sneakers  
Socks (Black or White)  
School Regulated Shorts  
School Regulated T- Shirt (Long or Short sleeve)  
School Regulated Sweat Pants  
School Regulated Sweat Shirt (Hooded or Crew Neck)

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### Uniform Schedule

Fall Uniform

- ✓ Beginning of September – End of October

Winter Uniform

- ✓ Beginning of November – End of March

Spring Uniform

- ✓ Beginning of April – End of School June

**Think Professional!!! Look Professional!!! Act Professional!!! Be Professional!!!**

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## STUDENT ATTENDANCE

### LATENESS/TARDINESS

St. Mary High School starts promptly at **8:00AM**, a student will be considered late if he/she is not in Morning Assembly at that time. Students arriving after 8:00AM must report to the Main Office. Any student that is late will be issued a detention to be served the same the following day. Excessive lateness to school will result in more serious disciplinary action or may also result in academic noncredit status.

### 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. Parents and guardians must call in their child's absence to the Main Office of Saint Mary at 908-352-4350 ext. 201

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.

## **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. Absences exceeding (10) days of class for a full year course and (5) days of class for a half year course and (1) day for a quarter class can and/ or will result in credit not being awarded for a course.

## **ATTENDANCE HEARING**

When a student reaches non-credit status, a mandated meeting between student, parents, guidance counselor, academic dean, and President WILL be held to determine further action. The meeting WILL have one or more of the following outcomes(s):

- ⊗ Student may remain in the course under contract with the administrator and the teacher.
- ⊗ The student may remain in the course and participate in summer school.
- ⊗ Eligibility for extra and co-curricular activities, interscholastic sports and attendance at school sponsored activities will be restricted.

## **ATTENDANCE REQUIREMENTS FOR PARTICIPATING IN SCHOOL SPONSORED ACTIVITIES**

If a student is absent from school without pre-authorization (e.g. college visitation) he/she will not be permitted to take part in extra-curricular or athletic activities that afternoon or evening. For a student to participate in afterschool activities, he/she must be signed into school by 11:36AM.

## GENERAL INFORMATION

### DINING HALL

The Dining Hall is a service that Saint Mary of the Assumption High School provides for the use of its students. After dining, each student will be expected to:

- ④ Push in chairs.
  - ④ Pick up any waste around or under the table.
  - ④ Place all garbage in the appropriate containers in the cafeteria.
  - ④ Return and place trays on a designated area according to its color.
  - ④ Arrive to class on time.
- ✓ **Make Note: At no time should food or drinks be taken outside of the cafeteria. Cell phone use is prohibited, and students are not to leave the cafeteria to go to locker or roam the halls.**

### LOCKERS

Each student will be assigned a locker and combination. Use **ONLY** the locker assigned to you and be sure to **KEEP YOUR LOCKER LOCKED**. 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 **WILL** not go to their lockers during classes. Student **WILL** not tamper with another locker or give out the 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 the classroom.**

- ✓ **Make Note: All lockers are the property of Saint Mary of the Assumption High School and are assigned to students as a convenience. Student should not bring valuables to school. Students should not give their locker combinations to other students. The school assumes no responsibility for items lost or stolen. Students will empty their lockers the last day of school. The maintenance staff will discard articles remaining in the locker after this date. Fees for damages to the locker may be charged at the end of the year. 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:

- ④ Students may not configure or tamper with the network system in any way or attempt to access or alter files without proper authority.
- ④ Students may not unlawfully copy software information.
- ④ Students may not use illegal software.
- ④ Students must cite properly all information that is acquired from electronic sources.
- ④ Students are held accountable/responsible for all activity conducted on his/her account.
- ④ 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 out of school suspension or 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(S)**

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. 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 POLICY**

School administrators reserve the right to search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed, law enforcement will be notified and then the parent or guardian.

## **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 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.

**FINANCIAL RESPONSIBILITY (TUITION)**

The school utilizes the **SMART TUITION 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) 3524305 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 \$55 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 \$25.00 service charge.

- ✓ **Make Note: Students will NOT be eligible to take midterm and/ or final examinations until ALL tuition and fundraising obligations are in good standing with the business office. Students will make-up missed exams at the DISCRETION of the administration.**

## **STUDENT LIFE**

### **ATHLETICS**

Athletics are an essential part of family community life at St. Mary of the Assumption High School. Participation in a range of sports is possible for ALL students. St. Mary's Athletic teams include, but NOT limited to:

- ⦿ Boys' Basketball
- ⦿ Girls' Basketball
- ⦿ Girls' Tennis
- ⦿ Bowling
- ⦿ Baseball
- ⦿ Softball
- ⦿ Cheerleading
- ⦿ Step Team

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

### **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a vital part of each student's education. Colleges, as well as business organizations, are interested in school and community activities in which the student participated. Participation in these activities becomes key 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

Partial and/ or potential listing of the activities and/ or traditions of St. Mary of the Assumption 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 schoolwide 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.
- ⦿ **Mary's Madness:** Pep rally 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 Yearbook:** *Ave Maria*, the school year book is published by members of the student body.
- ⦿ **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 to recognize community service.
- ⦿ **Baccalaureate Mass:** A celebratory mass held at St. Mary Church for graduating seniors.
- ⦿ **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.
- ⦿ **Drama Club:** Participate in activities such the Shakespearians at Rider University and various poetry events
- ⦿ **Saint Mary of the Assumption Parent Guild:** 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**

Students do NOT have the privilege of parking in the school lot. Students who drive to school will do so at their own risk. Students are NOT permitted to go to their cars at ANY time during the school day.

## **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 children) from School and they agree to do so immediately. If they fail to do so, parents understand the children) will be expelled from the Catholic school.