



ST. PETER-MARIAN

JUNIOR-SENIOR HIGH SCHOOL

*Student/Parent
Handbook*

MISSION STATEMENT

The mission of the community of St. Peter-Marian Central Catholic Junior-Senior High School is to encourage each student to become a responsible, respectful member of the human community in the Roman Catholic tradition as espoused by the shared values of our founding orders, the Sisters of St. Joseph and Sisters of Mercy: faith formation, academic excellence, and commitment to service.

Core Values

To expose student to humanity's rich heritage of faith, ideas, arts and sciences while fostering student's love of learning

To motivate students to embrace the divine in all life

To help students mature in their abilities to make responsible decisions based upon basic moral principles and Gospel values

To challenge students to work toward a more just and peaceful world

To foster within students stewardship and a respect for all God's creations

To enable our students to use their God given talents generously in carrying out the works of mercy

To develop students' social conscience through community service

To encourage our students to actively engage in reconciliation with one another and with God

To prepare students to think critically and to use their talents and gifts to make a Christian impact in an increasingly diverse world.

To challenge students to aspire to excellence in academics, athletics, and extra-curricular endeavors.

To strengthen a good-faith reciprocal relationship between administration, faculty, staff and families for the good of the entire community.

THE PURPOSE OF THIS HANDBOOK

We, the faculty and administration of St. Peter-Marian Central Catholic Jr.-Sr. High School, are committed to fostering student growth according to the ideals of a Christian education. We encourage you to work with us in the fulfillment of this commitment.

This Handbook defines a set of practical rules and guidelines that will make cooperation easier and will generate an atmosphere in which teaching and learning can thrive. It provides the information necessary for the day- to- day business of being a productive student within the St. Peter-Marian community.

We believe the St. Peter-Marian community encompasses students, faculty, administrators, parents, support staff, and coaches. With students and parents fully supporting our discipline code and academic standards, the SPM experience is a special one. It is the privilege and responsibility of students to take advantage of all that is offered at SPM. In this way, St. Peter-Marian will serve them as an effective institution of Christian education.

SPM PARENTAL EXPECTATIONS

We welcome you as members of our SPM community. Your child's education does not begin and end within our building. When parents and staff work together as a team, the child's chances for success and level of confidence improve greatly.

Enrollment of your child at St. Peter Marian invites a partnership between the school and the parent.

In the spirit of open communication, we would like to share the following:

- Communicate with SPM when you have questions or concerns
- Support the decisions of the school community
- When your child is going to be absent, call the high school at 508-852-5555 or the junior high school at 508-438-0954, between 7:00 a.m. and 9:00 a.m. to notify us of his/her absence
- Conduct yourself with dignity and decorum at all athletic, social, and academic events sponsored by SPM
- Discuss disputes in a polite and calm manner, at the appropriate time, with the appropriate person
- Volunteer for fund-raisers and other school activities that benefit your school.
- Your caring presence speaks volumes to your children, of how highly you value his/her school
- Pay your tuition on time. These funds are needed monthly to pay our operating expenses, such as teacher salaries, building maintenance, educational supplies, etc. Your cooperation in this area is both expected and appreciated.
- In the case of inclement weather, please **DO NOT CALL THE SCHOOL**. Listen to the radio (AM-WTAG, FM-WSRS) for announcements affecting the Worcester Public Schools (calling the school compromises safety as phone lines are needlessly tied up)

Following these guidelines will help you better perform in your role as a parent, while you guide your child during his/her education.

EMAIL GUIDELINES

We have instructed our Faculty to use email for general information such as class activities, curriculum, assignments, tests, deadlines, special events, or follow-up to an issue that has been previously discussed. Our Faculty will not discuss other students, or other staff members in their emails. Issues of a confidential nature should be directed to the students Guidance counselor or to Administration. Sometimes the best method of communication is a face to face meeting. The Administration will be happy to facilitate such meetings.

PARENTAL CONCERNS

If you should have a concern with one of your child's classes, the teacher of that class should be contacted first. Very often, both teacher and parent are enlightened from such communication, and can work together in the best interests of the student. Contacting your child's Guidance Counselor is also a very helpful way to seek assistance.

RELEASE OF STUDENT INFORMATION OR NON RELEASE OF STUDENT INFORMATION

Please understand that unless we have a court order restricting the release of your child, or information concerning your child, to a specific family member, we cannot honor verbal requests to do so. Please contact Guidance to discuss any concerns you may have.

PARENT BOARD

The Consultative School Board of St. Peter-Marian Central Catholic Junior/Senior High School is a voluntary consultative board established to assist the Headmaster and School Administration, by providing advice and counsel concerning: Strategic Planning, Policy Development, Evaluation of Policies, Plans and Mission Effectiveness and Communications and Outreach.

DRESS CODE

In dress and appearance, St. Peter Marian insists upon neatness, cleanliness, and the avoidance of extremes. The Administration is the final arbiter in interpreting standards for all students. All matters concerning the dress code for students will be directed to the Office of the Principal.

ALLEN'S UNIFORMS

Our sole uniform provider is Allen's uniforms. All pants, skirts, shorts, sweaters and polo's must be purchased at Allen's. Oxford clothe shirts may be purchased elsewhere.

Warm Weather Dates: Opening Day to Mid October and May 1st to end of school. (No sweaters/sweater/vests required) Allen's Uniform Shorts may be worn in the high school and junior high school. **Allen's Purple Polo's must be worn with the Allen's Uniform shorts in the high school. Allen's Purple Polos may also be worn for the warm weather dress code months with the ladies uniform skirts and gentlemen's uniform pants.**

DRESS CODE WARM AND COLD WEATHER MONTHS

Warm Weather Dress Code is from the opening of school until October 1st and May 1st until the end of the school year.

Cold Weather Dress Code is from October 1st through the month of April.

GIRLS DRESS CODE

- Oxford cloth blouses colors white, blue or lavender only -with button down collar. (The class of 2012 has been grandfathered) Blouses must be tucked in at all times. Only one button may be opened at the neck
- In the high school Allen's purple polo's are allowed in the warm weather dress code months only. They may not be worn with the sweater or the vest during the cold weather dress code months.
- Uniform skirts-hemlines should be 2 inches from the back crease of the knees. Allen's Uniform slacks may be black or khaki in color.
- Only uniform SPM sweaters/sweater vests (seniors have the option of the senior cardigan sweater)
- Senior High must wear solid knee socks in the warm weather months. The knee socks may be solid green, navy, grey, maroon, black or white in color.
- Senior High must wear opaque tights in the cold weather months. They may be solid green, navy, grey, maroon, black or white in color.
- Junior High School sweaters are green or grey and Allen's polo's may be worn in navy or maroon or purple at the junior high school
- Junior High may wear knee socks or tights in any colors
- Shoes: ALL BLACK OR ALL BROWN dress shoes, bucks, or loafers. Heels may not be higher than 2 inches. (Shoes must be worn with tights or knee socks).
- Hair: No extreme styles or colors

GIRLS DRESS CODE NOT ALLOWED

- Visible body piercing and tattoos-**NO NOSE RINGS**
- Long underwear under skirts

- Sandals, moccasins, slippers or any type of backless shoe
- No visible undershirts, tank tops, lace edged garments
- leggings, footless tights, fish net or lace tights.

BOYS DRESS CODE

- Oxford cloth shirts-solid color only, blue, white or lavender colors with button down collar. (**Class of 2012 have been grandfathered**)) Shirt must be tucked in at all times. Only one button may be opened at the neck.
- **Senior high boys must purchase an all purple uniform tie from Allen's Uniforms. This is the only tie that may be worn.**
- **Allen's Purple polos may be worn in the Warm weather dress code months with the Allen's uniform shorts or Allen's uniform pants.**
- **Allen's Purple Polos are not to worn under the sweater or vests during the Cold weather dress code months.**
- Only uniform pants (which must be worn at the waist) are allowed. **Dockers and other brands are not allowed. Allen's pants have an emblem. If you have purchased dress code pants at Allen's they will be branded free of charge.**
- Belts must be worn. No studs. Solid color black or brown. Khaki canvas belts are acceptable.
- All boys must wear a sweater or sweater vest. Only uniform SPM sweaters/sweater vests (seniors have the option of the senior cardigan sweater)
- Junior High School sweaters are green or grey
- Shoes: **ALL BLACK OR ALL BROWN**, dress shoes, bucks, or loafers
- An all black sneaker may be worn. Shoes must be worn with crew socks
- Hair: Must be off the collar, and off the ear.
- Must be clean shaven.

BOYS DRESS CODE NOT ALLOWED

- Visible body piercing and tattoos
- **Construction boots**
- Extreme hairstyles
- Facial hair
- Earrings or heavy neck chains of any kind

BOYS AND GIRLS NOT ALLOWED

- Hats, sweatbands, bandanas, or any type of head covering is not to be worn
- Sunglasses or glasses with dark lenses are not to be worn in the building

- unless a doctor's note deems it necessary
- Outdoor garments, coats, jackets, windbreakers, are not permitted to be worn once homeroom period has begun
- Any type of large jewelry, including studded bracelets or belts, which could be considered a safety hazard
- Boots

OUT OF DRESS CODE DAYS

The administration retains the authority to determine if a clothing item or accessory not specifically covered in this out of dress code list is inappropriate for our out of dress code attire, or distracts from the school environment.

Any student in violation of the dress code will be required to obtain suitable attire before going to class.

In addition to the guidelines for the Student Dress Code, the following guidelines are to be followed on OUT OF DRESS CODE DAYS:

- Clothing and accessories containing inappropriate pictures or words (e.g. references to alcohol, drugs, sex, or words/phrases with a double meaning) are not to be worn
- **Low cut shirts are not allowed**
- No undergarments should be visible or worn as outer garments. This includes
- boxer shorts, sleeveless shirts, undershirts, or muscleman T-shirts
- Clothing which exposes the back or midriff are not to be worn
- Sleeveless shirts
- **Shorts are not allowed**
- **Skirts and Dresses are not allowed**

When in doubt please don't or ask an Administrator. A safe bet would be jeans and a t-shirt or sweatshirt. Remember we are a Catholic school.

GUIDANCE DEPARTMENT

GUIDANCE COUNSELOR RESPONSIBILITIES

- Adjusts individual student schedules
- Advises students with academic problems
- Counsels students individually and in small groups

- Coordinates planning for post high school goals
- Counsels students social adjustment when requested
- Coordinates teacher/parent conferences
- Supervises the admission process

We believe that the Guidance Department is an integral part of our educational process which helps individual students discover their abilities, aspirations, and needs and assists them to realize their full potential.

Knowing that each student is created in the image of God, we believe that he/she has dignity and rights, which we respect and accept, and that he/she have the potential to grow and cultivate his or her God-given talents. Parents are encouraged to contact the Guidance Department if their student is experiencing any personal difficulties. The Department maintains an active list of professional counseling services and is happy to share the list with parents.

GUIDANCE DEPARTMENT OBJECTIVES

- To help students know themselves by working with them on a one to one basis and/or in group settings
- To work with students, faculty, administration, parents and other personnel, but primarily with students, to assist them with their developmental concerns, career and educational plans, and interpersonal and decision making skills
- To provide students with the information on current and future trends needed to make realistic and wise decisions for career/college choices

SENIOR SECTION

COLLEGE VISITATION

St. Peter-Marian strongly encourages seniors to visit those colleges in which they are interested in attending, to meet with the various admissions personnel.

We also recognize that the college selection process involves many aspects, which need to be addressed. Therefore, we ask that whenever possible, students visit colleges during vacations and non-school days, to meet with college personnel. The policy of college visitation is as follows:

- Seniors may not use more than three (3) school days for college visitations

- A student visiting a college must present a note to the Main Office from his/her parents/guardians two days before the scheduled visit
- A signed form (available in the Senior High Guidance Office), or note from the College Official visited, must be turned in at the Main Office within 48 hours of the students returning to school
- Unauthorized visits will count as an absence

Participation in college fairs is strongly encouraged. When afternoon and evening hours are available, students are urged to attend during those hours so as not to miss valuable class time. Attendance at college fairs is not an excused absence. Any questions regarding this issue must be referred to the Administration.

COLLEGE APPLICATION PROCESS

- The college application process begins when the student enters ninth grade. Academic performance, volunteer experience, extracurricular activities, and serving as class/club officer combine to create a profile for the college application. The more immediate process begins in the tenth grade with the PSATs, and continues in junior year with the SATs and Achievement Tests. Completed college applications are due in the College Counseling Office in the beginning of December on the date specified by the College Counselor. Seniors are required to bring their college applications to the College Counseling Office where transcripts and recommendations will be added to make a complete file. A late fee will be imposed for applications received after the specified December deadline.

Scholarship applications must also be submitted to the College Counseling Office. They should be handed in at least five (5) school days before their respective deadline to ensure all materials will be mailed in a timely fashion.

School Policy on Disciplinary Notification to Colleges

Membership in the senior class and graduation from St. Peter-Marian Central Catholic High School implies that a student is in good standing regarding both the disciplinary and academic requirements of the school. Should any significant changes occur with regard to a students' disciplinary or academic record after the point of application, colleges will notified.

SENIORS IN DANGER OF NOT GRADUATING

The following procedures will be followed for all seniors in danger of not graduating:

- Letters will be sent to the parents/guardians of seniors who are in danger of not graduating at mid-year. This notification will be in the form of a formal letter sent Certified Mail/Return Receipt Requested. At the end of the third marking period, a definitive statement will be given to the students and parents/ guardians as to the prospect for graduation and will be followed by a parental conference involving the parents/guardians, student, Principal and/or Guidance Counselor.
- Students who are notified at the end of the third marking period or subsequently, that they will not be graduating may be allowed to remain in school in order to successfully complete as many courses as possible. If there are additional issues, i.e., too many course failures, major discipline problems, etc., the Headmaster will confer with the Superintendent as to the disposition. The decision will be conveyed in writing to the parents/guardians and student.
- Students will have no more than one year from the end of the school year in which he/she failed to graduate to complete all requirements for graduation in order to receive a diploma from St. Peter-Marian Central Catholic Jr. - Sr. High School.

Students who do not fulfill the requirements for graduation or who have outstanding financial obligations to the Diocese or School are not allowed to participate in any graduation activity (Baccalaureate, Commencement, etc.). They are not given graduation announcements or cap and gown. “Blank Diplomas” will not be given in any ceremony. **Please note, the graduation fee is non-refundable.**

PARKING

All seniors and some juniors with the permission of Administration are eligible to drive and park at the school. Please fill out the Parking Application in the Main Office. Please supply us with a copy of your driver’s license and registration. There is a \$50 fee. Students will be assigned parking space and must hang the SPM parking tag on the mirror. They should only park in their assigned space.

CAMPUS MINISTRY

Campus ministry is a ministerial complex of pastoral, catechetical, educational, evangelical, counseling that seeks to build a living faith community.

Campus ministry, like any ministry, has its fundamental roots in the mission and ministries of the Church. As such, it recognizes the ministerial gifts and the faith of members of the St. Peter-Marian School Community and calls people forward to share those gifts in ministering to and with other members of the faith community.

Campus ministry actively responds to the invitation of the Church to extend the Reign of God in the world through offering service to those in need and acting on behalf of justice. Campus ministry is a pastoral activity concerned with the total faith development of the individual, by respecting one's social and psychological needs as well as one's religious needs. It incorporates the diverse components that constitute catechesis, which is sharing faith, experiencing liturgical worship, participating in Christian service and doctrinal instruction, and retreat.

Campus ministry is a dimension of total religious education. It works at creating an environment in which the student can become more fully human and more fully Christian. Campus ministry works in cooperation with the St. Peter-Marian Religion Department to provide an experimental and voluntary dimension to the religious formation and faith development of students and other members of the SPM community.

Finally, the context for campus ministry is the St. Peter Marian faith community. Campus ministry provides the foundation and supports all faith community building efforts within the school as well as in the extended community of parish and neighborhood.

HEATH OFFICE

Students who are ill must report to the Main Office or Health Office. Should it be determined that the child should return home, the School Nurse or Main Office contact the student's parents. All illness calls must be made through the health office.

We would like to remind all parents that no student who is ill will be sent home alone. A parent/guardian must pick up a student who needs to leave school because of illness. When a parent cannot pick up a student, permission must be given to the school nurse by the parent for an alternate means home.

In case of extreme emergency that requires immediate medical attention, the school will call for an ambulance and then notify the parent of the emergency. The parent will be apprised of the situation and be notified as to which hospital the ambulance has gone.

All students must comply with the following State Regulations:

All students new to SPM must present a record of their immunization BEFORE THE FIRST DAY OF SCHOOL.

Before entering grades seven and nine, all students are required to have a physical exam by their own physician. Completed Physical Health forms must be turned into the Health Office **PRIOR TO THE FIRST DAY OF SCHOOL**. These forms may be obtained in the Health Office or Main Office.

Along with a copy of a health examination, there are **new school entry immunization regulations** for all students entering **grade 7**:

- A tetanus booster if it has been five (5) or more years since the last DTP/DT
- A second dose of measles vaccine
- Varicella vaccine: if the child is over 13 years, two (2) doses are required, or a doctor's note giving the date that the child had chicken pox disease
- Hepatitis B vaccine series: the child's record must have the month, date, and year that the vaccines were received.

For student athlete's, an additional form must be completed. Any student, who wishes to play a sport, must complete an **ATHLETIC CARD**, signed by **both** a parent and a physician. Completed athletic cards must be turned into the Health Office before the opening day of tryouts. This is a Massachusetts Interscholastic Athletic Association rule and there are **NO EXCEPTIONS!** Athletic cards may be obtained in the Main Office or downloaded on our website at www.spmguardians.org

Students must keep their Tetanus immunizations updated: a booster is required every ten (10) years. Failure to comply may result in student suspension until compliance. If it becomes necessary for a student to take over-the-counter medication during the school day, a parent must complete a Parental Consent Form, which may be obtained at the Health Office or Main Office. Medications must be stored and dispensed in the Health Office. Students are **NOT ALLOWED** to have any medications in their lockers; school bags, or carried on their person. If medications are found in any of these areas, the students will be referred to the appropriate administrator.

Students who must take prescribed medication must present, to the school nurse, a written order by the physician prescribing the medication. An additional required consent form must also accompany this order. These forms may be picked up at the Health Office.

The Health Office or Main Office may not administer over the counter medications unless the student has written parental authorization. These forms may be picked up in the Health office or Main Office or downloaded on our website at www.spmguardians.org

ACADEMIC INFORMATION

The basic Academic requirements for graduation from St. Peter Marian are as

follows:

Religion	4 Credits
English	4 Credits
Mathematics	4 Credits
Foreign Language	2 Credits
Science	4 Credits
Social Studies	3 Credits (½ credit must be Am.Govt)
Electives	2 Credits
Health	½ Credit
Computer	½ Credit
Total	24 Credits

SCHEDULING AND COURSE SELECTION

New Students come from diverse schools whose academic grading systems differ greatly. All new students take the same Placement Test, giving us a common denominator to assess each student's abilities and achievement. The results of this test determine the starting level for the students. Level changes will occur based on academic performance, teacher recommendations and availability of space.

DROPPING/ADDING COURSES

All Drop/Adds are handled through Guidance.

All Drop/Adds need to be completed within the first two weeks of the semester

All Level Changes must be completed by the end of the first quarter.

After that time, all level changes must be approved by Administration

Classes are not changed based on teacher preference.

DESCRIPTION OF LEVELS

Advanced Placement

This program is a nationally recognized curriculum of study. Students apply for these

courses with their respective teachers. Students gain entrance based on a strong academic record and teacher recommendations. A typical Advanced Placement student must be able to work independently and be highly motivated. Students who take these courses must take the National examinations given in May.

Honors

An accelerated course of studies for students of superior ability and achievement who have successfully completed the prerequisite courses for this level. Please note: the formal Honors Program begins in grade 8.

Accelerated College Preparatory

An accelerated college preparatory program for students of above average ability and achievement.

College Preparatory

A college preparatory program for students of average ability and achievement.

TEXTBOOKS

The Junior High School students are given textbooks. The students must buy their workbooks. The junior high students are responsible for any damages to these textbooks.

The Senior High School students must purchase their textbooks.

ALL CONSUMEABLE WORKBOOKS MUST BE PURCHASED NEW. USED CONSUMEABLE WORKBOOKS WILL BE CONFISCATED AND GIVEN TO THE PRINCIPAL.

MID- YEAR AND FINAL EXAMINATIONS

A mid-year and final examination will be administered in each full year course. Each of These examinations will be worth ten percent of the student's final grade. A semester course requires only a final examination and these examinations will be worth twenty percent of the student's final grade. All examinations are ninety minutes in length. All students take these examinations there are no exemptions.

IN ORDER TO PROTECT THE ACADEMIC INTEGRITY OF OUR MID-YEAR AND FINALS NO MID-YEAR OR FINAL EXAMINATIONS WILL BE GIVEN EARLY FOR ANY REASON.

THERE WILL BE A \$500 FEE CHARGED FOR ADMINISTRING EXAMS LATE.

PLEASE SEE THE CALENDAR TO PLAN ACCORDINGLY. IT IS AVAILABLE ON OUR WEBSITE AT WWW.SPMGUARDIANS.ORG

FULL YEAR COURSES

Numerical grades are used to record a student's grade. A 65 average is required to pass a course. A grade of 55 is lowest numerical average a teacher may assign for the first and second quarters. This policy however does not apply for the third and fourth quarters nor the mid year and final examination grades.

SEMESTER COURSES

Numerical grades are used to record a student's grade. A 65 average is required to pass a course. A grade of 55 is the lowest grade a teacher may assign for the first quarter of a course. However, this policy does not apply for the second quarter of a half year course nor the final examination.

INTERIM GRADE REPORTS AND REPORT CARDS

Interim Grade Reports are issued half way through each quarter. These reports list a **grade range** which allows a student to determine where they might need to seek help. These reports are to be signed by the parent/guardian and returned to the student's homeroom teacher.

Report cards are issued at the end of each quarter. They should be signed and returned to the student's homeroom teacher.

A Connect Ed message is sent the day Interims and Report Cards are issued.

INCOMPLETE GRADES

All incomplete grades must be made up within ten school days from the close of the quarter or they will automatically be recorded as a failure. Administration reserves the right to extend this time period based on individual circumstances. Students who have two or more incompletes are ineligible to participate in sports or extra-curricular activities until the grades are complete.

HONOR ROLL

An honor roll will be published at the end of each ten week quarter. Students who have maintained a 90 or higher average in each of their courses receive High Honor. Students who have maintained an 80 or higher in each of their courses receive Honors. The Honor

Roll is published online at our website www.spmguardians.org

PARENT TEACHER CONFERENCES

Parent Teacher Conferences are scheduled each year at the end of the first quarter. Parents are encouraged to attend these conferences. However, should your schedule not permit your attendance please contact Guidance to make arrangements for an alternate conference.

NATIONAL HONOR SOCIETY

Students who have a predetermined cumulative Grade Point Average may be considered for membership in the St. Thomas Moore Chapter of the National Honor Society. Students in Grades 10-12 are considered for membership based on their **cumulative high school** average. **However, grades alone do not determine membership.** Students must get recommendations from their teachers and document evidence of leadership, extra curricular activities, and community service. Character is very important for selection. These applications are reviewed by a Faculty Council and the applicants are notified of their decisions.

In order to remain a member in good standing members maintains a GPA of 85 cumulative average and perform a minimum of forty hours of community service per year.

Transfer students who were inducted into another chapter of the National Honor Society are entitled to membership in our chapter.

Transfer students who were not members of a National Honor Society must wait one full academic year to be eligible for selection into our Chapter.

NATIONAL JUNIOR HONOR SOCIETY

Students who have a minimum of a 90% cumulative average may be considered for membership to the National Junior Honor Society. Students who meet this academic criteria may apply in Grades 8 and 9. However, grades alone do not guarantee membership. A Faculty Panel reviews the applications looking for evidence of leadership, character, and service. Once inducted, the member must maintain a 90% cumulative average to remain a member in good standing.

CLASS COURSE EXPECTATIONS

Teachers will distribute expectations for their courses. This will explain the content that will be covered, the books necessary for the class, the supplies needed, the grading system used, homework and disciplinary policies.

HOMEWORK PHILOSOPHY

We believe homework is an extension of the school day. Each of our teachers uses homework to preview, reinforce and review valuable classroom content. As it is an integral part of the curriculum, **it is in many instances an integral part of the student's grade.**

MISSING HOMEWORK POLICY

Students who miss homework face the following consequences.

Grades 7 through 10

1. Teacher detention with a 24 hour notice
2. Student makes up the missed work in the detention
3. A chronic offender is given an office detention

Grades 11 and 12

1. A student is given a grade of zero for each missed homework assignment
2. **No make-up work is allowed as it is our intent to make each of our students ready for college academics.**

ACADEMIC PROBATION

A student is placed on Academic Probation if the student:

1. Fails two or more subjects
2. Fails one subject and has a grade of incomplete in another subject.

A student who is on Academic Probation:

1. Relinquishes all leadership roles such as class officer, student council representative or team captain
2. Is unable to participate in any extracurricular activities such as sports, drama, or clubs.

The probationary period is for a full quarter and will end when the student fails less than two subjects.

FAILURE FOR THE ACADEMIC YEAR AND SUMMER SCHOOL

Students whose overall year end average is below a 55 are not eligible for summer school.

In a student's academic career at SPM they are allowed to retake one course.

Students whose year end averages fall between a 64 and a 55 are eligible for summer school. Summer school is held each year at Saint Peter-Marian for both high school and junior high school students. The grades of the students attending summer school classes are not changed on their official transcripts. However, they are issued credit for the course. This will help them achieve the necessary credits they need to graduate.

Please note: No student will return to SPM unless these failed courses have been made up in summer school. Failure to do so will necessitate their transfer.

Any student who fails three or more courses will be asked to leave the school.

The Headmaster may use his prerogative to waive this rule for seventh grade students, provided these students have no disciplinary issues.

NEW ATTENDANCE POLICIES AND PROCEDURES

Student's attendance in class is an integral part of the learning process. We uphold the Mandatory School Attendance Law and we expect our students to be on time and in class each school day. Their presence is necessary for the growth of community academically, socially and spiritually. **Administration has the sole right to determine what an unexcused absence or tardy is.**

As of June 2011 the Faculty and Administration have instituted a new attendance policy and tardy policy.

Any combination of UNEXCUSED Tardy/Absences per quarter will have the following effect on the student's grades.

#of Tardy/Absences per quarter	Points subtracted per quarter grade
0-4	0
5-9	5
10-14	10
15+	15

ABSENCES

If a student is going to be absent from school due to illness please report their absence prior to 7:30 AM by calling 508-852-5555 ext. 0.

Diocesan Policy states students cannot be absent more than fourteen times per year. Should a student be absent more than fourteen times they may lose academic credit.

High School Students who are absent more than fourteen times will lose credit for their courses and will be placed on an Attendance Contract. If a vast improvement is shown then their credit will be reinstated. If no improvement is shown the student will be asked to leave the school.

TARDINESS IN THE HIGH SCHOOL

The school day begins at 7:20. Students are expected to be in homeroom for the beginning of our day with prayer. **Students will not be allowed to enter their first period class after the first period class has begun at 7:40.** They will report to Room 142 for this class. It will count as an unexcused absence from class. We cannot have the majority of the students interrupted by a minority who continually comes to school late.

TARDINESS IN THE JUNIOR HIGH SCHOOL

Consistent Tardiness will result in a three hour work detention.

TRUANCY

A student is considered truant if the student is absent from school without parental knowledge. Upon return to school the student will be given an in-house suspension. All schoolwork they missed due to the truancy and the suspension will be given a grade of 55. In addition, the student may be placed on Disciplinary Probation. A second offense will result in a request by the Headmaster for the expulsion of the repeat offender.

Please note by law students who are truant more than ten consecutive school days must be reported to Massachusetts state authorities.

SNOW DAYS, DELAYS, & DISMISSALS DUE TO WEATHER

School cancellation / delayed opening / early dismissal announcements, due to inclement weather will be broadcast on local radio stations WTAG-AM 580, and WSRS-FM 96.1.

These announcements usually start as early as 5:00 a.m.

If there is to be an early dismissal due to weather conditions, the local radio station will carry this announcement. **DO NOT CALL THE SCHOOL.** Cancellations/ early dismissals are made in conjunction with the Worcester Public Schools. The time of dismissal is dependent on the availability of the bus service and road conditions. A Connect-ed will be sent to notify the parents. We will use the work numbers provided as well as the home numbers provided. This generally means students are dismissed no earlier than 1:20 p.m. Calls to the school at this time tie up all of our lines, which need to be kept free for emergencies. Please realize the seriousness of blocked phone lines.

ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

A student must be in school for a minimum of four periods per day in order to participate in any extra-curricular activities later that day. A student, who is absent, is not allowed to participate in any extra-curricular activities being held that day (athletic practices & games, dances, musical practices, and performances, proms, etc.) Students will not be excused from detention to participate in an extra-curricular activity.

FUNERALS

A student who wishes to attend the funeral of someone other than a member of his/her immediate family, must submit a note from his/her parents on the day before the funeral. The school Administration reserves the right to determine the number of students who will be excused to attend the funeral of a person related in a special way to the school community. All students are encouraged to give strength and support to the relatives of deceased members of the school community by their personal presence at the wake and by their prayers for the deceased person and his/her family.

FIELD TRIPS AND RETREATS

Field trips and Retreats are intended to support the educational/spiritual mission of the school. **Attendance at field trips and retreats is mandatory.** If a student misses a field trip or retreat it is counted as a day of absence from school. Prior to being allowed to take part in the field trip or retreat the student must have returned the official signed permission slip. **We cannot accept notes or phone calls as permission.**

SCHOOL VACATIONS

School vacations are scheduled in December, February, and April to allow students to avail themselves of recreational and educational opportunities. **Missing school to go on a vacation is considered an UNEXCUSED ABSENCE and will affect the student's grades.**

VACATIONS WHILE SCHOOL IS IN SESSION

The school does not endorse alternate vacation dates that occur while school is in session. When families choose to take their students out of school for alternate vacation dates, it is the student's responsibility to obtain homework from fellow classmates. **Our teachers are not required to give advanced assignments to the students or their parents/guardians.**

SUMMATION

This is not a complete list of all possible scenarios relating to attendance. It is intended to be indicative of the intent of St. Peter-Marian's attendance policy. Extreme and unusual circumstances relative to absence, tardiness, and dismissals may occur. These can be submitted to the Administration for individual consideration. All actions are reflective of, and attempt to be consistent with, the philosophy and mission of the school.

CODE OF CONDUCT

It is the expectation of the Administration, Faculty and Staff that all members of our community model behavior based on the tenets of our Roman Catholic faith and the teachings of our Lord and Savior Jesus Christ. Students who are unable to model the appropriate behavior will be asked to seek an alternative school for their continued education.

The following are a list of serious forms of misconduct taken from the Model Code for Rights and Responsibilities and Conduct published by the American Bar Association.

Each one of these is considered sufficient reason for expulsion:

- Theft or intentional damage to school property or the property of a student or staff member; Physical or verbal abuse or disrespect to any person on school property or at a function
- sponsored or supervised by the school;
- Any gestures, remarks, or written comments, which can be

interpreted as death threats simply will not be tolerated. The person(s) involved will be suspended and will not be allowed to return to school until a psychiatric evaluation can be performed.

- Persistent failure to comply with directions given by members of the Administration, Faculty or Staff;
- Intentional disruption or obstruction of teaching, administration, meetings or programs or any other official school activity;
- Deliberate dishonesty, including cheating, plagiarism, the giving of false information, forgery, or the altering of school documents or records;
- The violation of law on or off school property; at a school function as to jeopardize the school's reputation or community standing.
- Any student charged with a felony will be ineligible to participate in any school related activities until the case has been adjudicated and the charges dismissed. **Depending upon the charges students may be removed from the school for the safety and well being of our community.**
- Using, being in the possession of, being under the influence of, or in the presence of alcohol or controlled drugs while on school property or at a school sponsored function
- Harassment is unacceptable and will not be tolerated under any circumstances. By law the victim defines the harassment. What one person may consider acceptable behavior may be viewed as harassment by another person.
- Espousing worship contrary to the teachings of the Roman Catholic Church. Ridiculing or not taking seriously the tenets of the Roman Catholic faith.

ASSEMBLIES

We expect our students to respect both the speakers and the members of the audience while attending an assembly. Anyone who is spoken to or removed from an assembly will receive an in-house suspension.

BEHAVIOR WHILE AT MASS AND CELEBRATIONS OF OUR FAITH

The most important part of our school is the ability to come together as a community and partake in the Eucharist. While we understand our students come from varied religious backgrounds, we ask you to participate in the liturgy and be respectful. Anyone interfering with our community's right to worship will be subject to disciplinary action – an out of school suspension.

BEHAVIOR ON SCHOOL TRANSPORTATION

Riding on the bus to and from school is considered an extension of the school day and all the regulations of the school are in effect.

Appropriate behavior is required on school buses at all times. Should students present discipline problems while using the bus service, the Principal's office is notified. Parents will then be contacted and a parent conference may be required.

The Administration reserves the right to deny bus transportation privileges. The family is then responsible for the student's transportation to and from school.

Junior High School students will be picked up in the afternoon at the Junior High School. Junior High Students are not to come to the High School to board the buses in the afternoon.

BEHAVIOR IN THE CAFETERIA DURING LUNCH

Students will report to the cafeteria at their assigned lunch period. Rubbish should be thrown away in the proper receptacles. Please place recyclable materials in available bins. Students are to be models of good behavior as they break bread with their peers.

For the students convenience they may use lavatories before, and during lunch. Students are expected to remain in the cafeteria, unless given permission to leave, to ensure their peer's academics will not be disrupted.

CHEATING

Since cheating is a form of theft and dishonesty. It has no place in our school. Cheating includes but is not limited to copying from another student's test or homework, using notes of other aids without permission from the teacher during a test or a quiz. Plagiarism is the use of information from a textbook, newspaper, internet source, or magazine, without proper citation. It is considered a form of cheating. Anyone found cheating will be subject to the following:

- A three hour work detention

- A grade of zero (0) on the school work where the cheating occurred
- The loss of the right to run for an elected position in student government or hold a position as a team captain
- Parental notification and possible conference
- A Second Cheating incident will result in a one-day an out of school suspension and parental conference prior to the student's return to the school.

CLASSROOM CONDUCT

It is expected that all students arrive to class on time and are prepared for class with all necessary books, notebooks and writing utensils.

Each teacher has a list of classroom rules. Any violation of these rules is usually handled by the teacher. They will give the student 24 hours notice prior to their classroom detention.

For more serious offenses a student will be referred to the Principal's office or the Dean of Discipline's office.

If a student is asked to leave class they are to immediately report to the Main Office.

Students who are asked to leave a classroom will be given an in-house suspension the following day.

A second removal will result in an out of school suspension and a parental conference must take place prior to their return to the class.

A third removal will result in Disciplinary Probation. There is a strong possibility the student would be removed from the class with loss of academic credit.

OFFICE DETENTION

Parents are notified by mail when their student is given an office detention.

Students are given a written notification in homeroom. They must serve their detention within the time specified. Failure to serve an office detention will result in an in school suspension.

Students who receive three or more office detentions in a semester will be assigned an in house suspension.

Students who receive five or more detentions in a semester will receive an automatic one day out of school suspension.

A parental conference must take place prior to the student's return to school.

SUSPENSIONS

In-school suspensions and out of school suspensions are serious disciplinary actions.

A student is not allowed to attend class nor any school related activities-drama rehearsal, choir rehearsal, athletic practice or games, math meets, proms, dances etc.

All work given in classes that day or due that day will be given a grade of 55. Students are responsible for making up all work missed. A teacher will give a student a grade of zero for any work not made up.

A conference with the student and their parents or guardians is a condition for readmittance after an out of school suspension.

A second suspension will result in Disciplinary Probation

DISCIPLINARY PROBATION

When a student is placed on Disciplinary Probation the following procedures and restrictions are enforced:

There is an immediate one to five day out of school suspension followed by a parental conference

The student shall be excluded for a period of one semester or ninety days from all school related activities on or off school premises

The student shall be excluded from all rallies, assemblies and other activities with the exception of Liturgical Events

The student shall complete twenty hours of work detention after school.

The student will relinquish leadership roles they hold.

DRUG AND ALCOHOL POLICIES

THE USE AND OR POSSESSION OF ANY ALCOHOLIC BEVERAGE OR DRUG IS STRICTLY PROHIBITED

This is sufficient reason for immediate expulsion with the approval of the Diocesan Superintendent. Students in violation will be immediately removed from school or its functions. Parents will be notified and will be asked to pick up their student as the student will be placed on out of school suspension

The parents will meet with the Headmaster within three school days.

At this meeting the Headmaster will determine whether to recommend the immediate dismissal of the student to the Superintendent or to place the student in counseling and place them on Disciplinary Probation.

Should dismissal **not be** recommended the student and their parents will:

Arrange for counseling at either Catholic Charities or another acceptable agency.

Arrange for monthly drug or alcohol testing with the results sent directly to the Headmaster.

The school must receive in writing, that the student is in counseling. When the counselor recommends the termination of said counseling, the Headmaster must receive written notification.

The student cannot attend any school functions for the ninety days.

The student is placed on Disciplinary Probation for a period of ninety days and must serve twenty hours of work detention.

The student will relinquish all leadership roles and will not participate in any school related extracurricular activities. i.e. sports, drama, academic clubs

The conditions will be placed in writing and agreed to by all parties.

If the student fails to fulfill the conditions of the probation the Headmaster will request the student's dismissal.

TOBACCO

Smoking or the use of smokeless tobacco inside or outside of school property at school functions is prohibited.

Possession of this substance is against the law. In this case the Drug and Alcohol protocol will be followed. Faculty, Staff and Administration have the right to confiscate

visible tobacco products.

ELECTRONIC DEVICES

We realize the necessity of communication between child and parent. However, cell phones should be in the off mode during the school day.

Teachers have been instructed to confiscate cell phone and all other electronic devices. The devices are turned over to the office and placed in the safe and returned to the student the afternoon of the next full school day.

A second offense will result in the parent having to come to the school and retrieve the cell phone.

A third offense will result in an out of school suspension and parental/student conference with the Administration.

Cell phones are not to be visible at any time during the school day. If you need to contact your child please call the Main Office and we will immediately contact them.

EMERGENCY PLANS

The school is prepared to ensure the safety of your child. There are plans in place to deal with a myriad of situations. The various scenarios are practiced in each of our schools and the students take these procedures very seriously. There are posted instructions in each classroom which indicates the nearest exit in case of fire. Students are requested to remain quiet throughout the fire drills and to walk silently and swiftly in single file to the pre-designated area. Students are instructed in the event of a standstill or lockdown.

GAMBLING

Students are not to participate in any type of gambling on school property. The use of cards or other gambling paraphernalia is prohibited.

GUM

For health and safety reasons gum is prohibited. Chronic offenders will receive a three hour work detention.

HALL PASSES

All students must have a hall pass from their teacher when leaving the classroom.

HARASSMENT

Harassment is defined by the victim. The definition of harassment includes, but is not limited

to physical or verbal or written conduct which is designed to demean, intimidate or interferes with the student's academic performance. Should you feel harassed or bullied, immediately report it to a teacher, counselor or administrator. Confidentiality will be honored. In addition to school rules there are state and federal laws which protect students against aggressive and harassing behavior. **We are required by Massachusetts State Law to contact the parents of both parties involved in a harassment incidents. In addition the police may be notified. We take the protection of our young peoples' emotional and physical well-being seriously!** The harasser will be immediately removed from the school and expulsion recommended to the Superintendent.

HAZING

Hazing is defined as any conduct which is used to initiate a prospective member into a student organization or team whether on public or private property. Such behavior has the potential to endanger the student physically or mentally. Hazing includes but is not limited to beating, branding, forced consumption of alcohol or drinking, deprivation of sleep, and intentional isolation of an individual.

Should a student be subjected to hazing, they are to contact a teacher, coach, counselor or administrator.

All students have signed an Anti-Hazing/Bullying contract and it is kept on file at the school.

Any incident where a student is involved in hazing another student will result in the Headmasters recommendation for expulsion to the Superintendent.

LOCKERS

Lockers are not the personal property of the student. They are on loan to the students. Lockers are assigned and are not to be switched.

Students, who do not lock their lockers, run the risk of having their personal belongings stolen. Empty lockers in the high school are padlocked and are not to be used. Administration reserves the right to inspect the lockers of our students at any time.

THEFT, TRESPASSING AND VANDALISM

The physical building and property is our home away from home. It is our private property. Anyone caught stealing the personal property of others or intentional vandalizing the property or entering the building or grounds during non-school hours will be asked to withdraw from

the school.

WEAPONS

A student shall not possess a weapon on school property or at a school related function. Students caught with a weapon will be asked to withdraw from school. They will be turned over to the police.

LIBRARY AND INTERNET POLICIES

In the high school each year the students review the library policies. The library is available for the students use during and after school till 3:30 PM.

Students must be doing work of an academic nature and must have a pass from their subject teacher.

When using the internet students are reminded to:

1. Be ethical- when using material taken from an internet source make sure it is documented in your paper.
2. Look Before you Leap-make sure you are opening website which would be deemed acceptable. Students who are found on unacceptable website will be given a three hour work detention.
3. Students are not allowed to check email, or go on their private internet sites such as Myspace and Facebook.
4. Please keep in mind the school has an obligation to protect its integrity. Should the school receive knowledge of illicit behavior via the internet they have an obligation to share the information with the authorities and take disciplinary action against the student.
5. Respect the computer equipment-Parents pay a technology fee to ensure your right to access equipment. Should something break accidentally tell your teacher.
6. SPM is proud to service your technological needs. However, it chooses to service your academic not personal needs.

Please note the Administration reserves the right to review students' computer files and communications to ensure its users are in compliance with Diocesan policy.

STUDY HALL POLICIES

It is the expectation of the school that students who take Study Halls use them for the purpose of studying.

Students may listen to their ipods during Study Hall.

Students may not have food or drink in the Study Hall.

Students are not to use Study Hall to catch up on their sleep.

Students who have finished their work are encouraged to read a newspaper or book brought from home.

VISITORS

For the safety and well being of our students, staff, faculty and administration we request all visitors report to the Main Office for a visitor pass.

Those interested in shadowing for the day may do so. Please make arrangements with the Director of Guidance.

Students who wish to shadow another student must have Administrative approval prior to their arrival.

Students are not allowed to have guests at school functions with the exception of the junior and senior proms and senior post prom. These guests must be approved by Administration and the student is responsible for their guest's actions at proms.

SPM ATHLETIC PHILOSOPHY

Student Athletes are expected to uphold the highest standards of behavior and sportsmanship at all times. Our athletes represent our school and must do nothing to hurt our reputation. We expect our athletes to model the behavior which ensures a healthy lifestyle.

ACADEMIC ELIGIBILITY

Students are not eligible to participate in sports if they are failing two or more subjects.

HEALTH ELIGIBILITY

All athletes before trying out are required to have a physical release form signed by their doctors. They must use the form provided by SPM. These forms may be obtained in the Main Office.

PARTICIPATION IN ATHLETICS IS A PRIVILEGE AND NOT A RIGHT

SPM adheres to the guidelines of the MIAA

The MIAA had developed a series of penalties for athletes who break illegal substance rules. Student athletes are prohibited from the beginning fall practices to the conclusion of spring games to buy, consume, possess or give away any beverage containing alcohol, any tobacco product, marijuana, steroids, or any controlled substance. This policy also includes products such as non-alcoholic or near beer. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for a student's use by a doctor.

This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This MIAA statewide minimum standard is not intended to render "guilt by association" as athletes may be present at a party where only a few violate this standard.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academic failures, or otherwise; the penalty will not take effect until that student is eligible to participate again.

MIAA MINIMUM PENALTIES

First Violation:

When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all scholastic contests in that sport. For the student these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes part of a treatment program. It is recommended that the student be allowed to remain at practices for the purposes of rehabilitation. All decimal parts of an event will be truncated i.e. Any fractional part of an event will be dropped when calculating the 25% of the season.

Second and Subsequent Violations:

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal parts of an event

will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season.

If after second and subsequent violations, the students of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal parts of an event will be truncated i.e. Any fractional part of an event will be dropped when calculating 40% of the season.

Out of season violations of the MIAA drug and alcohol policy by any athlete will mean serving their loss of eligibility during their next athletic season.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violations the penalty shall carry over to the student's next season of actual participation, which may effect the eligibility status of the student during the next academic year.

MIAA rules stipulate that no student may even tryout for a sport without a completed medical card on record at the school. The card must contain both the physician's signature and the signature of the student's parent or guardian.

RIGHTS OF THE ADMINISTRATION

The Administration reserves the right to evaluate the effort, academic record, attendance, behavior record, honor and integrity of any student displaying problems in any of these areas. Depending upon the outcome of this evaluation, a student may be asked to leave SPM during the current year or the following year.

Continued enrollment at SPM is not automatically given. It must be earned by both the parent/guardians and the student honoring and respecting the tenets of **this Handbook on a daily basis.**

As it is impossible for any set of rules to make specific reference to all offenses, the Administration reserves the right to interpret these rules and extend their application in a manner consistent with their intent. **The Administration has the legal duty to protect the safety of the faculty, students and staff. Therefore, the Administration reserves the right to take action which may be necessary to accomplish these ends.**

In addition, the Administration reserves the right to revise this handbook throughout

the year should situations warrant its revision.

There are consequences for choices. However, in the spirit of our Catholic faith, it is hoped that these consequences will shape model Christians.