



St. Mary's Jr-Sr High School

2006/2007

35 Tremont Street
Lynn, Massachusetts 01902
781-595-7885

The administration reserves the right to amend this handbook if it deems it necessary at any time during the 2006-2007 school year.

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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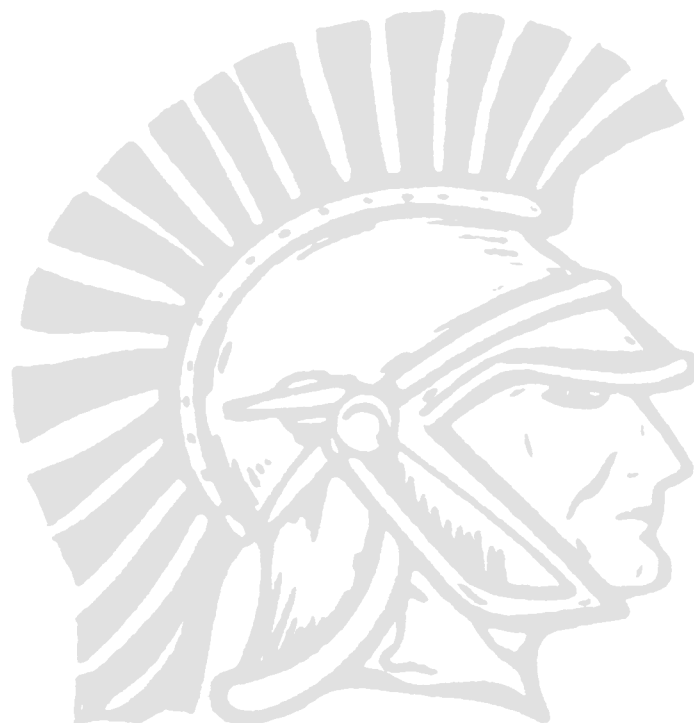
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SECTION 1 - SCHOOL PHILOSOPHY

MISSION STATEMENT

St. Mary's is a co-educational, secondary school providing a college preparatory education in keeping with the teachings of the Roman Catholic Church. Students are welcomed to St. Mary's regardless of religious affiliation, race, ethnicity or income level.

St. Mary's enables young people to develop harmoniously their intellectual, moral and physical talents so that they can acquire a more perfect sense of individual responsibility, a correct use of freedom, a capacity for productive participation in society and ultimately, the attainment of eternal salvation.

St. Mary's accomplishes this by creating a learning environment where:

- Students are challenged to grow in faith, wisdom and service to others.
- Students are held to rigorous academic standards and supported by qualified and dedicated teachers.
- Students are encouraged to participate in extra-curricular activities to develop leadership, integrity, perseverance and collaborative excellence.
- Parents are encouraged to be actively involved in the education of their child.

NON-DISCRIMINATORY STATUS

St. Mary's Jr-Sr High School admits students of any race, color, religion, national and ethnic origin, to all rights, privileges, programs and activities offered at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of its educational, admission, scholarship, financial aid, athletic or extra-curricular programs.

SECTION 2 - SCHOOL PROFILE

ACCREDITATION:

St. Mary's is a member of the New England Association of Schools and Colleges as well as the National Catholic Education Association.

CLASS RANK:

Based on the scale shown below a student receives grade points for each class. The number of credits a student earned during that year, giving them a yearly GPA, then divides total grade points for each year. The cumulative GPA is derived from student's total grade points from each year that is then divided by the number of credits the student has earned from each year. The cumulative GPA is used to rank each student in a class. The passing mark is 65 and the college recommending mark is 80.

MARKING SYSTEM:

Grades are weighted according to the following scales:

<u>Grade</u>	<u>Basic</u>	<u>Standard</u>	<u>Honors</u>	<u>Grade</u>	<u>Basic</u>	<u>Standard</u>	<u>Honors</u>
100	3.500	4.000	4.500	79	1.400	1.900	2.400
99	3.400	3.900	4.400	78	1.300	1.800	2.300
98	3.300	3.800	4.300	77	1.200	1.700	2.200
97	3.200	3.700	4.200	76	1.100	1.600	2.100
96	3.100	3.600	4.100	75	1.000	1.500	2.000
95	3.000	3.500	4.000	74	0.900	1.400	1.900
94	2.900	3.400	3.900	73	0.800	1.300	1.800
93	2.800	3.300	3.800	72	0.700	1.200	1.700
92	2.700	3.200	3.700	71	0.600	1.100	1.600
91	2.600	3.100	3.600	69	0.500	1.000	1.500
90	2.500	3.000	3.500	68	0.400	0.900	1.400
89	2.400	2.900	3.400	67	0.300	0.800	1.300
88	2.300	2.800	3.300	66	0.200	0.700	1.200
87	2.200	2.700	3.200	65	0.100	0.600	1.100
86	2.100	2.600	3.100	64 &	0.100	0.500	1.000
85	2.000	2.500	3.000	BELOW	0.000	0.000	0.000
84	1.900	2.400	2.900				
83	1.800	2.300	2.800				
82	1.700	2.200	2.700				
81	1.600	2.100	2.600				
80	1.500	2.000	2.500				

The number preceding the course title indicates the level of each course:

AP/HONORS – 6

STANDARD – 5

BASIC – 4

SECTION 3 – ACADEMIC POLICIES

CURRICULUM SUPPORT PROGRAM

St. Mary's utilizes an after school support program for students in grades 7 through 10. Sessions run from 2:15 to 3:15 pm, Monday through Thursday. Students are assigned to it based on their academic record and teacher/guidance recommendations. They will attend two days per week. Students who are assigned to Curriculum Support must attend every session. Parents may request that their child participate in this program by contacting Ms. Michele Durgin who serves as Program Coordinator. Requests will be considered in light of available space. St. Mary's teachers provide supervision and tutorial help during each session.

FAILURE

1. Students who fail one or two subjects for the year must make up these courses in a certified summer school program. The student must receive a grade of C- or better in order to return to St. Mary's. The Principal will determine exceptions to this rule and alternative make up programs (30 hours of private tutoring by a teacher certified in the subject area or a distance learning program) may be considered.
2. Students who fail three courses for the year will not be allowed to return to St. Mary's. An appeal process will be available to students facing this situation.
3. A student who fails two courses in any marking period will not be eligible for any extra curricular activities. Exclusion begins on the day report cards are mailed to parents. A student is eligible for reinstatement when the next term's report cards are mailed. The Principal and/or the Athletic Director will notify coaches/moderators as well as the individual student should he/she become ineligible.
4. If a senior or 8th grader fails two (2) or more subjects for the year, he/she may not participate in graduation exercise. Should a senior or 8th grader fail one (1) course for the year, he/she may attend graduation exercises but his/her diploma will not be awarded until the failure is made up. A certificate of attendance will be presented at graduation to any senior who fails one (1) course.

GRADING SYSTEM

A+ = 97 – 100	A = 93 – 96	A- = 90 – 92
B+ = 87 – 89	B = 83 – 86	B- = 80 – 82
C+ = 77 – 79	C = 73 – 76	C- = 70 – 72
D+ = 67 – 69	D = 65 – 66	F = Failure – Below 65

GRADUATION FOR SENIORS

Although seniors finish classes several weeks prior to graduation, they are still expected to fully participate in all school activities scheduled for them. In order to participate in graduation exercises a senior must attend ALL OF THE FOLLOWING EVENTS:

1. Senior Retreat
2. Junior/Senior Day
3. All scheduled graduation practices (on time and in proper dress)
4. Baccalaureate Mass and Senior Reception

Parent(s)/guardian(s) are asked to be sure that students do not schedule any activities that could interfere with participation.

GRADUATION REQUIREMENTS

All students are required to study and pass the number of credits listed in the following subject areas:

Computers/Business	1.5 credits
Electives	3.0 credits (4.0 without math course during senior year)
English	4.0 credits
Foreign Language	2.0 credits (recommended 3 credits for college)
Mathematics	4.0 credits (some exceptions taken)
Phys Ed	1.0 credits
Religion	4.0 credits
Science	3.0 credits
Social Studies	<u>3.0 credits</u>
Total	25.5 credits

Final senior class rank is determined at the close of term three.

HONOR ROLL

Principal's List: No grade below 90%; no "F's" in any Pass/Fail classes.

Honors: No grade below 85%; no "F's" in any Pass/Fail classes.

INCOMPLETE GRADES

Incomplete grades are given only in the case of extended absence for illness or other extenuating circumstances during the marking period. The completed grade will appear on the next report card when the work has been made up. If the work has not been completed by the next marking period, the student will receive a 60%. When students are absent from school, it is their responsibility upon returning to school to make up what they have missed. Students are required to make up all work as soon as possible. Additional time may be provided for students whose absence is due to extended illness or other extenuating circumstances.

NATIONAL HONOR SOCIETY

The purpose of the St. Mary's Chapter of the National Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character in students at St. Mary's Jr-Sr High School.

CHARACTER: Candidates will be considered by a Faculty Committee on the basis of honesty, reliability, industry and cooperativeness.

SERVICE: Candidates must show evidence of school and community involvement, acceptance of family responsibilities and willingness to support NHS and school projects and activities.

LEADERSHIP: The candidate should exemplify positive attitudes, inspire positive behavior in others, successfully hold positions of responsibility and be considered reliable, resourceful and dependable.

SCHOLARSHIP: Members of the St. Mary's Chapter will be scholastically eligible to join the Chapter during sophomore and/or junior year if they have earned a cumulative grade point average of 3.2 and by demonstrating commitment to excellence by good attendance and effort in all major and minor courses.

SELECTION PROCEDURE FOR MEMBERSHIP:

1. Prospective candidates must complete and return their applications to the advisors.
2. A point system will be used to determine the qualifying standards for leadership and service. The student will be provided with a copy of the point evaluation system to be used. Students failing to earn the appropriate number of points for activities will be eliminated from further consideration.
3. The Faculty Committee of the NHS will review and approve/deny membership based on the completed applications that they receive.
4. An induction ceremony will take place in the spring.

PARENT/TEACHER CONFERENCES

Parent(s)/guardian(s) are expected to attend the "Back to School Night" scheduled for mid September. This evening provides an opportunity to meet teachers and gain insight into individual course requirements.

One parent/teacher conference is scheduled after Term I report cards have been issued. Please refer to the 2006 – 2007 student calendar for specific date(s) and time(s).

Parent(s)/guardian(s) may request a conference with a teacher (or teachers) at any time during the school year. Please contact the Guidance Office (781) 599-0415 Ext. 206 for high school students or Ms. Michele Durgin, the junior high administrator (781) 599-6222 Ext. 228 for junior high students. The Guidance Office will schedule teacher conferences for any student who fails two (2) or more major subjects during any marking period. Parent(s)/guardian(s) and the student will attend the conference.

PROCEDURE FOR COURSE CHANGE

1. A student wishing to change a course must initiate the change within the first three weeks of the course.
2. The teacher through the administration must initiate any changes that take place after the first three weeks.
3. The student then obtains the Schedule Change Request Form. This form must be signed by:
 - a) The teachers of the courses from which the student is withdrawing and into which the student is enrolling.
 - b) The parent/guardian.
 - c) The Principal
4. The Principal will notify all subject teachers affected when the process is completed, and will keep a copy of the completed form on file. October 20, 2006 is the final day for course changes this academic year.

PROGRESS REPORTS

At the midpoint of each quarter, teachers will notify parent(s)/guardian(s) of students in danger of failing for the term. These notices will be mailed home.

Bi-weekly progress reports – the Guidance Department will issue individual teacher assessments of student progress if it has been determined that a student will benefit from this process. Only 7th, 8th and 9th grade students will be eligible for this program. In rare exceptions, 10th, 11th and 12th grade students may participate if the Guidance Department determines a need exists.

PROMOTION

All requirements necessary for promotion must be finalized, such as, exams, assignments, projects, library books, and athletic uniforms/equipment returned, etc.

REPORT CARDS

Report cards are issued four times a year: November, February, April and June. Grade closing dates are listed in the student calendar.

STUDENT COUNCIL

St. Mary's offers all students a voice in many student activities via the Student Council. Officers will be nominated and elected by early June for the following school year. The Officers will be elected according to this arrangement: President – a senior; Vice-President – a junior; Secretary – a sophomore; Treasurer – a senior. All high school homerooms are allowed to have one representative and one alternate to the council to be elected in September. The Student Council is the liaison between the student body and the administration regarding various issues at the school. The Student Council sponsors dress-down days and an annual dinner dance along with other activities selected by the Officers and Council members to generate a student account. Other classes, clubs, etc. may request monies for their respective activities and interests through the Student Council. The Moderator and Officers will run the periodic meetings to address these and other student interests.

TUTORIAL SUPPORT

All faculty members offer extra help sessions. The National Honor Society is responsible for providing peer tutoring on an individual basis. The request for a NHS tutor must come from the Parent/Guardian and should be coordinated by the student's individual subject teacher.

SECTION 4 – ADMINISTRATIVE POLICIES

ACCIDENTS

Accidents, which occur during the school day on school property, are to be reported to the office. Parent(s)/guardian(s) will be notified.

ATHLETIC EQUIPMENT

It is understood that all St. Mary's athletic equipment including uniforms are to be returned promptly to the coach at the end of each season. Any equipment not returned will result in the student being billed for replacement cost. In addition, the current report card may not be released until the issue is resolved between the student and the athletic department.

CAFETERIA

St. Mary's maintains a closed campus; all students must eat in the cafeteria. Lunches may be purchased there or brought from home. No food should be taken from the cafeteria and brought to other areas on the school property. Students should conduct themselves in an orderly fashion, be courteous to the cafeteria staff and each other, clean up their own trash, and leave tables and chairs in a neat arrangement. Failure to observe these rules will result in disciplinary action. There is no food or drinks (other than a bag lunch stored in a student's locker) allowed in any school building except the cafeteria.

CAMPUS MINISTRY

The purpose of Campus Ministry at St. Mary's is to identify, call forth, and coordinate the diverse gifts of the spirit possessed by all members of the faith community. Appropriate social, recreational, educational and spiritual programs unleash the creative power of the spirit so that the community of faith can be an authentic sign and instrument of the kingdom of God. The campus minister also coordinates the pastoral and sacramental needs of students, faculty and staff, and in times of crisis, illness or bereavement guides and refers them to appropriate professionals for counseling and spiritual direction.

COMPUTER LABS

Students are expected to handle all computer equipment carefully. Any student who damages any computer equipment will be held financially liable and will face disciplinary action.

CHANGE OF ADDRESS OR TELEPHONE

If at any time during the school year a student or parent/guardian has a change of address or telephone number, the new information must be either called in (781) 595-7885 or sent to Mrs. Carole Frederick in the Admission's Office.

DANCE REGULATIONS

- In order for a class or an activity to sponsor a school dance, it is necessary to obtain three (3) faculty members as chaperones. Chaperones must be on duty during the hours of the dance.
- Tickets – A maximum of 400 may be sold. A student bringing a guest must sign for the guest prior to the dance.
- A police officer is recommended at the discretion of the administration.
- Doors will close at 9:00 p.m. Students, who through extenuating circumstances will arrive later than 9:00 p.m., must obtain written permission from the faculty advisor or an administrator.
- Once a student leaves the dance, he or she may not return.

- Smoking is not permitted at any time.
- Possession of alcohol and/or drugs is strictly forbidden. If there is any indication of drinking or substance abuse by the student, a parent/guardian will be contacted to bring the student home and disciplinary action will be taken by the administration.

DRESS CODE

The following dress code must be adhered to by all students:

Polo Shirt	St. Mary's Polo Shirt in white or navy blue; long or short sleeve with school name and logo on left side.
Sweater	St. Mary's V-neck pullover in navy blue with school name and logo on left side.
Pants/Slacks	Dockers or Dockers style pants in khaki or navy blue.
Socks	Socks must be worn.
Gym Uniform	St. Mary's gym t-shirt and St. Mary's gym shorts or pants in navy blue with school name and logo on left side.
Footwear	Low heeled shoes or any type of sneaker. No sandals or high heel shoes are allowed. Shoe boots are allowed during the winter months only; work boots are not allowed.

ELECTRONIC EQUIPMENT

Use of radios, walkman, personal CD players and video cameras are not permitted in school during the regular school day. Students utilizing these items will have them taken away and kept in the Principal's office. They will be returned at the end of the school year. Cell phones may be brought to school under the following conditions:

- Phones must be kept in the OFF position from 8:00 am until 2:00 pm.
- At the teacher's discretion, students may be allowed to use cell phones in the classroom for legitimate academic usage such as for a calculator.
- No cell phones may be used for picture taking.
- No harassment or threatening of persons via the cell phone will be tolerated.
- Cell phones may NOT be used for game playing, internet or email access, or making purchases of any kind.

Those who violate any of the rules regarding cell phones may forfeit their privilege of bringing them to school.

FIRE DRILL

When the fire signal sounds, all classes are to leave the building. FIRE EXIT signs are posted at the front of each room. Students remain in line outside the building until the signal to return is given. Students are to leave the school buildings quickly, quietly, and in good order.

GROOMING

Boys may wear an earring if they desire due to the style of today. With regard to hair, boys should not have any facial hair and their haircuts should be neat and not extreme, (i.e. no ponytails, mohawks, hair carvings, dye colored, bleached, etc.) with length not on the shoulder. Decisions regarding questionable hair length will be determined by the administration. Girl's hairstyles should not be of an extreme nature as well (no bright colored hair).

HALLWAY PASSES

Hallway passes will be issued to students when it is necessary to leave the classroom for lockers, guidance, lavatories, and other necessities. Passes must be obtained from the classroom teacher.

INTERNET SAFETY PLAN / ACCEPTABLE USE POLICY

St. Mary's is pleased to offer access to the school wide network and the Internet. To gain access to the Internet, all students must obtain parental permission. Access to the Internet will enable students to explore the entire world at the touch of a few buttons. Families should be warned that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. This document is designed to provide a set of responsibilities for students and parents in the computer lab. It is geared toward the computer science classes follows the guidelines of the St. Mary's School wide Acceptable Use Policy. The Computer Science Acceptable Use Policy applies to all students who have access the school's network or equipment. Upon acceptance of the St. Mary's Acceptable Use Policy by parents, students will become authorized users of the network and will receive a school user name and password to use in class.

St. Mary's has decided to use Internet filtering software. This software is designed to identify web sites that educators believe are inappropriate for students and to prohibit access to those sites. However, no system is perfect. On a global network it is impossible to control access to all materials that are objectionable or inappropriate. In addition, a persistent user may be able to gain access to sites that are supposed to be filtered.

User Responsibilities

A responsible student will:

- Use language that is considered appropriate.
- Be Polite.
- Send information that other users will not find offensive.
- Conform to copyright laws.
- Never reveal personal information about yourself or any other user such as address, telephone number, credit card numbers, social security number, etc.
- Neither tamper with the system nor alter, delete, or destroy any files or data that are not yours.
- Use the school network only during times assigned or otherwise permitted.
- Never disclose their access password or use the access password of another.
- Not intentionally waste limited resources (e.g. printing without permission of a teacher)
- Not bring food or drink into the computer lab.
- Not purposely damage any computer hardware or equipment.

A responsible student must be aware that:

- The school network is to be used only for educational purposes.
- Only the authorized owner of an account shall use Internet accounts. No attempt to gain unauthorized access to accounts on the Internet is permitted.
- Attempts to obtain access to restricted sites, servers, files, databases, etc., are prohibited. Unauthorized access to other systems (e.g. hacking) is prohibited.
- E-mail is not guaranteed to be private or confidential and may be reviewed under the following or other circumstances:
 - o Routine system maintenance.
 - o General inspection or monitoring, with or without notice, if there is reasonable suspicion of system wide inappropriate use.
 - o Specific review of individual files or monitoring of individual activity, with or without notice, if there is individualized reasonable suspicion of inappropriate use.
 - o General monitoring of Web research activities with as part of ongoing network management.
- Persons issued an account are responsible for its use at all times.
- Students should report violations of this policy to a teacher or school administrator.

Parent Responsibilities:

- Parents will read through this Network and Internet Use Agreement with their child.
- Parents will explain to their child the importance of following the guideline and the consequences their children will face if they do not.
- Parents will understand the filtering system used by St. Mary's is not fool proof.

Teacher Responsibilities

- The Director of Technology will provide use of the system in support of education and research.
- The Director of Technology will work with students to make sure they understand this agreement.
- Teachers will report to the network administrator any sites that may not be appropriate.

It is the policy of St. Mary's that all technology used to access the network will be used in a responsible and ethical manner. Failure to do so may result in the termination of network and e-mail privileges for the user. Access is a privilege – Not a right. By signing the handbook, parents and students accept and agree to the terms of this Acceptable Use Policy.

LOCKERS

Lockers are assigned to each student at the beginning of the academic year. Each student is responsible for his/her locker's condition. Each student must pay a \$15 locker usage fee. Each student is responsible for the cleanliness of his or her locker. A student must purchase a padlock from the school store to secure all belongings in their locker. Other padlocks are not permitted and will be removed. All lockers remain the property of the school. An administrator can open a locker at any time, if the need arises. As an extra precaution against theft and vandalism of property, we recommend that valuables be kept at home. St. Mary's will not be responsible for any personal items lost on school grounds. Students are reminded to be vigilant in protecting their possessions.

NO SMOKING

Smoking is prohibited anywhere on school property during the school day or during any school sponsored activity (i.e., games, field trips, banquets, dances, proms, etc.). Students in violation will face disciplinary action by the administration.

OPEN CAMPUS

There is no open campus at St. Mary's; students must remain in the school buildings and on school grounds throughout the school day. Only an administrator is authorized to give permission to a student to leave school grounds during the day. Leaving school grounds during the day without authorization is considered truancy and will result in a suspension.

PHOTOGRAPHS

Photographs are often taken throughout the school year of your child by a staff member or a professional photographer. These photos will only be used for the benefit of St. Mary's and may or may not appear in promotional material for the school. However, should an outside vendor ask to use a photo of a St. Mary's student to promote his or her organization, your permission will be needed before the photo can be released.

SPORTSMANSHIP

It is expected that all St. Mary's students behave respectfully at all athletic events. In keeping with the St. Mary's tradition, all students should show respect for opponents, officials and fans.

UNAUTHORIZED USE OF SCHOOL NAME

No student, or student's parent or guardian, without the express prior written authorization of the school's principal, may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation or other accommodations
- To post on any website for any purpose including, but not limited to support of a particular social or political agenda.

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

VISITORS

Students are to obtain an administrator's approval and permission from the visitor's parents for a visitor to see the school. An application should be on file in the Admission's Office for all visitors. The primary reason for students to visit St. Mary's is consideration for admission. Visitors must be at least 6th grade level and follow St. Mary's school policies in terms of behavior and dress.

SECTION 5 – AREAS OF CONCERN

In problematic areas such as the abuse of drugs and alcohol, the possession of weapons, or serious psychological/emotional problems, the school works to offer support. Guidance personnel, the administration or faculty may give such assistance. When additional counseling is required, students will be advised of resources. Because of the serious nature of such problems, we feel the following policies and sanctions must be established.

ADMINISTRATIVE RIGHTS

When there is reasonable cause to suspect that a student may possess any contraband material, i.e. drugs, alcohol or weapons, the administration reserves the right to search the person, locker, car or other possessions of such student.

ALCOHOL

We support the Mass Secondary School Principal's Association recommendation that drinking not be allowed on school grounds or at any school sponsored activity. Any student who shall possess, consume, buy or attempt to distribute or transport alcohol at school, before or after school or at any school sponsored activities is in violation of school policy. The alcohol will be confiscated, the student's parents will be contacted, and the student will be subject to suspension. The student may be directed to enroll in a drug/alcohol rehabilitation program.

DRUGS

The area of drug abuse is one of great concern to the administration and the faculty. We oppose all forms of drug abuse. Possession or use of any illegal substance, improper use of drugs at school, before or after school or at any school-sponsored activity will result in the following: the drugs will be confiscated, the parents will be contacted and the student will be subject to exclusion. The student may also be directed to enroll in a drug/alcohol rehab program. Any student who shall distribute, use or attempt to distribute or sell drugs at school, before or after school, on school property or at any school sponsored activity is subject to exclusion. The administration of St. Mary's reserves the right to require a drug test should we feel this is appropriate. Results of this test must be submitted to the administration before a student is allowed to the school.

PROM – SEMI FORMAL – FRESHMAN SOPHOMORE SOCIAL

The purpose of these events is for the student to enjoy time with one's close friends and classmates. We have established the following guidelines for appropriate dress for these events:

- Female students should wear gowns or dresses that are either one-piece or two-piece that meet in the middle. Abbreviated attire (such as halter tops or bikini tops with skirts) and sexually suggestive dresses (too low, too short, made of transparent materials, etc.) are not allowed.
- For the prom, male students should wear a tuxedo or "Sunday best" suit with a dress shirt and tie. For the semi-formal or social, male students should wear a suit or suit jacket with pants with a dress shirt and tie. During the dancing portion of the evening, boys may take off their jacket and ties; however, shirts must be buttoned.
- Footwear should coordinate with the outfit; dress shoes or sandals for the girls and dress shoes for the boys.

As is all other school functions, all school rules are in effect for students and their guest. There is no smoking allowed at school sponsored events. Dancing must be appropriate, not suggestive or lewd. The use of cell phones within the function detracts from this intent. While we understand the student's desire to communicate with others, students who need to make a call may do so in the outer lobby areas, away from the dining and dancing venues. A student bringing a guest who is not a St. Mary's student must submit a signed "Permission to Attend a School Function" form when purchasing tickets. All guests must be under 21 years old.

REFORM AS RELATED TO WEAPON POSSESSION OR DRUG DISTRIBUTION

Parents and students must be mindful of certain changes that have been initiated by the state of Massachusetts under recently enacted legislation. Newly created laws now allow public schools to refuse admission to any student who was excluded from a prior school because of weapon possession or drug distribution.

WEAPONS

Possession of knives, guns or other weapons on school grounds during the school day or at school-sponsored functions is prohibited. Weapons will be confiscated, parents contacted, and the student may be subject to expulsion. Given the high state of awareness concerning violence in schools, all members of our school community should exercise extreme caution in terms of verbal threats. Any threat of violence by a student will be dealt with in a serious manner. The administration reserves the right to take whatever action deemed appropriate to insure the safety of all students and staff members.

SECTION 6 – ATTENDANCE POLICIES

ABSENCES

Students are expected to attend school every day that school is in session. If illness or emergency forces a student to stay home, **A PARENT OR GUARDIAN** must call the school. Please call as soon as it is known that the student will not be in school, or by 8:00 am that morning, to give the following information:

- Student's name
- The reason for absence
- Name of caller

Call the high school @ (781) 595-7885 or junior high @ (781) 599-6222 (Junior High Office Ext. 228); an answering machine has been installed for your convenience.

Upon returning to school after an absence, the student **MUST BRING A NOTE FROM HIS/HER PARENT OR GUARDIAN** to the Front Office, 7th & 8th grade students will bring them to the Junior High Office. Absent notes will be kept on file until the close of school. The note must specify the date(s) absent, the reason for the absence and include the signature of a parent/guardian. Medical notes from doctors/dentists concerning absences must be turned in to the office within 24 hours of a student's return to school.

Repeated absenteeism is a serious issue. Any student with five (5) or more absences from any class for any reason in one marking period would be subject to fail that class for the quarter. Failure would be determined through a review by the classroom teacher and the administration. The grade recorded for that failed term would be 60%.

A STUDENT WHO HAS BEEN ABSENT MAY NOT PARTICIPATE IN ANY SCHOOL ACTIVITY OR SCHOOL SPONSORED SPORT, GAME, PRACTICE, PROM, DANCE, BANQUET OR ANY OTHER AFTER SCHOOL ACTIVITY. THIS INCLUDES SPECTATORS AS WELL AS PARTICIPANTS. DAYS OUT FOR COLLEGE VISITATIONS, TOURS OR INTERVIEWS ARE NOT EXCUSED ABSENCES.

AFTER SCHOOL GUIDELINES

Students will follow the following guidelines to determine priorities for after school activities:

- Make-up work/Curriculum Support Program
- After school detentions (individual teacher or administration)
- Extra help sessions
- Extracurricular activities: practice, games, class meetings
- After school employment

We recommend that students do not work every day after school. **WE WILL NOT ACCEPT TRANSPORTATION AS AN EXCUSE FOR NOT STAYING AFTER SCHOOL ONCE A 24-HOUR NOTICE HAS BEEN GIVEN.**

EARLY DISMISSALS

A parent/guardian must submit a note to the Front Office or the Junior High office for a student to be dismissed. Except in the case of extreme emergencies, students will not be dismissed from school by phone. Please be aware that it is our expectation that all students participate in any liturgical, educational, social or memorial program scheduled during the course of regular school hours. No student with an early dismissal can participate in any after school activity without the permission of the administration.

"NO SCHOOL" ANNOUNCEMENTS

If for any reason it is necessary to announce "NO SCHOOL" or a delayed opening, the announcement will be made under private schools. It will be announced as St. Mary's Jr-Sr High School, Lynn on AM radio stations WRKO (680 AM) and WBZ (1030 AM) as well as TV channels 4 and 5 only. Announcements will be made as close to 6:00 am as possible. PLEASE DO NOT CALL THE SCHOOL. As a general rule, St. Mary's will not be in session if bad weather results in cancellation by the Lynn Public Schools.

PERFECT ATTENDANCE

Perfect attendance is defined as never tardy, absent or dismissed. Perfect attendance certificates are awarded at the end of the school year.

SENIOR PRIVILEGES

Seniors who have a scheduled study during the first period may arrive at school in time for period 2 with no penalty. Seniors who have a study scheduled during the last period may be dismissed after period 5.

TARDY

A warning bell rings at 7:55 a.m. for students to report to their period 1 class. School begins at the 8:00 am bell. Students arriving to period 1 class after 8:00 am are considered late. Students must obtain a late slip from the office in order to be admitted to class. Students who are tardy between 8:00 and 8:20 am will serve a short detention on the day the tardy occurs. Students who are tardy after 8:20 am will serve a full detention on the day following their tardy. An excused tardy will carry no detention penalty. Detention for Junior High students will be served the following day upon parent notification.

TRUANCY

Truancy is a very serious issue. A student who is found to be truant will incur one day of internal suspension. Truancy also involves a parent conference with the Principal. A second truancy may result in exclusion from St. Mary's and other sanctions, including suspension from extra curricular activities, student leadership positions, or athletic teams can be imposed. Members of the National Honor Society will be removed from that organization should they be truant. St. Mary's will not recognize or sanction so called "class skip days." Students who plan or participate in such events will be considered truant.

SECTION 7 – DEPARTMENTS

ADMISSIONS

781-595-7885 EXT. 209

REGISTRATION

All current student information including health information is recorded on the Registration Form when the parent/guardian registers the student for the following September. This form is accompanied by a \$100 Registration Fee; the Registration Fee increases to \$150 if submitted after the deadline. No registration form will be processed without a registration fee nor will any registration fee without the registration form be processed. All information will be entered into the school's computer system and a copy will be sent home to the parent(s)/guardian(s) in September to ensure accuracy. A parent/guardian should call in any changes or errors in phone numbers, address, health updates, etc., as soon as they receive this form. No registration form for the next school year will be processed until the current school years indebtedness has been paid in full.

FINANCE

781-595-7885 EXT. 212

ACADEMIC SCHOLARSHIPS

Academic scholarships are awarded to incoming seventh and ninth grade students. These scholarships renew each year provided the student achieves an overall average of 82% in any standard level course or an average of 72% in any honors or advanced placement (AP) course. Final grades for all scholarship students are reviewed in late June and notification occurs during the summer. Once an academic scholarship is lost it cannot be reinstated.

BINGO / PARENT SERVICE POLICY

The parent service policy states that each family will fulfill six nights of bingo on either Tuesday or Saturday evenings to help minimize tuition between the dates of July 1, 2006 and June 30, 2007. A one-time fee of \$300 per family is charged and carried over every year as long as the parent fulfills their obligation of six nights of bingo per school year. The \$300 is refunded at the parent's request upon fulfillment of their bingo obligation when the child leaves St. Mary's during July following the school year. An annual non-refundable charge of \$300 is assessed to families that prefer to not work bingo. Bingo deposits are not prorated for students who do not attend the full school year. Parents will be billed if they do not complete the six nights of required bingo on a prorated basis. If a family has two "no-shows" they automatically become a "No to Bingo" for the remainder of the school year and no credit will be given for previously completed bingos during that school year.

FINANCIAL AID

Financial Aid is available to many families at St. Mary's and is based solely on financial need. Parents must complete a financial aid application with FACTS including copies of federal income tax filings and W2's to be considered for aid for the following school year. First round applicants will receive notification of all financial aid allocations in early July from the Catholic School Foundation. Students, and their parents, currently enrolled and receiving financial aid should be aware that allocation of aid is based not only on need but also academic effort and behavior. Students who fail to display serious academic effort or consistently ignore school rules and policies will not be eligible for financial aid. Effective with the 2003-2004 school year, it became our policy to factor in an assumed student contribution when a student enters grade 11 or 12. The "assumed student contribution" will be reflected in less financial aid being granted to those students entering these grades. It is expected that all families receiving financial aid work six nights of bingo. If you are a "no" to bingo, your financial aid will be lessened by \$300. If you have two no-shows at Bingo, your financial aid will be lessened and your payments will increase. In the event you have paid in full, you will be billed the difference. This equals a \$600 difference in your annual tuition bill; \$300 less financial aid added to the annual \$300 parent service obligation.

FISCAL POLICIES

- No registration form for the next school year will be processed until the current school years indebtedness has been paid in full.
- No student will begin a new school year unless the previous year's indebtedness has been paid in full by the 15th of August.
- Participation in all extra-curricular activities including athletics, trips (field, school or class) is permissible only if the student's account is current; delinquency of 30 days or more is not considered current.
- Post dated checks will not be accepted.
- Failure to fulfill agreed payments may result in the student's removal from the school at the discretion of the administration.
- The Finance Department will hold report cards for any student whose tuition and fees are not current:
 - Tuition and all fees must be paid through October for the release of the Term I Report Card
 - Tuition and all fees must be paid through January for the release of the Term II Report Card
 - Tuition and all fees must be paid through March for the release of the Term III Report Card
 - Tuition and all fees must be paid in full for the release of the Final Report Card
- Any parent who is recommended by the Finance Director, and approved by the Principal, must pay their tuition in full by August 1st preceding the school year. This policy was set into effect by the St. Mary's School Board (April 28, 1999) to deal with families with reoccurring financial problems.
- Any returning student who withdraws after July 1, but prior to the school year, will be charged a \$200 administrative service fee.
- Tuition is prorated by the academic quarter; if your child begins a quarter at St. Mary's the tuition is due for the entire quarter. All financial aid and scholarship awards will be recognized per the academic quarter for any student not completing the full school year.
- Financial information is only discussed with and available to the financially responsible party. The only exception to this is that this information will be shared with the custodial parent in the case of separation or divorce.

MULTIPLE STUDENT DISCOUNT

The second child receives a 15% discount; the third child receives a 25% discount for any members of the same family attending St. Mary's Jr-Sr High School.

PARISH DISCOUNT

Families who are active members of St. Mary's Parish, Lynn will be rebated \$300 for the first high school student and \$150 for the second high school student from the same family. The rebate is \$150 for the first junior high student (\$75 if a rebate is given on a high school student) and \$75 for the second junior high student from the same family. Completion of Parish Rebate Form with approval by the Pastor is needed by September 2006 for the 2006-2007 school year.

PAYMENT OPTIONS

All tuition must be paid by one of the four plans outlined below:

Plan 1: Tuition paid in full no later than June 30, 2006 qualifies for a 4% discount (calculated on the tuition balance after all other discounts and credits).

Plan 2: Tuition payable in four equal payments due the 1st of July, September, November 2006 and January 2007. (Subject to approval by Finance Director)*

Plan 3: Tuition payable in ten equal payments due the 1st of every month from July 2006 to April 2007*

Plan 4: Payment in full by June 30, 2006 (no discount) on credit card.

*A 7 to 10 day grace period is given (the exact date will be printed on your bill) after which a \$20 late fee per month is due.

REGISTRATION FEE

Registration Fee by May 8, 2006	\$100
Registration Fee after May 8, 2006	\$150

RETURNED CHECKS

Each check not honored by your bank for any reason including insufficient funds will be charged a \$25 returned check fee. Restitution for the face amount plus \$25 (for each returned check) must be made within five business days in the form of cash, money order or bank check. If restitution for the returned check occurs after the grace period has ended, you will be assessed the late fee in addition to the \$25 returned check fee.

TUITION AND STUDENT FEE

Junior High School (Grades 7 - 8)	\$3,600
Senior High School (Grades 9-12)	\$6,200

Additionally, all students pay a \$100 student fee

GUIDANCE

781-595-7885 EXT. 206

GUIDANCE SERVICES

Guidance services are available for each student at St. Mary's. Included are two personal interviews per year the nature of which pertains to educational planning, career information, assistance with any social problems, etc. The Guidance Office will schedule appointments for each student at the beginning of the year. If a situation arises with a student, the student should notify the Guidance Office immediately so that his/her appointment may be moved up and scheduled as soon as possible. All academic records are kept in the Guidance Office.

OTHER FUNCTIONS

Other functions of the Guidance Office include:

1. Student testing.
2. Review of college applications and financial aid forms.
3. Review of college catalogs and computer data.
4. Meetings with college representatives.
5. Parent conferences.
6. Sending student transcripts to various colleges.

PREPARATION FOR COLLEGE

The Guidance Office directs all SAT information and applications as well as offering both hard copy and computer software college catalogs, applications for college admission, financial aid and scholarship information for each student. In addition, the Guidance Office organizes a College Information Night and a College Financial Aid Night for all parents.

STUDENT'S PERMANENT RECORD

The student's permanent record forms the basis on which students and graduates are recommended to colleges and/or prospective employers. It includes scholastic records, standardized testing results, student activities, attendance and class rank. Permanent Record Cards are kept in the Guidance Office.

INSTITUTIONAL ADVANCEMENT

781-595-7885 EXT. 340

PARENT PARTNERSHIP

All St. Mary's parents are automatically members of the Parent Partnership. St. Mary's Parent Partnership aims to provide financial support and community enrichment to the school by volunteering our time and energy to fundraisers and other programs. Our efforts enhance the mission of St. Mary's as well as strengthen the relationship among parents. We realize that many parents have something to offer to the community because of professional and life experience. We encourage all parents to become more involved with the Parent Partnership. You may email us at parentpartnership@smhlynn.org.

LIBRARY SERVICES

The Library's resources and services reflect St. Mary's rich heritage and commitment to the present and future academic, social and personal needs of the individual. The collection represents a wide range of viewpoints and consists of print and non-print materials via computer access as well as hard copies. It is designed to meet the academic needs of the students and teachers, and also provide for the pursuit of personal interests. The library's contemporary computer technology equips students with the research skills necessary for successfully meeting current academic demands. Students are encouraged to make frequent use of the library. It is our intent to inspire the student with confidence in performing research and to encourage the art of reading. To ensure that an appropriate atmosphere for learning exists within the library and for the library to maintain a comprehensive collection, we expect that the students and parents/guardians adhere to the following regulations.

POLICIES

- Books may be borrowed for a period of two weeks. Renewals may be made at the discretion of the library coordinator.
- Two notices will be sent for overdue books. The third notice will be sent to the parent with a bill for book replacement from the finance office. The report card will be held by finance until all outstanding monies for overdue book(s) is received. Graduating seniors must return/replace all overdue books in order to receive their cap and gown.
- Lost books need to be returned or replaced with an appropriate substitute book, agreeable to the library coordinator. Report cards will be held until such an issue is resolved.
- Students are expected to exhibit proper behavior at all times. There is to be no loud talking or any type of disruptive behavior. If any student fails to adhere to this policy, he/she will not be allowed to have access to the library.
- The computer equipment in the library is to be used only for class assignments. Use of the Internet is only allowed with the library coordinator's permission. The sole purpose of the Internet in the library is for research. Failure to comply with this guideline will result in the loss of all library privileges for the remainder of the school year and subsequent disciplinary action.
- The use of the copy machine in the library is allowed for school projects and research. Paper waste is a major problem not only for the school, but also for our environment. If a student abuses the privilege of having this convenience in the library, he/she will not be allowed access to the copy machine for the remainder of the school year. Copies for students are 10 cents per page for notes however, if the copies are for a specific project or research requested by a specific teacher, there is no charge for copies. Before using the copy machine, students are to seek permission from the library coordinator.
- Study periods that are assigned in the library must follow all library policies. Homework or quiet reading is encouraged during these periods. School appropriate games are allowed when homework is finished.
- Passes to the Library are allowed during other study periods and must be obtained from the library coordinator before school. Students must remain in the library for the entire period.
- Gum, food and drinks are not allowed in the library, unless there is a specific program occurring during which these rules are waived.

The library, including writing center, is open for all library services before school from 7:15 to 7:55 am and after school from 2:00 to 3:00 pm. The library and the writing center are not open after school on professional development days or early release days. Copies may be made and books may be circulated during homeroom, however, no typing, editing or printing is allowed.

SCHOOL STORE**GENERAL INFORMATION**

The purpose of the school store is to have for sale all school year and summer reading books, polo shirts, sweaters and gym uniforms that are required of students. In addition, the store sells many items as a convenience to students such as padlocks (for school and gym lockers), calculators, notebooks, graph paper, protractors, compasses, pens, pencils and index cards. Parents and alumni, as well as current students, can choose from a variety of logo items such as blankets, duffel bags, backpacks, children's wear, jackets, coffee mugs, window decals, bumper stickers, sweatshirts, fleece outerwear, CD cases, teddy bears, visors and baseball caps. Gift certificates are also available. At the beginning of the fall and winter athletic seasons, the school store also sells passes (with discounted prices for students/seniors and reduced prices for adults) for all home games for football, boys basketball, girls basketball, boys hockey, girls hockey and an "all sports pass" which includes all five sports. The store also handles the selling of tickets for all school dances, prom, senior reception, semi formal and other events. All tickets bought for any school event are non-refundable and non-transferable.

HOURS OF OPERATION DURING THE 2006-2007 SCHOOL YEAR

Students may come to the school store before school (7:00 to 7:50 am), during homeroom, during their own lunch, or after school (2:00 to 2:30 pm). Seniors can come to the school store during first period or last period if they do not have a class during that time. Parents may come to the school store any day that school is in session from 7:00 am to 2:30 pm. On early-release days the school store is open twenty minutes after dismissal time. Summer hours are 9:00 am to 1:00 pm Monday through Thursday prior to the book sale. The Store will be open additional hours and days after the book sale until the opening of school; notification of these hours will be available with the book sale mailer. It is closed during the days of the book sale.

SCHOOL YEAR AND SUMMER READING BOOKS

All books for the entire school year should be purchased at the book sale or ordered through the school store.. Used books are only available to those that attend the book sale but are typically not available otherwise. A 15% restocking / return fee will be charged for any books returned to the school store. An exception may be made during the first four weeks of school only for those students who need to return books due a schedule change of course level (Example: A 9th grade student who is placed in standard biology but who needs to be changed to honors biology). Information regarding the book sale and the book buyback will be mailed to parents before each event. Students must have available their own copy of every book and workbook for all courses for which they are scheduled.

SECTION 8 – DISCIPLINE POLICIES

The rules at St. Mary's have been established to ensure an atmosphere conducive to learning. Any improper conduct or violation of school policies, as presented in this handbook, may warrant a detention, or in more serious instances, suspension or exclusion.

DETENTIONS

Teachers and administrators issue detentions; a copy is sent to the Dean of Disciplines and kept on file.

- Junior high students will serve detentions on the following day so that parent(s)/ guardian(s) may be notified.
- Short Detention: Students who are late but arrive before 8:30 will serve a short detention as well as some very minor infractions. This is 20 minutes in length.
- Long Detention: A student who receives a detention for other infractions including those who arrive after 8:30 will serve a long detention. This is 40 minutes in length.
- Detention Guidelines: Students will sit in silence for the entire detention. Students will report to the assigned detention teacher and serve until completed. Students who receive five or more detentions in a given quarter may be required to serve a Saturday detention from 9-12. Students are assigned Saturday detention from the Administration. Three non-served detentions may also be subject to a Saturday detention. Any student who appears on the detention list may not be allowed to participate in extra- curricular activities until after the detention is served. If multiple detentions occur, the Dean of Discipline may take further action.

The following are some examples of detentionable offenses:

- Insubordination to a teacher or staff member.
- Insolence: disrespectful argumentation.
- Smoking.
- Disruptive behavior in class or corridors.
- Abusive or obscene language.
- Dress code violation.
- Littering or vandalism.
- Reckless driving on or around school grounds, parking violation.

DISCIPLINARY MEETING AND RECORD

Teachers will notify the administration about any student who has a recurring behavior problem. When it is evident that a student is a problem in several classes, a conference with parents, student, teachers and an administrator will be held. All disciplinary reports are kept on file. Disciplinary records are maintained during the tenure of the student at St. Mary's and are destroyed after graduation.

EXCLUSION

If a disciplinary violation is considered extremely serious by the administration, the student may face exclusion. The following are examples of major violations serious enough for suspension or possibly exclusion:

- Truancy.
- Going off campus.
- Willful destruction or damage of property, i.e. vandalism, graffiti, etc.
- Stealing.
- Cheating.
- Instigating or participating in fights.
- Possession, use or selling of alcohol/drugs on school property or at school event.
- Dangerous driving on school property.
- Flagrant and persistent violations of school policies.
- Gross insubordination toward faculty, staff or administration.

EXCLUSION PROCEDURE

If a student commits a serious offense, exclusion may be considered.

1. A meeting of the student and the administration is held to discuss the circumstances surrounding the offense.
2. The parent is then contacted to come to school and meet with the student and administration.
3. The student is then suspended from school until the scheduled follow-up meeting.
4. If it is determined by the administration to exclude the student from St. Mary's, the parent and student will be informed at the follow-up meeting. The parent may appeal the decision to an ad-hoc disciplinary committee. This committee will render a final decision.
5. The student is not allowed to attend classes throughout this exclusion procedure and receives an "F" as grade for any test or quizzes given during that time.

HAZING REGULATIONS

St. Mary's Jr-Sr High School fully supports Chapter 269 of the General Laws of the Commonwealth of Massachusetts. This law states that "whoever is principle organizer or participant in the crime of hazing, shall be punished by a fine of not more than \$1,000 or by imprisonment in a house of correction for not more than 100 days, or by both such fine and imprisonment. The term 'hazing' is defined as conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person." Any student found guilty of violating this law might be subject to expulsion from St. Mary's.

SUSPENSION

If a disciplinary violation is serious enough to merit an out of school suspension, the parents will be notified. The length of suspension will be determined by the administration. Students are responsible for work missed during this time. Students that are suspended are barred from participating in athletic and other extra-curricular activities until the suspension has ended.

SUSPENSION PROCEDURE

Once it has been determined by the administration that a student will be suspended:

1. The student is removed from class and parents are contacted to pick up the student.
2. When the parent arrives, a brief meeting is held explaining the reason for suspension.
3. Once the suspension is served, the parent must accompany the student back to school for a follow-up meeting with the administration. At this time, further disciplinary measures may be discussed.
4. The student is then re-admitted.

SECTION 9 – HEALTH POLICIES

ASBESTOS

St. Mary's Jr-Sr High observes all state and federal asbestos regulations. A site plan is on file.

HEALTH PROBLEMS

Parents must inform the school (on the registration form) of any and all health problems affecting their child. This will ensure safety for the child and could avoid possible health complications. Examples such as asthma, hearing problems, allergies, attention deficit disorder, diabetes, epilepsy, etc., are valuable information to both the administration and teachers in better caring for as well as educating your child. All students in grades 7 – 10 must take Physical Education as part of their regular program of studies. Exceptions apply only when a physician presents a medical waiver. For these students, no credit will be recorded on the report card.

ILLNESS

If a student becomes ill during the school day, he/she must receive a pass from their teacher and then report to the nurse's office. At that time, a parent/guardian will be contacted, and arrangements made for the student to be released.

IMMUNIZATION

Massachusetts Statute 76:15 mandates that all students be properly immunized in order to attend any school under their jurisdiction. This statute is enforced on the national as well as the state level. Even though the law allows letters of dissent, no letters are accepted except those signed at school by the parents or legal guardians. Parents are required to conform to this state mandate. Immunization records will be checked by the school nurse; if the records do not conform, the student will be sent home and will not return to school until the necessary immunization shots have been administered.

MEDICATION

No medications are dispensed to students without a physician's order. Medication of any kind is not dispensed without parental authorization.

SECTION 10 – SEXUAL HARASSMENT

Sexual Harassment is defined as “any sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when: (I) submission to or rejection of such advances, requests or conduct is made either explicitly a term or provision of benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (II) such advances, requests or conduct have the purpose or effect of unreasonable interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive education environment.

DISCIPLINARY ACTION

- Any student or school employee found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension or permanent exclusion from the school.
- Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or school employee because he/she complains of sexual harassment or assists in an investigation of sexual harassment will also result in disciplinary sanctions, up to and including suspension or permanent exclusion from the school.
- Any student or school employee found to have condoned sexual harassment by another may, depending on his/her participation, be subject to disciplinary action.

EXAMPLES

- Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the School on a case-by-case basis. The following are, however, some examples of language and conduct, which all students of the School are cautioned to avoid. This is not an exhaustive list.
- Comments to or about, any student or School employee or his/her appearance that is sexually graphic or would otherwise tend to be degrading.
- Any physical conduct of a sexual nature.
- Jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others.
- Sexually suggestive sounds or gestures.
- Display of objects, posters or pictures of a sexual nature.

POLICY

St. Mary’s Jr. – Sr. High School is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form.

- It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment.
- Also prohibited is any retaliation against any other person because he/she complains of sexual harassment or assists a school investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint.
- The school will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

PROCEDURE FOR COMPLAINT & INVESTIGATION

- If any student believes that he/she has been subjected to sexual harassment by a student, school employee or any other person who comes on school property with permission, or that he/she has witnessed the sexual harassment of another, the student should report the incident promptly to the Dean or the Principal or any other administrator with whom the student feels comfortable.
- A complaint of sexual harassment by a student, or by a parent on the student’s behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the Principal to initiate an investigation.
- It is the policy of the school to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation.
- Normally, the investigation of a complaint of sexual harassment will be conducted by the Principal and will include separate, private interviews with the complainant, each person accused of harassment and each witness, if any. The interview will ordinarily be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment.
- Information provided during an investigation of sexual harassment will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parent or guardian of the complainant and those accused may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisal or recrimination or any attempted intimidation or coercion of the complainant or witness.
- At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both complainant and person or persons accused of harassment.

PROHIBITIONS

a) Sexual Harassment by Students

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical contact of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of the school by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment.

b) Sexual Harassment by a School Employee.

It is a violation of school policy for any teacher, administrator or other school employee, male or female, to sexually harass a student or other school employee. For purposes of this prohibition, sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: submission to or rejection of such advances requests or conduct is made either explicitly or implicitly a term or condition of the provision of educational benefits, privileges or placement services or as a basis for the evaluation of educational achievement; or such advances, request or conduct have the effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment; such advances, requests or conduct have the effect of unreasonably interfering with a person's ability to perform one's duties as an employee of the School.

SECTION 11 – ST. MARY'S SCHOOL EMPLOYEES

NAME	DEPT OR TITLE	781-595-7885	E-MAIL
Andrews, Pat	Math / Religion / Science	332	pandrews@smhlynn.org
Athanasiadis, Paul	Athletic Director	230	pathanasiadis@smhlynn.org
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