



# **Saint Mary's Junior/Senior High School**

## **Parent/Student Handbook**

**2016-2017**

## **PRINCIPAL'S RIGHT TO AMEND**

**The administration of St. Mary's Schools reserves the right to amend this Handbook. Notice of amendments will be communicated to parents in writing via our school website, ConnectEd, or email.**

***Nothing in this handbook is meant to conflict with state law, federal law, or the policies promulgated by the Worcester Diocesan Superintendent.***

The major rules and policies are included in, but not limited to, those set forth in this revised edition of the **St. Mary's Junior/Senior High School Parent/Student Handbook**. Please remember that students also are expected to abide by the individual rules of each classroom. We are professionally trained and skilled educators who seek your cooperation in planning a challenging and rewarding year for your children. Home and school provide the foundation for their growth in faith and love for God. We are blessed by their presence in our lives.

(Revised August 2016)

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**St. Mary's Jr./Sr. High School:**

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Principal: Adam J. Cormier  
Vice Principal: Cynthia Ahearn  
Director of Guidance: Mark Siemaszko  
Athletic Director: John Barbale  
Student Support Services: Jaclyn Dutton  
Administrative Assistant: Jane Hill  
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Andrew Bechard	Math/Economics	RM 103
Monica Campbell	English	RM 204
Adam Cormier	Theology	RM 203
Jaclyn Dutton	English	RM 201
Fred Forrett	Technology	Computer Room
Bernadette Harris	Spanish	RM 303
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Dear St. Mary's Students,

As Principal at St. Mary's, I am looking forward to working with you to make St. Mary's Jr./Sr. High School the best it can be. St. Mary's is a special school because of each and every one of you. Your dedication and commitment to St. Mary's is what makes our school successful. I challenge each of you to be the best you can be and achieve all that you can achieve!

As we work together to provide you with an excellent education, I invite you to share with me the following **St. Mary's C.A.R.E.S.** values to strengthen our unique community. These values will serve as guidelines to help us work effectively together throughout the year:

- ♥ **Consistency:** Parents and teachers all care about children. This shared belief is the basis of our collaboration as we commit to be consistent in our efforts to work together to enforce the expectations and procedures necessary to maintain a safe and rigorous learning environment.
- ♥ **Achievement:** We are committed to meet the individual needs of our students, and to provide learning opportunities that help our students achieve their academic and personal goals.
- ♥ **Respect:** To ensure effective communication and a positive learning experience for all students, we are respectful of time, feelings, and privacy in all of our interactions.
- ♥ **Empathy:** Our students come first! We embrace diversity and recognize the importance of social and emotional awareness.
- ♥ **Shared Responsibility:** Parents, teachers, and staff members make a genuine effort to work together to support students, to serve as role models, and to learn from each other.

It is very important that you put a high priority on respect: for yourself, for your parents, for your teachers, and for your classmates. By respecting these individuals, you are ultimately showing respect for God, who is the reason for this school. Work to your full potential, take good care of yourself, listen to and follow the directions of your teachers and parents, and treat your classmates as you would like to be treated. With this attitude of respect, we will have a successful school year.

Respectfully,

Mr. Cormier  
Principal

# Our Mission

## MISSION STATEMENT

The mission of St. Mary's Jr./Sr. High School is to provide a nurturing experience dedicated to the formation of the whole person in Christ by fostering the spiritual, intellectual, and emotional maturation of its students.

We embrace this formidable responsibility in order to live out our motto:

*Non Scholae, sed vitae  
Not only for school, but for life*

In the light of the call from the Lord, Saint Mary's Jr./Sr. High School sets the following objectives:

### **Spiritual**

1. To lead students to a deeper personal relationship with God through opportunities for worship and prayer.
2. To teach by word and example the Gospel values and the Tradition of the Catholic Church in a sound religious curriculum.
3. To foster a community of faith and hope to meet the challenges and difficulties that are experienced in the world.
4. To promote projects of service as a means of developing leadership and commitment to the school, community, and society.
5. To continue the formative process of developing self-awareness and self-esteem in all aspects of human relationships and values.

### **Intellectual**

1. To stimulate a desire to learn not only for school but for life, becoming lifelong learners.
2. To strive for academic excellence.
3. To provide a basic curriculum stressing fundamental academic skills.
4. To provide an academic program that will prepare each student for college and career endeavors.
5. To cultivate an understanding and appreciation of cultural and historical heritages, particularly the impact of Christianity on Western society.

### **Social**

1. To further the development of a social conscience that will inspire students to act for peace and justice.
2. To provide extra-curricular activities that promote interest and involvement in all aspects of human development.
3. To provide opportunities for leadership and service within and beyond the school community.
4. To maintain an atmosphere conducive to learning through consistent standards of discipline.
5. To challenge students to a Christian response to today's social, economic, and ecological problems.

## **PARENTS' ROLE IN EDUCATION**

The faculty and staff of St. Mary's Jr./Sr. High School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's Jr./Sr. High School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary's Jr./Sr. High School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **SCHOOL CITIZENSHIP: THE FACTS OF SCHOOL LIFE**

1. Your first obligation in school is your education. You are here to learn and you have the major share of responsibility for that process. Your teachers can make school interesting - even exciting - and can see that you have all the tools you need for success, but **ONLY YOU** can learn.
2. This school has the responsibility of protecting your right to an education without interference. People who interfere with the rights of others will be disciplined.
3. As at home and on the job, school has authorities. Your welfare is their goal. The administrators, teachers and staff members are here because they care about your success.
4. As anywhere else in life, teachers are not alike, so you will have to adjust to many different personalities and their expectations. Remember: there is no problem so large you cannot solve it; use all the resources of the school and get the help you need to be successful. If you are sincerely interested in your education, if you respect the dignity and the rights of other people, then you will find your years at St. Mary's to be most memorable.

## **ST. MARY'S CODE OF HONORABLE CONDUCT**

A faith-filled life, compassion and respect for others are hallmarks of the St. Mary's community. All members of the St. Mary's community, students, faculty, staff, administration and parents will uphold the principles of personal and academic honesty and integrity so that we can grow and develop in the school's mission and of whole person formation.

When a student violates the principles of the Code of Honorable Conduct, appropriate corrective actions and/or consequences must be taken. When specific actions/consequences are not identified in the Handbook, then the administration may assess whatever actions/consequences that they deem appropriate. For repeat or serious violations, the administration may also convene with the Pastor.

All members will conduct themselves in an honorable manner at all times both at school and elsewhere. All members will model these school principles as follows:

### **SPIRITUAL:**

As a school in the Catholic tradition, St. Mary's bases its spirituality on the love of God made manifest in our lives. That spirituality is lived out in compassion, empathy, tolerance, and mutual respect. The members of the St. Mary's community strive to respectfully understand the different religious traditions in our community and our world and are tolerant of those differences. As a community, we celebrate the events of our lives through our Catholic faith tradition and exhibit hospitality, understanding and acceptance, inviting others to join us in prayer and celebration.

### **INTELLECTUAL:**

Learning is very much a personal endeavor through which students grow and develop as part of the school's mission. All work submitted should be independently completed and afford credit to accurate sources. Dishonesty, cheating and plagiarism destroy true scholarship and personal integrity and undermine one's sense of pride and accomplishment, and as such cannot be tolerated.

### **SOCIAL:**

In the St. Mary's community, we value every person and demonstrate the acceptance of others' individuality at all times. All social and casual interactions should reflect respect for individuals, their persons, property and work product. Understanding and respecting the individual, including the expectation to feel personally, intellectually and emotionally secure should be valued in one's works and action at all times.

### **EMOTIONAL:**

St. Mary's is a community that strives for stability and emotional growth for all its members. We recognize and respect that the emotional development of every member is distinct and personal.

### **PHYSICAL:**

Respectful of each other, members seek to support each other and do no physical or emotional harm in their interactions with each other and others outside the community; fighting, violence, vandalism and other related behaviors are unacceptable. All members of the St. Mary's community are expected to conduct themselves in a sportsmanlike manner while participating in all athletic activities. Members will at all times show respect towards their teammates, coaches, opponents, fans, officials and bus drivers during all athletic contests whether they are active participants or spectators. Members will lead a substance free, healthy lifestyle.



## **I. SPIRITUAL**

St. Mary's Jr./Sr. High School bases its spirituality on the love of God made manifest in our lives. That spirituality is lived out in compassion, empathy, tolerance, and mutual respect. As a community, we celebrate the events of our lives through our Catholic faith tradition and exhibit hospitality, understanding and acceptance, inviting others to join us in prayer and celebration.

### ***A. Goals and Objectives***

To provide an environment for the nurturing of the young person through spiritual formation by:

1. Familiarizing all students with the gospel message of peace, justice and love through a well-developed, coherent, and balanced curriculum of religious studies and through knowledge and participation in prayer and worship.
2. Striving to become a community of faith where teachers, students and peers grow and share in accepting and respecting one another in a true Christian community.
3. Challenging students to face crucial issues of the day, thus awakening the desire to place their gifts at the service of others within the school and the larger human family.

### ***B. Expectations***

St. Mary's Jr./Sr. High School is a co-educational, Catholic high school. Students of St. Mary's, regardless of denomination, are required to take courses in religious studies each year. Each school day will begin and end with school-wide prayer. All students, faculty and staff are expected to be attentive and respectful during this special time of the school day. In addition, students are required to attend First Friday Mass which is celebrated at 8:30 a.m. at our parish of Our Lady of Czestochowa Church. School-wide Liturgies and other religious functions will be scheduled periodically throughout the year. For these functions, all students must attend and conduct themselves in a respectful and cooperative manner.

### ***C. Faith in Action***

Each person has unique gifts from God to use in building a school faith community, which is firmly rooted in Catholic spirituality and tradition. The Faith in Action Committee involves and engages others, especially students, in the collaborative process of spiritual formation. They sponsor events and activities to foster spiritual growth and development in the school: liturgies, student retreats, and community service projects. Students are required to partake in student/class retreats that explore relationships with self, God, and others and challenge students to consider the next steps in their lives of faith. Please consult the school calendar for specific retreat dates. The school considers retreats to be an essential part of our overall educational process, and in terms of importance, retreats take precedence over all sports and extracurricular activities. If a student has a legitimate conflict and cannot attend the retreat, a letter must be submitted to the Principal. If the reason is legitimate, an alternative assessment will be given at school during the scheduled retreat day to receive credit for religion class.

## **II. INTELLECTUAL**

Learning is very much a personal endeavor through which students grow and develop as part of the school's mission. All work submitted should be independently completed and afford credit to accurate sources. Dishonesty, cheating and plagiarism destroy true scholarship and personal integrity and undermine one's sense of pride and accomplishment, and as such cannot be tolerated.

### ***A. Goals and Objectives***

To promote an environment for the nurturing of the young person through intellectual formation by:

1. Encouraging the students to discover their talents and potential while challenging them to develop their capacity to learn to master the skills for oral and written expression, to understand the ways in which they change their environment, and to accept responsibility for the world in which they live.
2. Offering opportunities within a climate conducive to the development of those qualities and skills needed for insightful, meaningful and successful pursuit of college studies and college life.
3. Planning, organizing and evaluating a balanced curriculum designed to meet the developmental needs of the students.

## **III. SOCIAL AND EMOTIONAL**

**SOCIAL:** The St. Mary's community respects the opinions and rights of others and demonstrates the acceptance of others' individuality at all times. All social and casual interactions should reflect respect for individuals, their persons, property and work product. Understanding and respecting individual rights, including the right to feel personally, intellectually and emotionally secure at St. Mary's should be central to one's works and actions at all times.

### ***A. Goals and Objectives***

To provide an environment for the nurturing of the young person through social formation by:

1. Modeling a balanced, healthful and respectful approach to the whole person: male and female.
2. Promoting Christian respect through sincere, consistent willingness to articulate clear expectations of behavior, conduct, and responsibilities.
3. Providing opportunities for the students to interact cooperatively with their peers: to work with others, to form friendships, to exercise leadership, to express themselves artistically, and to develop a social conscience.
4. Establishing programs that animate the dynamic qualities of school spirit and pride.

**EMOTIONAL:** St. Mary's is a community that strives for stability and emotional growth for all its members. We recognize and respect that the emotional development of every member is distinct and personal.

### ***A. Goals and Objectives***

To provide an environment for the nurturing of the young person through emotional formation by:

1. Recognizing and appreciating the developmental stages of the adolescent experience and helping him/her to understand and adjust to the physical and emotional changes.
2. Establishing a climate within the school's communities that aims at greater emotional maturity, the expression of the emotions that facilitate social and intellectual interaction.
3. Encouraging faculty and staff to affirm the growth of students through realistic expectations, recognition of student achievements, and by offering their lives as positive role models and witnesses to the Gospel.

### **General Behavior Policies**

As a Catholic learning community St. Mary's Jr/Sr High School places the responsibility of creating the appropriate atmosphere on the shoulders of everyone who participates in that life. Therefore, it is important and necessary that students act like ladies and gentlemen at all times. Young people must learn to respect one another in both speech and actions.

Both in and out of class, students are expected to behave in a safe, courteous and respectful manner. School rules and regulations provide safety, security and support to students. They help in the formation of character, orderliness and efficiency, helping students become well-rounded, capable individuals for their future roles in society. With a school wide personal behavior policy, students know what is expected of them. Students should always know that the entire adult community shares the same basic expectations for student behavior whether in the classroom, hallways, locker rooms, cafeteria, gym, athletic fields, or outside of school.

### **Grievances**

If you feel that you are being treated unfairly, talk it over with the person(s) involved. If, after a reasonable effort, the problem is not resolved, discuss the matter with someone else—your counselor, another teacher, or an administrator. If you feel that certain rules or policies should be changed or discontinued, you have a responsibility as a member of your school community to make your opinions known to those people or organizations that can influence change. These include your student council members, teachers, and administrators. Changing established procedures usually takes time and much effort, for conflicting opinions are often resolved only through realistic compromise. If your cause is a valid one, your efforts will not only give you the satisfaction of working for your own convictions, but you will also contribute to the well-being of others.

# Academic Information

## ADMISSIONS POLICY

### Nondiscrimination Policy

St. Mary's Junior/Senior High School admits students of any race, color, religion, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to students in the school. It does not discriminate on the bases of race, color, religion, national or ethnic origin in the administration of its education policies, admission policies, or athletic or other school administered programs.

It is important to remember that all students are accepted on an annual basis. The acceptance of the registration fee for the following year does not necessarily constitute final acceptance or continuation at St. Mary's Jr. /Sr. High School. Re-acceptance for successive years will be based on the attitude, behavior, and achievement of the student and is entirely the decision of the school, made in the best interest of the school.

### Entrance Requirements

Entrance to St. Mary's is based on the student's report cards, discipline records, and other information from the school previously attended. New students are accepted into classes if space is available and at the discretion of the school administration based on the academics and conduct at the previous school attended. A meeting with the Principal is required.

### Withdrawal and Transfer Procedures

Please inform the school office (administration) as soon as you make a decision to transfer your child. A release form must be signed by the parent to authorize the transfer of records. You may obtain a transfer form from the school office. Please return it, completed and signed to the school secretary.

Parents should present the name and address of the new school, so that the school secretary may mail all appropriate records within a timely manner. School records cannot be given to the parents - they **must** be mailed directly to the new school.

### Course Requirements

#### Junior High - grades 7-8

Every student must take and pass the core curriculum courses. In addition to the seven academic classes per year, students are required to take and pass Physical Education.

#### High School - grades 9-12

Each full year course is valued at one credit. Physical education is valued at 1/4 credit per year. To meet the varied interest, backgrounds, and talents of the individual student, St. Mary's offers diverse courses to provide a creative learning experience, while at the same time meeting requirements for college admissions. 11th graders have limited electives due to required courses for college admission. In 12th grade, religion, English, science, and math are required. Electives complete the required six courses.

Required Courses	Possible Electives	
Religion 4 years	Accounting/Economics	Technology
English 4 years	Meteorology	AP Government
Math 4 years	Anatomy	AP World History
Science 4 years	Physics	AP European History
History 4 years	Psychology	AP English Lit
Foreign Language 3 years	SAT Prep	AP Calculus
Physical Education 2 years	Writing and Research	AP Chemistry

Students must take a foreign language for three years. We do have an option 4<sup>th</sup> year of Spanish. Only extreme cases will be reviewed for parents wishing to have their son/daughter take two years of a language. Honors and Advanced Placement (AP) classes have a weighted grade reflected in the grade point average.

## **Scholastic Requirements**

1. The passing grade at St. Mary's is 65%.
2. Any students who have a grade below a 65% at the time of progress reports or report cards will be required to attend study hall from 2:15-3:15, two days per week, supervised by the assigned teacher.
3. The college-bound student must keep college admission requirements in mind when choosing electives.
4. If a student fails any courses, the credit must be made up before he/she will be promoted.
5. Any final grade of 54% or below cannot be made up in Summer School and will result in automatic retention of the student.
6. A maximum of 2 courses can be taken in Summer School or an approved alternative.
7. The Guidance Department will assist the student in making up failed courses. Parents should contact the Guidance department to find out where and when courses can be made up.
8. Students must pass required Summer School courses in order to begin classes at St. Mary's for the new academic year.
9. Any students with 2 grades in any marking period below 65% will be prohibited from extracurricular activities.
10. A student that is unable to meet the minimum standards with the assistance of Summer School needs to reapply to St. Mary's. The administration will determine if the student will be accepted back to repeat the grade.
11. Students wishing to take AP level classes must receive an overall grade higher than 90% on the previous subject and receive written permission from the AP teacher.

Note: At the end of each academic year, the administration and the Guidance Department will evaluate the academic and behavioral progress of all students. Students who are failing courses or who are unable to comply with school regulations will be advised as to their continuance at St. Mary's.

Parents are encouraged to call the school and request either a phone call or a conference if they feel that the student is not doing well. Communication between the parents and the teachers is strongly recommended. If you, as a parent, have questions about your child, please call the school. You are the primary educator and pay tuition to further your child's education, and we respect that.

## **Dual Enrollment**

St. Mary's offers dual enrollment through Assumption College for interested juniors and seniors. Students may take a semester course at Assumption College and receive credit at both Assumption College and St. Mary's. A semester course will be credited as a full honors credit course at St. Mary's. There is no cost to take a course except for the purchase of textbooks. Interested students should contact the Guidance Office at St. Mary's for more information.

## **Rank in Class**

Rank is computed based on quality points assigned to the level of the subject taken by the student.

## **Classroom Policies**

During the first full week of classes, every teacher will inform students in writing of his/ her classroom policy. This policy will include mention of the teacher's method of grading and testing, standards for acceptable classroom behavior, and the days the teacher will be available for extra help. Teachers may keep students after school for not following procedure. Teacher detention slips will be issued and will require a parent signature. Teachers may also issue an office detention for more severe infractions.

### **Making up work and tests**

It is the **responsibility** of the **student** to make up any work and/or tests missed because of absence. The student should be prepared to make up the tests, quizzes, class work, and/ or homework within 24 hours of the student's return to school unless the teacher feels more time is needed due to a prolonged absence. Students who have not made up work within the time indicated by the teacher will not receive credit for that work. Parents may request assignments in advance for an extended absence but ultimately at the discretion of the classroom teacher. It is that student's **responsibility** to communicate with his/her teacher and/or fellow classmate to get the missed assignment.

### **Extra Help**

Your teachers will gladly give you extra help. Make an appointment with them or see them before or after class. Most teachers can see you at some time during the day or after school. Do not wait until the end of the quarter to expect additional help that will help you pass a course. Get help immediately when you are having a problem. Teachers will have available hours set in their class syllabus.

### **Grading Periods**

The school year is divided into two semesters. Report Cards will be issued four times with the final report card in June. Numerical grades will be used on the report card. An incomplete will be given for prolonged absence due to illness. The student has 5 school days to make up the work and receive a grade. Failure to do so may result in a failing grade for the marking period.

### **Honor Roll**

Students in grades 7-12 are named to the Honor Roll when report cards are issued. Grades required to attain honor roll are:

**High Honors** - 90% cumulative average

**Honors** - 85% cumulative average

Grades **in all subjects** must be 80% or higher to qualify for Honors or High Honors.

### **St. Mary's Honor Society**

#### Membership Requirements

1. Member of grades 8-12 who must have a cumulative **90% average**.
2. Continued Membership: A student must maintain a 90% average each semester.
3. Scholastically eligible students are selected for membership based on qualities of leadership and character.
4. Students must complete **20 hours** of community service (10 for school / 10 for community).
5. Students must complete an essay as a form of applying for membership.
6. Strict adherence to rules and regulations as outlined in this handbook.

An Honor Society member must maintain the standards for membership in order to remain in this organization. Any member who falls below these standards will be promptly warned and placed on probation. A member will be allowed only one warning. If, at the end of the probationary period, the member fails to meet the standards, dismissal proceedings will be considered. Notice of dismissal will be given in writing. The student has the right to appeal the decision. If the dismissal stands, the student must return the membership certificate. Once a member is dismissed, he/she is never again eligible for membership in the National Honor Society.

A Faculty Advisory Committee will assist the moderator in determining membership and the maintaining of standards.

## **Exams**

Mid-year and final assessments will be administered to students in grades 9-12 at the conclusion of first and second semester. Teachers of grades 7-8 may also give a cumulative exam at their discretion.

**There will be no final exam exemptions.**

## **Seniors in Danger of NOT Graduating**

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

1. Certified letters will be sent to the parents/guardians of seniors who are in danger of not graduating. In the middle of the second semester, notice will be given to the students and parents/guardians in the form of Certified Mail - Return Receipt Requested and will be followed by a parental conference involving the parents/guardians, student, Principal, and Guidance Director.
2. Students who are notified 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 extenuating reasons, i.e., too many course failures, major discipline problems, etc., the Principal will confer with the Director of Guidance as to the disposition. The decision will be conveyed to the parents/guardians and student.
3. 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. Students who do not fulfill the requirements for graduation or who have outstanding financial obligations to St. Mary's are not allowed to participate in any graduation activity (Baccalaureate, Commencement, etc.). They are not given graduation announcements or cap and gown. Note: the graduation fee is non-refundable.

## **Academic requirements for graduation:**

- In order to participate in graduation exercises and receive a diploma, seniors must achieve a final grade of 65% or better in all classes and completed senior thesis with a 65% or better grade.
- Completion of a senior thesis paper of at least three pages, including all aspects of research and writing process, earning a passing grade of 65% or higher.

## **If a senior fails two (2) or fewer classes with grades of 55% or better:**

- The senior will not be able to participate in graduation exercises. The administration will determine if the senior can earn a diploma by completing an acceptable summer school program or assignment.

## **If a senior fails more than two (2) classes or earns a final grade below 55% in one (1) or more classes:**

- The senior will not be able to participate in graduation exercises.
- In order to receive a diploma the senior must repeat the year.
- If the senior wishes to repeat their senior year at St. Mary's Jr./Sr. High School, the student must reapply as if he or she were a new student.

## **Field Trips**

Students should adhere to all school policies, including proper dress on all trips sponsored by the school. Students are to be in school uniform for all trips unless specifically instructed otherwise by the teacher. If a student is not dressed appropriately, he or she will not go on the trip. A student's previous conduct determines if he or she may go on a field trip. Students are required to present a permission slip signed by one parent or guardian verified to the advisor planning the trip. A trip is not considered as being school sponsored if prior permission for the trip has not been given by the Principal. Field trips are not optional. Students who do not attend a field trip will be required to complete an alternative graded assignment given by the teacher.

## **Guidance**

Guidance and counseling form an integral part of the education of our students. Because St. Mary's aims at the total development of the person, guidance services include personal, social, educational, and career counseling. The program assists the students to understand themselves by focusing on their interests, abilities and needs in relation to their home, school and general environments. Counseling assists the students in developing decision skills and in formulating future plans. Students are always welcome to make use of the information services available. The head of the Guidance Department also serves as the school's safe environment trainer.

The guidance program includes individual interviews, group seminars, the administration and interpretation of tests, visits by college representatives, college fairs, scholarships and financial aid information.

All college applications are processed through the guidance department. Completed applications should be submitted to guidance at least one month before the deadline. *A \$2.00 processing fee is charged per application. This fee covers the cost of transcripts and mailing envelopes.*

## **College Board SAT/ACT Information**

It is the policy of St. Mary's to have all students take their first SAT or ACT for college admission in the spring of their junior year. The SATs and ACTs are given at various high school locations in Worcester and throughout the state. Students must register in advance by filling out a registration form, available in the Guidance Office, or registering on-line at [www.collegeboard.com](http://www.collegeboard.com). Once a student has registered, they will need to bring their registration number to the Guidance Office for verification.

## **Religion**

Since our school's main reason for existence is Christian formation and the teaching of the Catholic faith, the study of religion is **mandatory**. All students are required to attend religion classes, and any related activities scheduled in either the school or the church.

## **Textbooks and Workbooks**

Students are supplied with the currently published books. Any student who destroys, damages, or loses a book will be assessed a fine equivalent to the cost of the book's purchase price. **No new book will be given until payment for the book is received.** School bags must be used at all times, since this is one way to preserve the books. We appreciate your cooperation in this matter. (Any waterproof bag is acceptable). School textbooks must be covered **at all times**. No contact paper is allowed, as the adhesive ruins the cover of the book. Paper bags, Book Sox, or other paper coverings are permitted. **Textbooks left or stored in the classrooms are the responsibility of the student.**

## **Student Support Services**

St. Mary's offers services to students who struggle both academically and behaviorally through the office of Student Support Services. For students who, through their public school system, are eligible for special education services through an IEP (Individualized Education Program), an accommodation plan is developed and carried out with the cooperation of the student, his or her parents, and his or her teachers. Student Support Services also identifies students who may be struggling and in need of extra support. Parents are encouraged to contact Student Support Services if they feel that a child could benefit from an educational assessment or is in need of academic or behavioral intervention. In addition, in the elementary school a resource teacher will work with individual students and groups in the Learning Lab.

## **Family Education Rights and Privacy Act (FERPA) – The Buckley Amendment**

St. Mary's Schools adheres to the Family Education Rights and Privacy Act – The Buckley Amendment - regarding access to student records and academic confidentiality.

1. Students may not grade the work of other students.
2. Children of teachers may not grade the work of students enrolled at St. Mary's Schools.
3. Graded student work may not be displayed in the halls.
4. A student should never be asked to state his/her grade aloud.
5. Parent volunteers may not grade student work.
6. Parent volunteers should not tutor or work in a remedial capacity with any students.



# Arrival, Attendance, Transitions, Dismissal

**You need to come to school every day. If you know you cannot come to school you must have your parent or guardian call the school on the morning of the day of absence.**

## **ARRIVAL AND DISMISSAL**

The school day begins at 7:45 a.m. and ends at 2:15 p.m.

### **Entrance into the Building**

All students in grades 7-12 will enter the main school doors upon arrival to school. Students will then report to the auditorium until it is time to report to the classrooms at 7:35.

Students may be **dropped off** in front of the school, but City of Worcester parking regulations prohibit parking in front of the school. Parked cars are subject to ticketing.

When dropping students off, please **pull over to the curb** and have students exit your vehicle on the curb side.

Dismissal is at 2:15 p.m. Any students **not** involved in a structured extra-curricular activity or staying with a teacher for extra help are expected to leave the building at that time.

## **BEFORE SCHOOL AND AFTER SCHOOL PROGRAM**

St. Mary's School will offer a Before School Program and an After-School Program for Grades PreK-8.

**The Before School Program will open at 6:30AM.** A light breakfast will be served at that time.

Any students in grades PreK-8 dropped off prior to 7:15 must attend the Before School Program and will be charged the flat-rate of \$5.00 per day. Faculty members are not required to be in school until 7:40, therefore we have to pay a faculty member for this service. Any students arriving after 7:15 will not be charged for the program, but must proceed to the Before School room until 7:45. The after school program is open to any students in grades PreK-8. **The after-school program will open at 2:15 and close at 5:45PM.** A snack will be provided for students. The flat-rate for the After-School Program is \$10.00 per day (this is more cost-effective than most after-school programs).

This program will also be available for students during school vacations, half days and select no school days for \$25.00 per day (all to be paid in advance). We must have a minimum amount of ten students on these extra days in order for the program to open. Please see registration form for more information. Regularly scheduled students will be billed in advance. **No student will be allowed to attend either program without payment. If there are not enough paying students the program cannot continue. This policy and fees are subject to change.**

## **ATTENDANCE**

The administrators and faculty of St. Mary's Jr./ Sr. High School believe that students' attendance in school and in class is essential, not only for the academic learning process, but also for the personal and spiritual growth of students as they mature into responsible adults. Punctuality and regularity of attendance are important for the student, starting with the very first day of school. School is a student's work place. After graduating from high school, students will take with them into higher education and/or employment the positive attendance habits acquired during schooling. Our policies reflect the important connections between achievement and attendance. Good attendance is essential for academic success and can have a positive impact on the student's high school career. *Parents expect the school to establish guidelines which create the best academic and social learning environment for their children.*

This section defines those guidelines and the process of accountability for attendance.

## **Absences**

A student who has missed school for several days becomes the rightful concern of teachers and administration. A pattern of absenteeism places any student in academic jeopardy. Teachers will notify (in writing) the parent when a student has accumulated eight (8) absences, and the Principal when a student has accumulated twelve (12) absences **in a course** by completing an Absentee Record Form.

**State law requires students to be in school for all classes all day. On the day of a student's absence, a parent/guardian should notify the office between 7:00 and 9:00am.** (Calls from the student are not acceptable.)

**Students may not attend any extra-curricular activities on the day of an absence whether it is held on the school grounds or not.** This includes dances, athletic games, or any other activity. Exceptions to his rule can only be made by the Principal.

## **Provision of the Attendance Guideline**

1. Courses are successfully completed and credit is earned when the student earns a passing grade and does not exceed the maximum absence limit of 15 days.
2. In courses in which students fail to receive full credit due to exceeding the maximum absence limit, an earned passing grade will be recorded and the reason for credit loss will be included on the permanent record.
3. If a student misses more than half of a class, that student will be marked absent to that class.
4. Students are expected to be in school every day. Credit will be lost when a student accumulates 15 absences from a class. There will be no differentiation of "excused" versus "unexcused" absences. Any exemptions to this policy may only be made by the administration.
5. Students who have lost credit as a result of the attendance guideline will be required to attend class on a regular basis. Failure to attend class will result in disciplinary action.
6. Vacation days taken during school time are considered absences acquired toward the maximum absence limit.
7. Students who are hospitalized or under doctor's care and return with a doctor's letter of explanation, which has been verified and accepted by the school nurse and an administrator, may be granted an extension equal to the number of days of that care, providing all other absences have received prior acceptance by an administrator.
8. Staff members will maintain attendance records for each course, and will submit attendance records/credit loss forms when students exceed maximum number of days absent
- 9. It is extremely important that students and parents realize that the fifteen (15) class absences per subject built into the attendance policy are for sickness or emergency and are not to be considered "personal days" for the student.**
10. Students who have lost credit due to tardies or absences but received a passing grade for the subject will need to obtain credit in summer school or night school.

## **Tardiness to School**

Students have three (3) free passes when tardy to school. After three, tardiness will be excused only if you have a note of acceptable explanation, such as a dentist or doctor appointment. Extenuating circumstances will be reviewed on a case-by-case basis. Students who do not bring an acceptable note will receive one office detention. Students who are tardy to school will be issued a pass and an office detention slip to be served on the next scheduled day. Tardiness to school is counted as time lost within the provisions of the Attendance Policy.

### **Tardiness to Class**

Three minutes are allowed for passing time. Students who are tardy for class without a pass from the previous teacher will be issued a demerit by the teacher. One copy is to be given to the student and the carbon to the office. Accumulation of three demerits will result in an office detention.

### **Attendance—School/Practice/Game/Event**

- **Students must be admitted to school prior to 9:00 a.m. or they are ineligible to participate in an athletic practice, contest or any other after school event on that day unless they provide a note from a doctor/dentist/etc.**
- Students who are admitted into school after 9:00 a.m. must have made arrangements to do so and receive permission from the administration at least 24 hours in advance. They then are eligible to participate in a practice or game on that day.
- Students are ineligible to participate in athletic practices, contests, or any other extra-curricular events on days they are serving an in-house suspension.

### **College Visits (Seniors only)**

It is generally recommended that students and parents visit colleges during the summer between the junior and senior year, or during school vacations. Seniors are allowed **two days** for college visits during school hours. It is recommended that these days are used for college visits that require extensive travel. College days must be taken no later than May 1st of the senior year. The appropriate form is obtained and approved by the Principal with a three-day notice required. College days are approved only when the following conditions have been met:

- a. Appropriate paperwork has been filled out in the Main Office.
- b. Parents/guardians notify the Main Office of the college day.
- c. Written verification on official college letterhead is dated and signed.

### **Communication about Absences**

Upon a student's return to school, all absences must be verified by the student's parent or guardian in writing within one day after the return. The note should contain the following information:

1. Student's name
2. Date of absence
3. The reason for the absence
4. Signature of parent/guardian

### **Truancy**

A student who is absent without parental knowledge and consent will be considered truant and will receive a "0" for the day. A parent conference will be scheduled. Any second offense will be cause for possible expulsion from school. Frequent or prolonged absence must be reported to the attendance officer of the local public school district.

### **Vacations**

Ample time is provided in the regular school calendar for family vacations. Taking vacations during instructional time is disruptive and counterproductive for the student. **Families are asked to plan their vacations to coincide with school vacations. In the unavoidable situation that a family vacation cannot be scheduled within these times, a request must be made to the Principal, in writing, at least one week before departure.** The student will be responsible for completing all missed work upon his/her return to school. Teachers are not required to provide materials in advance of vacations, but may do so at their discretion.

### **Funerals**

A student who wishes to attend a funeral of someone other than a member of his/her immediate family must submit a **written** note from his/her parents on the day of the funeral. No permission to attend funerals will be accepted over the telephone. 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 or known 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 presence at the wake and by their prayers for the deceased person and his/her family.

### **Early Dismissal**

The school day ends each day at 2:15pm. Early dismissal is granted to a student who has written permission from a parent or guardian for a **serious reason**, specifying the time and reason for dismissal. For the safety and protection of each child, a parent/guardian must send a **written request** for their child's early dismissal to school the morning of the dismissal which will stay on file. The school administration may release a student **only** to a parent or authorized person who **must** come to the school office and sign the child out before a student can be released from class. Children will be called to the front office for dismissal **when the parent arrives**. In the case of student drivers, verbal permission via telephone must be made by the parent prior to dismissal.

In case of illness during school hours, parents will be notified to come for their child. Dismissal of children during the school day will be conducted through the Main Office.

### **Snow Days, Delays, Unexpected Dismissal Due To Weather**

Cancellation of school or delays because of inclement weather will be announced on the local radio station. Radio announcements usually begin at 6:00 a.m. St. Mary's will dismiss school because of the weather. Parents have the option to dismiss their child and must use their own discretion. Cancellations, early dismissals, and delays are made in conjunction with the Worcester Public Schools. Connect-Ed text messages and alerts will also be sent by the principal.

# Discipline Policy

## **BEHAVIOR AND PERSONAL RESPONSIBILITY**

At St. Mary's, our mission is to create a safe and supportive environment for all students. We are committed to a vision of discipline that teaches students the life skills necessary to behave and succeed in the world. Conferences between teacher and student will be assigned first to help resolve disruptive behavior.

The discipline policies of St. Mary's foster an environment that promotes the total Christian education of the student. With the cooperation of parents, students, and faculty, the discipline system serves as a positive element in providing such an environment. A student whose behavior at any time jeopardizes the good name of St. Mary's and/or presents a potential danger to the school community may, at the discretion of the administration, be barred from participation in school activities and, furthermore, be subject to the full range of disciplinary actions up to and including suspension and expulsion as defined and provided for in *The Policies and Regulations Manual of the Department of Education of the Diocese of Worcester*. The right to search and sanction is extended to any electronic resource used by students at school or a school related activity.

Electronic resources include, but are not limited to: student–assigned or student-owned computers, cell phones, other electronic equipment, and Facebook or any other social media/blogging sites. The administration reserves the right to hold students accountable for any material posted on their devices, equipment, or sites that is contrary to the Mission of St. Mary's. The administration may review social networking sites and other Internet activity at any time.

An outline of the rules, as well as the manner in which the violation of some of them is handled, is set down in the following pages. In the absence of the stated rule, it is expected that each student will exercise good taste, good judgment, and concern for others. Although a student may personally disagree with a rule, he or she should understand that the rules are made for the good of the entire student body and that the school considers him or her to have entered a contract to live within its structure and to observe its rules and their spirit. Behavior inappropriate to Christian moral standards requires intervention from the school since such activities might reflect on the good reputation of the school.

A student will be referred for disciplinary action for conduct that takes place on the campus property or any property owned or leased by the school. Disciplinary action also can result for misconduct during school-sponsored trips and activities on or off campus. A student's presence in a room or place where a major violation occurs makes him or her liable to disciplinary action. The administration will deal with each situation, determine the student's liability in the particular circumstance, and take the appropriate action.

## **Major School Rules and Consequence for Non-Adherence**

The administration has the responsibility to decide the proper consequences for the following actions. This will depend on the severity of the offense and the attitude of the student.

***Parent Conference /Office Detention / Suspension***

1. Disrespectful behavior during Mass, Confession, or Church-sponsored event
2. Obscene, abusive, or racist language, gestures, and/or writing.
3. Destruction and/or defacement of school property including walls, desks, books, bathrooms, etc. anywhere inside or outside the building. Anything destroyed or defaced must also be restored, repaired, or replaced.
4. Participation in the harassment of St. Mary's students.
5. Threatening another student.
6. Intentional disruption of school or administrative activities.
7. Disrespect to school personnel.
8. Failure to comply with the official and proper regulation or order of a teacher, administrator, or duly designated authority (insubordination).
9. Failure to serve a teacher's detention.
10. Distribution of non-prescription drugs to another student.
11. Being in an unauthorized area before, during, or after school.
12. Parking in an unauthorized area, speeding, scrubbing rubber or any other improper use of automobile on grounds or in the streets surrounding the school.

***Suspension or Expulsion***

1. Committing physical violence against another person.
2. Unauthorized entry into offices or classes.
3. Illegal manufacture, sale, or possession of narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogenic, and/or other similar drugs and/or chemicals. Disciplinary action may be taken on mere suspicion (see diocesan policy).
4. Intoxication or illegal possession of alcoholic beverages (see diocesan policy).
5. Leaving school without permission.
6. Truancy.
7. Possession of, smoking, or chewing tobacco in school or on school grounds or on field trips.
8. Sexual harassment/bullying (**see Massachusetts General Law**).
9. Furnishing false information to St. Mary's. This includes any type of misrepresentation to St. Mary's regarding absence or tardiness.
10. Forgery, alteration, or misuse of St. Mary's documents, records, or identification cards.

## **CONSEQUENCES**

If a student does not adhere to the rules, he or she may receive the following consequences depending on the severity. All incidences will be documented and kept on permanent file.

### **Demerits**

**(3 demerits will result in an Office Detention – 1 demerit for each infraction)**

- Tardiness to class without a pass
- Eating or drinking outside of the cafeteria
- Gum Chewing
- Late to homeroom when not tardy to school
- Violation of uniform policy
- Student found in unsupervised areas without permission before, during, or after school hours

**\*Students who are in violation of the uniform policy are ineligible to participate in the next scheduled out-of-uniform day\***

### **Teacher Detention**

**Typical Infractions of Teacher Detention:**

- Classroom Disruption
- Disorderly conduct
- Student not being prepared for class
- Lack of homework
- Disrespect of teacher or student (1st offense)
- Student refusal to complete work (1st offense)
- Inappropriate language used in daily conversation
- Any other minor violation of classroom rules

Failure to serve a teacher detention will result in further disciplinary action.

### **Office Detention**

Students will serve a 30 minute detention after school for inappropriate conduct or accumulation of demerits. Teachers and administrators may assign an office detention. Detention will need to be served within the next two scheduled detention days (Tuesday/Thursday).

### **Dismissal from class**

If a teacher has exhausted all means of stopping a student's disruptive behavior and finds it necessary to send that student from the classroom:

- The office must be notified and the student must report to the office;
- The teacher will complete an incident report (a copy of this report will be included in the student's file and sent to the parent);
- The student will be assigned an Office Detention and/or further disciplinary action; and
- If the problem persists, a parent-teacher conference will be called.

### **Saturday Detention**

Multiple detentions or a major infraction may result in a Saturday detention. Students must report in uniform for the assigned date and time to serve their two-hour Saturday detention. Student who arrive late or do not attend will face further disciplinary action.

### **In - House Suspension**

An in-house suspension is assigned for refusal to serve office detentions or for more serious infractions. The student is required to report to school for the entire school day, in regular school uniform, and remain in the office or assigned room.

- The student is excluded from all extra-curricular activities.
- The student is personally responsible to do the assignments and to learn the material covered.

### **Out-Of-School Suspension**

The student will be put under the supervision of parents. All conditions of in-house suspension pertain to out-of-school suspension, except that missed quizzes and tests will receive a grade of 0%. A conference with the parents and the Principal may be a condition for the readmission of the student depending on the circumstances.

### **Disciplinary Probation**

Multiple detentions, suspensions, or any type of misconduct deemed gravely inappropriate could result in a student being put on probation. Probation is a trial period. A student contract which outlines the behavior of the student will be signed by the student, the administration, and the parents.

### **Expulsion**

St. Mary's reserves the right to dismiss any student at any time if that student displays conduct that exhibits an attitude that is not in accord with the philosophy and policies of the school. This is an action taken by the Principal after a review which takes in a careful study of all facts and which indicates that a student's continuation at St. Mary's would not be in the best interest of the student and/or the school.

### **ACADEMIC INTEGRITY**

Issues of academic integrity touch at the core of our mission to foster personal responsibility and high moral standards. Therefore, they will be handled firmly regardless of the type of assignment or test. Violations of academic integrity include cheating, plagiarism, and forgery. Cheating is defined as the giving or receiving of unauthorized assistance from any verbal or written source. Plagiarism occurs when a student intentionally or unintentionally fails to acknowledge all materials quoted, paraphrased, or summarized from any published or unpublished work. Forgery is imitating or counterfeiting documents, signatures, etc. to deceive. These definitions encompass, but are not limited to the following infractions:

- Possession of unauthorized materials during a test
- Copying of assignments
- Forgery
- Copying of magnetic and electronic media
- Unauthorized use of the Internet
- Purposeful and deliberate inaccuracies in citing sources for a research assignment (For example, giving an incorrect page number or not making clear what information or words came from a specific source.)
- Misquoting a source used in a research assignment
- Other unauthorized procedures as determined by the classroom teacher

#### **Anyone found cheating will be subject to the following:**

1. An Office Detention
2. A grade of zero (0) on the school work where the cheating occurred
3. Parental notification
4. Will not be recognized for any academic honors for the current marking period

#### **In addition to the above, a second cheating incident will result in:**

1. A one-day suspension
2. Parental conference

#### **In addition to the above, a third cheating incident will result in:**

1. A one-day suspension
2. Parental conference
3. The loss of the right to run for an elected position in an extracurricular activity or hold a position as a team captain in that current school year (if applicable)
4. Immediate withdrawal from St. Mary's Honor Society (if applicable)
5. A letter of discipline placed in the student's permanent file.



# Important Clarifications

## I. DIOCESAN POLICY ON DRUGS AND ALCOHOL USE

The use and/or possession of any alcoholic beverage or non-prescription drug is strictly prohibited. Any student found dealing drugs will automatically be referred to the Principal for expulsion. Any student who consumes or is under the influence of alcohol or drugs at school or at a school function may not remain on school property or at the location of the function. Such behavior is sufficient reason for immediate expulsion. Parents will be notified immediately and the student will be on suspension for a time determined by the Principal. Parents and student must meet with the Principal and the Dean of Students within three days of the offense. If at the meeting the Principal determines that immediate dismissal should not be recommended, the student and parents must agree to meet the following criteria:

1. Arrangements must be made for counseling. Notification from the counselor must be sent to the Principal when counseling begins. The agency must give periodic confirmation that continued counseling is taking place. Notification must be sent to the Principal when counseling is terminated
2. The student shall not attend any school related function for one semester.
3. The student shall remain on disciplinary probation for one semester.
4. The student shall receive a minimum of 50 days detention at the school during which the student will be assigned work detail at the school without pay.
5. The student will immediately relinquish any leadership role in the school.
6. The student will not participate in extra-curricular activities or sports for one semester.
7. The parents and student shall be informed that unless the above conditions are followed the student will be dismissed from the school.
8. These conditions shall be put in writing and signed by all parties.

### E-Cigarettes

St. Mary's is in a smoke-free building; therefore, smoking is prohibited in the building and anywhere on campus. This policy includes a student smoking in his/her car if it is parked on school property and the use of e-cigarettes. At no time should e-cigarettes be in the school building. The battery in e-cigarettes can ignite and cause a fire.

## II. WEAPONS

If any student brings to school, has on school property, or possesses when he/she is on a school-sponsored activity on or off school property a gun, (real or otherwise) a knife, or any other instrument that is considered harmful or dangerous to any member of the school community, that student shall have their parents notified and the student will be automatically expelled. No weapon of any kind may be brought to school for class projects, demonstrations, or any other use at any time.

### **III. HAZING IN SCHOOL OR AT SCHOOL FUNCTIONS**

St. Mary's Jr./Sr. High School in no way tolerates hazing in school or at school functions. Students who are members of any clubs, organizations, or athletic teams must comply with school policies and State law regarding hazing.

St. Mary's Jr./Sr. High School complies with the Massachusetts General Laws with regard to Hazing.

Added: MASSACHUSETTS GENERAL LAWS: CHAPTER 269 - CRIMES AGAINST PUBLIC PEACE CH. 269, S.17-S.18

#### **CRIME OF HAZING; DEFINITION; PENALTY**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health and/or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.

**CH. 269, S.18, DUTY TO REPORT HAZING** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

## IV. BULLYING

### St. Mary's Elementary School and St. Mary's Junior/Senior High School BULLYING PREVENTION AND INTERVENTION PLAN

#### I. Introduction.

*St. Mary's Elementary School and St. Mary's Junior/ Senior High School* (the "School") acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and embracing environment. The School's Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the School hereby promulgates this Bullying Prevention and Intervention Plan (the "Plan") as required by the Roman Catholic Bishop of Worcester Bullying Prevention Policy (the "RCBW Bullying Prevention Policy").

#### II. Definitions. For purposes of this Plan, the following definitions shall apply:

"Bullying" is the repeated use by one or more students or by a member of the school staff including, but not limited to: an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional; of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Victim, that:

- causes physical or emotional harm to the Victim or damage to the Victim's property;
- places the Victim in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at the School for the Victim;
- infringes on the rights of the Victim at the School; or
- materially and substantially disrupts the education process or the orderly operation of the School.

By way of example only, Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- Cyber-Stalking
- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation
- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

*For the purpose of this Plan, whenever the term "Bullying" is used it shall include Cyber-Bullying (as defined below).*

"Cyber-Bullying" means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnet
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“Hostile Environment” means a situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“Perpetrator” means a student or a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in Bullying or Retaliation.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” means property on which a School building or facility is located or property that is owned, leased or used by a School for a School-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Victim” means a student against whom Bullying or Retaliation has been perpetrated.

### **III. Leadership.**

Leadership at all levels of the School community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive School climate. The Plan has been developed in consultation with the pastor, teachers, School Staff, professional support personnel, School volunteers, administrators, community representatives, local law enforcement agencies, students, parents, guardians and any other stakeholders the Principal/Deans or designee deemed advisable. Notice to and a public comment period for families of students currently attending the School was provided before the Plan was adopted by the School. We all have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. The Principal/Deans and designated members of the Staff, working under the oversight of the Pastor, are collectively responsible for setting priorities and for staying up-to-date with current research on ways to prevent and effectively respond to Bullying. It is also the responsibility of the Principal/Deans and such designees to involve representatives from the greater School and local community in developing, implementing and periodically reviewing and updating the Plan. The Plan shall be reviewed and updated at least every two years, in consultation with other stakeholders as set forth above.

- A. Assessing needs and resources. The Plan is intended to be the School's blueprint for enhancing its capacity to prevent and respond to issues of Bullying within the context of other healthy School climate initiatives. As part of the planning process, School leaders, with input from families, the Staff and others mentioned above, have assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on Bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. This “mapping” process has assisted the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School has developed policies and procedures; established partnerships with community agencies, including law enforcement; and set priorities.

St. Mary’s Elementary School and St. Mary’s Junior/Senior High School will do the following to allow for initial and periodic needs assessments: 1) survey students, Staff, parents, and guardians on school climate and school safety issues; and 2) collect and analyze building-specific data on the prevalence and characteristics of bullying. Surveys will be conducted during the first marking period and will be collected and analyzed by the Faculty Council. Further, the Faculty Council will review and analyze allegations of bullying for behavioral patterns and areas of concern. St. Mary’s Elementary School and St. Mary’s Junior/Senior High School intend to use this information to inform decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula, and in-school support services.

- B. Planning and oversight. All members of the St. Mary's Elementary and Junior/Senior High Schools are responsible for assuring bullying does not occur for any members of our school community. We recognize it is our charge to provide for the safety and well-being of all members. Our building Principal/Deans or designee are designated as the reporting agent to receive reports of Bullying and bully-type behavior at their given school.

The role of the building Principal/Deans or other designee:

- 1) Receive reports on bullying;
- 2) Collect and analyze building data on bullying to assess the present problem and to measure improved outcomes;
- 3) Create a process for recording and tracking incident reports, and for accessing information related to victim and perpetrator;
- 4) Plan for the ongoing professional development as needed;
- 5) Plan supports that respond to the needs of victims and perpetrators;
- 6) Develop and revise current policies and protocols under the Plan, including an Internet safety policy, and designate key staff to be in charge of implementation of them;
- 7) Amend student and staff handbooks and codes of conduct to, among other things, make clear that bullying of students by school staff or other students will not be tolerated;
- 8) Lead the parent or family engagement efforts and draft parent information materials; and
- 9) Review and update the Plan every two years or as needed.

- C. Priorities. St. Mary's Elementary School and Junior/ Senior High School priority statement for communicating *its vision in creating and implementing its bullying prevention and intervention strategies are as follows:*

- The School expects that all members of the School community will treat each other in a civil manner and with respect for differences.
- The School is committed to providing all students with a safe learning environment that is free from Bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.
- The School will take specific steps to create a safe, supportive environment for vulnerable populations in the School community, and provide all students with the skills, knowledge, and strategies to prevent or respond to Bullying.
- We will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities.
- We will investigate promptly all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Victim's sense of safety.
- We will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement.

This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Principal/Deans or designee, working under the oversight of the Pastor, is responsible for the implementation and oversight of the Plan.

The Plan recognizes that certain students may be more vulnerable to becoming a Victim of Bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. In addition to the measures mentioned above and below, the School shall take the following, specific steps to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment:

- Review of handbook policies and procedures regarding Bullying with all students and faculty
- In-school presentation by local law enforcement and/or legal officials of age-appropriate prevention and response measures
- Provide counseling services as needed

Nothing in this Plan alters the School's obligations to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.

#### **IV. Prohibition Against Bullying and Retaliation.**

Bullying is prohibited:

- On School Grounds owned, leased or used by a School;
- On property immediately adjacent to School Grounds;
- At any School-sponsored or School-related activity, function or program whether on or off School Grounds;
- At a School bus stop;
- On a School bus or any other vehicle owned, leased or used by the School; or,
- Through the use of technology or an electronic device owned, leased or used by the School;

Bullying is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School if the act or acts in question:

- create a Hostile Environment at School for the Victim;
- infringe on the rights of the Victim at School; or
- materially and substantially disrupt the education process or the orderly operation of the School.

Retaliation against any person who reports Bullying or Retaliation, provides information during an investigation of Bullying or Retaliation, or witnesses or has reliable information about Bullying or Retaliation is also prohibited.

#### **V. Training and Professional Development.**

- Annual Staff Training on the Plan** As required by M.G.L. c. 71, sec. 37O(e)(2), annual training on the Plan shall be provided for all School Staff; and, in the discretion of the Principal/Deans or designee, for volunteers who have significant contact with students. Such training will include Staff duties under the Plan, an overview of the steps that the Principal/Deans or his or her designee will follow upon receipt of a report of Bullying or Retaliation, and an overview of any Bullying prevention curricula to be offered at the School. Staff members hired after the start of the School year are required to participate in School-based training during the School year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the immediately preceding two years.
- Written Notice to Staff** Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(2), at the beginning of each school year the Principal/Deans or his or her designee shall provide written notice to the School Staff of the RCBW Policy and the Plan. Relevant sections of the RCBW Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.
- Attendance at Professional Development** School faculty, staff, and administrators will attend professional development sessions on subtopics of Bullying as provided by the Diocese or as needed within the School community.

#### **VI. Access to Resources and Services.**

- Identifying resources** The School will provide information regarding counseling and other services for Victims, Perpetrators, and their families. The School will also explore options for new curricula as needed, and will establish and train key safety planning teams. The School will also identify other agencies that can provide services.
- Counseling and other services** The School will provide behavioral interventions for students exhibiting Bullying behaviors, for Victims, and for Perpetrators. This may include, but is not limited to, behavioral intervention plans, social skills groups, and individually focused curricula. The School will also provide information regarding counseling services.
- Students with disabilities** The School will meet with the individual student and his or her parents or guardians to discuss reasonable accommodations toward developing the student's skills and proficiencies to both avoid and respond to bullying. The School may provide skills development in many ways, including but not limited to: role playing and mediation with other students. The School may also assign a student with a disability to a faculty mentor for conflict resolution. In certain scenarios, the School may meet with other students affected by the behaviors of an individual student for peer and/or class mediation.
- Referral to outside services** If the Victim, Perpetrator, or family of either party requires counseling beyond the scope of the School, the Principal/Deans or designee will refer the student or his or her family to an appropriate outside service. The referral will be completed through local law enforcement or through Catholic Charities as needed.

## **VII. Policies and Procedures for Reporting and Responding to Bullying and Retaliation.**

*To support efforts to respond promptly and effectively to Bullying and Retaliation, St. Mary's Elementary School and St. Mary's Junior/Senior High School has put in place policies and procedures for receiving and responding to reports of Bullying or Retaliation. These policies and procedures will ensure that members of the School community – students, parents/guardians, and Staff – know what will happen when incidents of Bullying occur. The St. Mary's Elementary School and St. Mary's Junior/Senior High School Plan details procedures for Staff reporting of incidents, processes for communicating to students and families how reports can be made (including anonymous reports), and procedures to be followed by the Principal/Deans or designee once a report is made.*

- A. **Reporting Bullying or Retaliation.** Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, is required to report immediately to the Principal/Deans or designee any instance of Bullying or Retaliation that the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, an Incident Reporting Form (a copy of which is attached to this Plan as **Exhibit A**), a voicemail box, a dedicated mailing address, and an email address. Use of an Incident Reporting Form is not required as a condition of making a report.

The School will: 1) include a copy of the Incident Reporting Form in the school handbook for students and parents or guardians, and advise them that such is available on the School web site; 2) make it available in the School's main office; 3) post it on the School's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, *St. Mary's Elementary School and St. Mary's Junior/Senior High School* will provide the School community, including administrators, Staff, students, and parents or guardians, with written notice of its policies and procedures for reporting acts of Bullying and Retaliation.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(1): Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3): The Plan shall be posted on the school's website.

A description of the reporting procedures and resources, including the name and contact information of the Principal/Deans or designee, to the extent, if at all, not set forth in this Plan, will be incorporated in student and Staff handbooks, on the School website, and in other information about the Plan that is made available to parents and guardians.

### 1. Reporting by Staff

A Staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall report immediately to the Principal/Deans or designee when he/she witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Principal/Deans or designee does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavioral management and discipline.

### 2. Reporting by Students, Parents or Guardians, and Others

The School expects students, parents or guardians, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Principal/Deans or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Perpetrator solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a Staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of Bullying with a Staff member, or with the Principal/Deans or designee.

B. Responding to a report of Bullying or Retaliation.

1. Safety

Before fully investigating the allegations of Bullying or Retaliation, the Principal/Deans or designee will take steps to assess the need to restore a sense of safety to the alleged Victim and/or to protect the alleged Victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the Victim and/or the alleged Perpetrator in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a “safe person” for the Victim; and altering the Perpetrator’s schedule and access to the Victim. The Principal/Deans or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal/Deans or designee will implement appropriate strategies for protecting from Bullying or Retaliation a student who has reported Bullying or Retaliation, a student who has witnessed Bullying or Retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of Bullying or Retaliation. In such matters, the school will follow established student safety planning policies and procedures as designated in the student handbook.

2. Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that Bullying or Retaliation has occurred, the Principal/Deans or designee will promptly notify the parents or guardians of the Victim and the Perpetrator of this, and of the procedures for responding to it. There may be circumstances in which the Principal/Deans or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00 and with the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school.
- b. Notice to Another School. If the reported incident involves students from more than one School district, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Principal/Deans or designee of the school first informed of the incident will promptly notify by telephone the Principal/Deans or designee of the other School(s) of the incident so that each School may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- c. Notice to Law Enforcement. At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Principal/Deans or designee has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator, the Principal/Deans or designee will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Principal/Deans or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator.

In making this determination, the Principal/Deans or designee will, consistent with the Plan and with applicable School policies and procedures, consult with the School resource officer, if any, and other individuals the Principal/Deans or designee deems appropriate (including, but not limited to, the Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese).

- C. Investigation. The Principal/Deans or designee will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Principal/Deans or designee will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Principal/Deans or designee (or whoever is conducting the investigation) will remind the alleged Perpetrator, Victim, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.



Interviews may be conducted by the Principal/Deans or designee, other Staff members as determined by the Principal/Deans or designee, and in consultation with the School counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Principal/Deans or designee will maintain confidentiality during the investigative process. The Principal/Deans or designee will maintain a written record of the investigation.

1. School Policy. Procedures for investigating reports of Bullying and Retaliation will be consistent with School policies and procedures for investigations. Students are encouraged to report incidents of Bullying to the Principal/Deans or designee. The Principal/Deans or designee will evaluate it and determine the course of action. If the Perpetrator is an adult, the incident should be reported immediately to the Principal.

On the first complaint the Principal/Deans or designee will assist the Victim in communicating with the Perpetrator, in writing or verbally, a description of the Bullying behaviors, how the behavior made the Victim feel, noting any consequences to school performance, and a request to stop the Bullying. The Principal/Deans or designee must inform the Perpetrator of the disciplinary consequences should the behavior not cease or if any Retaliation follows the communication.

If and when the Victim brings a second complaint, a more formal investigation must be carried out. A formal investigation may result from a more serious first complaint. This formal investigation includes the interviewing of witnesses or bystanders. If it is determined by the Principal/Deans or designee that disciplinary action is warranted, it will be administered.

The range of disciplinary procedures includes, but is not limited to: participation in individual curricula on the problem of Bullying in our culture and in the School, detention, research of academic work on the topic of Bullying, apology to the Victim (verbal and/or written), further counseling, conference with parents, suspension, and possible expulsion. Persons who make false allegations of Bullying which are found to be frivolous or harassing in intent may also be subject to disciplinary action. If at any time during the process of investigation a member of the Staff is made aware of behavior which may constitute a criminal offense, he/she is obliged by law to report such actions to the legal authorities. If necessary, the Principal/Deans or designee will consult with Superintendent of Diocesan Schools, and, if the Superintendent deems it advisable, legal counsel for the Diocese, about the investigation.

- D. Determinations. The Principal/Deans or designee will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Principal/Deans or designee will take steps reasonably calculated to prevent recurrence and to ensure that the Victim is not restricted in participating in School or in benefiting from School activities. The Principal/Deans or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions / disciplinary action is necessary. Depending upon the circumstances, the Principal/Deans or designee may choose to consult with the students' teacher(s) and/or School counselor, and the Victim's or Perpetrator's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior and to assess the level of need for additional social skills development.

The Principal/Deans or designee will promptly notify the parents or guardians of the Victim and the Perpetrator about the results of the investigation and, if Bullying or Retaliation is found, what action is being taken to prevent further acts of Bullying or Retaliation. All notice to parents must comply with applicable Massachusetts and federal privacy laws and regulations, including the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school. Because of the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the Victim's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the Victim must be aware of in order to report violations.

E. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the Principal/Deans or designee determining that Bullying or Retaliation has occurred, the law requires that the School use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Mass. Gen. Laws. Ch. 71, Section 37O (d)(v). Skill-building approaches that the Principal/ Deans or designee may consider include:

- offering individualized skill-building sessions based on the School's anti-Bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate School personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-Bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

## 2. Taking Disciplinary Action

If the Principal/Deans or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal/Deans or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the School's code of conduct.

Disciplinary procedures for students with disabilities may be governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in conjunction with Massachusetts laws regarding student discipline, to the extent either is applicable to a Catholic, non-public school.

If the Principal/Deans or designee determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

## 3. Promoting Safety for the Victim and Others

The Principal/Deans or designee will consider what adjustments, if any, are needed in the School environment to enhance the Victim's sense of safety and that of others as well. One strategy that the Principal or designee may use is to increase adult supervision at transition times and in locations where Bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the Victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate School Staff to implement them immediately.

### **VIII. Collaboration with Families.**

- A. **Parent education and resources.** The School will offer educational programs for parents and guardians that are focused on the parental components of the anti-Bullying curricula and any social competency curricula used by the School. The programs will be offered in collaboration with the Home and School Association and School Advisory Boards or similar organizations.
- B. **Notification requirements.** The School will send parents/guardians written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy or in electronic format on the school web site, provided notice of such availability on the web site is given by hard copy, and will be available in the language(s) most prevalent among parents or guardians.

**The School will post the Plan and related information on its website as mandated by Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3).**

### **IX. Relationship to Other Laws.**

Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law, or School policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action in accordance with the School's contract with the parents, guardians and students and/or under applicable law or the School's policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior, subject to Mass. Gen. Laws Chapter 71, Section 37O (d)(v)'s provision that such disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.

***In no event should the Plan be construed in any way so as to limit or modify the obligation of mandated reporters to timely make required so-called 51A Reports where required by M.G.L. Chapter 119, Section 51A et seq. as same may be amended from time to time or any successor statute to same.***

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## V. SEXUAL HARASSMENT POLICY

**Harassment** is defined as unwelcome, intentional, unprovoked discriminatory behavior, toward an individual or individuals, motivated by membership (real or perceived) in a protected category including: race, color, religion, ethnicity/natural origin, disability, gender, gender identity, sexual orientation and age. Harassment includes **cyber harassment** (see definition below).

**Cyber-harassment** is defined as any willful and repeated harm inflicted through, but not limited to, Web pages, social networking sites, email, instant messaging or text messaging using computers, cell phones and other electronic devices which is motivated by the target individual or individuals membership in a protected group, whether real or perceived.

**Sexual harassment** is defined in Massachusetts as: sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions or decisions regarding student evaluation or participation in school programs or activities (**quid pro quo** sexual harassment); or,
2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or school performance by creating an intimidating, hostile, humiliating or sexually offensive environment (**hostile environment** sexual harassment). Sexual harassment may occur student to student, adult to student, student to adult, adult to adult, male to female, female to male, female to female, and/or male to male.

Based on Massachusetts General Law (Chapter 151C of the Massachusetts General Laws) Federal Law-Title VII of the 1964 Civil Rights Act, Title IX, 1972.

### ***Definition of Sexual Harassment:***

Sexual harassment in school is unwanted sexual attention from teachers, other adults, students, or anyone else with whom the victim may deal in school or at school related activities. The range of behavior includes: leering, pinching, grabbing, suggestive verbal comments, and pressure for sexual activity. The behavior of the harasser projects or implies an attitude of power over the person being harassed. Attempted rape and rape are the most physically violent forms of sexual harassment. Sexual harassment also may carry the message that if the victim does not comply with the harasser's demands, there will be retaliation. Incidents of sexual harassment may occur only once; sometimes that are repeated; often the situation gets worse if it is not stopped. Because this is such a serious matter, sexual harassment in any form is forbidden in this school. It can cause serious physical or psychological damage to students or staff, affecting grades, attendance, performance, and pride in one's work.

### ***Sexually harassing behaviors:***

The following includes examples of sexually harassing behaviors:

**Physical:** standing in someone's way, or standing too close, bumping into someone or brushing against the person on purpose, patting, hugging or kissing, grabbing, touching or pinching, forcing someone to do something sexual, "pantsing."

**Verbal:** threats, insults, comments about a person's body, sexual jokes, suggestions or remarks, sexual stories or rumors, notes, letters or graffiti, pressure to go out on a date, whistles or rude noises.

**Nonverbal:** staring at someone's body, sexual pictures or drawings, mimicking or pantomiming in an insulting way, gestures of looks-winking, licking lips, suggestive body movements or indecent exposure.

### **Procedures for dealing with sexual harassment**

Students are encouraged to report incidents of sexual harassment to a counselor, teacher, Dean of Students, or Principal. The Administration will evaluate it and determine the course of action. If the harasser is an adult, the incident should be reported immediately to the Principal.

On the first complaint the administration will assist the person harassed in communicating with the harasser, in writing or verbally, a description of the harassing behaviors, how the behavior made the victim feel, noting any consequences to school performance, and a request to stop the harassment. The mediator must inform the alleged harasser of the disciplinary consequences should the harassment not cease or if any retaliation follows the communication.

### **Formal Investigation**

When the victim brings a second complaint or in more severe cases, a more formal investigation must be carried out, including interviewing witnesses. If it is determined that disciplinary action is warranted, this will be administered.

### **Discipline Procedure**

The range of disciplinary procedures includes one or more of the following:

- \* participation in a session(s) on the problem of sexual harassment in our culture and in our school or research of academic work on the topic of sexual harassment
- \* detention
- \* apology to the victim
- \* further counseling
- \* conference with parents
- \* outside suspension
- \* possible expulsion

Persons who make false allegations of sexual harassment which are found to be frivolous or harassing in intent may also be subject to disciplinary action.

**Note:** *If at any time during the process of investigation a school official is made aware of behavior which may constitute a criminal offense, he/she is obliged by law to report such actions to the legal authorities.*

## **VI. OTHER ACTION**

1. A student will be referred for disciplinary action when as a result of certain conduct a student is convicted by public authorities, after the exhaustion of any appeals that are made, with the commission of an illegal act, or -
2. There is strong and convincing evidence that the student's continued presence at St. Mary's is potentially dangerous to the health and safety of the school community, whether or not public authorities have brought charges or imposed penalties.

**ALL reports of drug/alcohol use, weapons, hazing, bullying, harassment, and sexual harassment will be thoroughly investigated.**

# Dress Code

## SCHOOL UNIFORM

St. Mary's is a Catholic educational institution and the student body is expected to observe a uniform dress code determined by the administration.

The administration reserves the right to require that the dress code be adhered to at all times. The acceptability of the personal appearance of students will be at the discretion of the school administration. This includes all school functions. Students must come to school and leave school in uniform. This means they must be in uniform before entering the school and remain appropriately dressed until they have left the school for the day.

## Students Found To Be In Constant Violation Of The Dress Code Will Be Sent Home

### DRESS AND APPEARANCE —PLEASE READ CAREFULLY

- Only Allen's polos and sweaters may be worn. All pieces must fit properly and be neat and clean.
- No alterations to clothing may be made that would change the style of the uniform.
- Hair must be neat, clean and well groomed. Boys' hair must be off the collar.
- Boys must be clean-shaven.
- **Boots are allowed only during winter uniform and are to be worn with pants. Pant legs must cover boots.**
- No Hats, Caps, Hoods, Kerchiefs/bandanas, Doo-Rags, Hair Nets, or any other inappropriate headgear may be worn inside the building.
- Undershirts must be white. T-shirt designs must not be visible under uniform shirts. **Long-sleeved shirts are not to be worn under polos or short-sleeved oxford shirts unless a student is wearing a sweater to cover the sleeves.**
- Undergarments should not be visible under uniforms
- Appropriate jewelry only.
- For safety reasons, no clogs, open toed sandals, or backless footwear are allowed.

**\*\* Absolutely no hoodies, hats, coats, or jackets are to be worn during school day.** These outer garments on cold days **MUST BE PUT IN LOCKERS** during homeroom. Students are not allowed to wear these items during the school day. If students are cold during the day, they must wear a school sweater.

### Boys

1. Allen's red or white short-sleeved polo shirts with St. Mary's logo. Shirts must be tucked in at all times, not rolled under. Polo shirts may be worn from the first day of school to October 31st (Fall Session) and from April 1st to the conclusion of the school year (Spring Session).
2. Allen's uniform (or similar style) navy or khaki pants only. Pants must be worn at the waist with a belt. Pants may not be baggy, oversized or worn low on the hips.
3. Allen's V-neck grey or navy pullover sweaters with St. Mary's logo. Sweaters must be worn from November 1st to April 1st (Winter Session)
4. Allen's (or similar style) long or short sleeved oxford shirts. Powder blue, red or white only. Shirts must be tucked in at all times, not rolled under. Oxford shirts must be worn from November 1st to April 1st (Winter Session). Undershirts must be plain white.
5. Any style neck tie must be worn with the oxford shirt during winter session.
6. Dress shoes, professional shoes, or clean sneakers with rubber or leather soles are allowed. No sandals, slippers, boots, or moccasins are allowed.
7. Socks must be worn under footwear at all times

### NOT ALLOWED — BOYS

- No earrings, face or body rings of any kind
- No unnaturally colored hair. No tattoos.

## **Girls**

1. Allen's red or white short-sleeved polo shirts with St. Mary's logo. Shirts must be tucked in at all times, not rolled under. Polo shirts may be worn from the first day of school to October 31st (Fall Session) and from April 1st to the conclusion of the school year (Spring Session).
2. Allen's designated uniform skirts. Skirts must be appropriate length (**2 inches above the bottom of the knee**) and not rolled at the waist.
3. Allen's uniform (or similar style) navy or khaki pants only. Pants must be worn at the waist with a belt. Pants may not be baggy, oversized or worn low on the hips.
4. Allen's V-neck grey or navy pullover sweaters with St. Mary's logo. Sweaters must be worn from November 1st to April 1st.
5. Allen's (or similar style) long or short sleeved oxford shirts. Powder blue, red or white only. Shirts must be tucked in at all times, not rolled under. Oxford shirts must be worn from November 1st to April 1st (Winter Session). Undershirts must be plain white.
6. Nylons or solid color tights or knee-highs in white, navy, red or grey only. Full-length stockings or knee-high socks must be worn at all times with skirts. No ankle socks will be allowed. No fishnet or print stockings or socks.
7. Dress shoes, professional shoes, or clean sneakers with rubber or leather soles are allowed. No sandals, slippers, boots, or moccasins are allowed.

## **NOT ALLOWED – GIRLS**

- No leggings are to be worn under skirts; no visible shorts or sweatpants
- No large earrings, body or face rings other than in ears. No tattoos. No unnaturally colored hair.

## **Physical Education Uniform**

All students in grades 7-10 are required to participate in physical education. During PE, students must wear an appropriate St. Mary's t-shirt. Students must wear Allen's red uniform mesh shorts with St. Mary's logo. Sneakers must be worn to participate in physical education.

## **Out of Dress Code Procedures**

The administration may designate days or events that allow students to attend school or a school function out of uniform. On those days the following guidelines will be followed:

- Shoes must still have covered toes and a back to cover the heel.
- No slogans for alcohol, tobacco or any other print which would not be appropriate in a Christian environment should be visible at any time.
- No low cut shirts
- No short skirts or shorts
- No sleeveless tops
- No visible midriffs
- Clothing must not be excessively tight
- Clothing must be in good condition (not ripped or torn)
- No pajama pants, yoga-style pants, leggings, or sweatpants unless otherwise specified
- The handbook rules for hats and jewelry will be enforced

## **Only the administration may make alterations to the out-of-uniform guidelines.**

Students with correctable infractions will be required to fix the violation before being allowed to join the other students. If administration determines an infraction to be too severe, the student will be required to sit out of activities and wait for suitable clothing to be made available. Only students not receiving demerits for uniform infractions will be eligible to participate in out-of-uniform days.

\*\*Each morning during homeroom period, teachers will have students stand for a uniform check to make sure that each student is in proper uniform. Students will be issued demerits if not in proper school uniform. Habitual offenders will be sent to the office for further disciplinary action.

# General Information

## ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would be whistling, uncalled-for clapping, boisterousness, and talking during a program and will result in an Office Detention or further disciplinary action.

## BUS TRANSPORTATION

Students in grades 7-12 who live two (2) or more miles from the school and are residing in Worcester may ride a bus provided by the Worcester Public Schools program. An application must be filled out and brought to the Main Office where it will be submitted to the transportation department of the Worcester Public School system.

## CAFETERIA

Lunches are to be eaten in the cafeteria. Students are asked to use and leave cafeteria facilities *in a neat and orderly manner*. The tables should be left clean of debris and all rubbish is to be deposited in waste barrels. Students may use the lavatories during the lunch period. In addition, all food, candy, and/or beverages must be confined to cafeteria use only. Every student must report to the lunchroom at the appointed time and must remain until the end of the lunch period. Violation of the school's cafeteria policy will result in disciplinary action.

## CAMPUS MINISTRY

Our campus ministry is at the heart of our St. Mary's School community as it helps us meet our mission of living the gospel as disciples of Jesus Christ. The mission of campus ministry is to assist the St. Mary's School community to celebrate and to live the meaning of the gospel. The office of campus ministry helps students and faculty deepen their faith in the Gospel message and incorporate its teaching into everyday lives. Campus ministry coordinates all school wide Masses, sacramental activities, and prayer services. The student body attends Mass on the first Friday of every month. Each class is responsible to plan and participate in at least one First Friday liturgy per year. All students are encouraged to participate in the singing and praying during Mass. As part of the on-going development of a Christian Community, para-liturgical services are held for various occasions. Campus ministry also organizes and provides retreats, and provides students and faculty with opportunities to live their roles as disciples of Jesus Christ both in school and beyond in our larger community and the world.

## COMMUNICATION

Communication between parents and school is recognized by the faculty as very important to ensuring a smooth and congenial operation of the school. The system employed by St. Mary's Elementary School is a weekly folder system. The purpose of the system is to provide parents:

- reports from individual classes on class happenings
- pertinent general school news
- monthly calendar of school-related events
- fliers relating to varied activities
- most importantly, a means of communicating with the school office

The system utilizes a folder which is sent home with your student each Thursday. Teachers may also send notes home and phone parents/guardians with concerns. Parents may call the school office to leave messages for the teachers or set appointments. Teachers **do not** accept phone calls from parents during the school day, nor do they meet without appointments. The principal will return phone calls as soon as possible and meet with parents/guardians at arranged times.

## **ConnectEd**

Good communication between school and home is essential to a student's success. Parents are encouraged to communicate with teachers at any time via email, telephone, or through scheduled meetings. Additionally, the school will utilize ConnectEd. With ConnectEd, we will be able to deliver important school information to you quickly and reliably, via phone, email, and text messages. You will be receiving these messages periodically to notify you about important events, such as parent teacher conferences, HSA meetings, fundraisers, and school reminders. ConnectEd also supports our ability to reach you immediately in the event of an emergency at school.

## **CORRIDOR BEHAVIOR**

Public displays of affection are thoroughly unacceptable and will not be tolerated. Parents will be notified. Students are not allowed to loiter in the corridor or the lavatories. Students who are frequently in these places will be sent to the office. Corridors are places for travel. Yelling, boisterous behavior, or any other behavior not conducive to an orderly passage from class to class is not acceptable.

## **ELECTRONIC DEVICES - CELL PHONES/iPods/MP3 Players**

Students may not use personal cell phones/iPods/MP3 players during school hours, unless specifically requested by a classroom teacher for academic purposes. Classroom teachers have the option of collecting student phones at the beginning of class, or of having the students place cell phones on their desk face-down for the duration of the class period. Students who do not comply with the classroom teacher's policy regarding cell phones will be issued an Office Detention and the cell phone will be held in the main office until the end of the school day. Habitual offenders will not be allowed in class.

Phone calls to students during the school day should come into the main office. Students may also use the main office phones to call home. Parents should not call or text student cell phones until after school dismissal.

## **EMERGENCY FORMS**

Completed Emergency Forms must be handed in during the **first full week of school**. These forms are necessary in order to contact the parent/guardian in case of illness or accident. We also need updated telephone numbers of responsible adults who can be reached during the day when parents/guardians are unable to pick the children up in case of an emergency. Please fill out the Emergency Form giving all necessary information, and **inform the office of any changes immediately**.

## **EMERGENCY RESPONSE PROCEDURES**

Student safety is our priority. Each teacher is provided with a copy of the *St. Mary's Schools Emergency Plan* manual. The manual outlines the steps to be followed and the role of teachers in the event of an emergency. This manual is to be kept visible in the classroom for easy reference in cases of emergency. Teachers are expected to be thoroughly familiar with the procedures to be followed. Parents will receive instruction for picking up their children.

## **Fire Drills/Safety Drills**

Instructions for fire drills and all safety/emergency drills are posted in all classrooms and are accessible to both students and teachers. All students and personnel should leave the building immediately in single file, following the directions for the area in which they are located. Silence is to be observed during the entire drill.

## **EXTRA-CURRICULAR ACTIVITIES & ATHLETICS**

### **Extra-curricular Activities**

An extra-curricular program should complement academic offerings. It is highly recommended that all St. Mary's students participate in at least one activity each year. Parents are asked to encourage their children to participate in at least one (if not more) of these activities.

Since academics are the primary concern of the school, students who are failing one or more course may not be able to participate in extra-curricular activities. This decision will be made by the administration and the teacher.



### **Athletic Practices/Late Practices**

All fall and spring athletic practices will begin at 3:00 p.m. All athletes who are waiting for practice must remain with their coach or with the Athletic Director until the scheduled practice time. Students are not allowed to walk to local stores or leave campus while waiting for practice. Students also need to be under the supervision of coaches when walking to a neighboring field or practice location.

If a practice is scheduled to begin after 3:30, student athletes must leave the building and return no earlier than the scheduled practice time.

### **Possible Extra-curricular Activities:**

Girls Volleyball (Varsity) Fall	Drama Club
Co-Ed Soccer (JV/Varsity) Fall	Student Council
Co-ed Cheerleading (Varsity) Winter	Honor Society
Boys Basketball (JH/JV/Varsity) Winter	Choir
Girls Basketball (JH/JV/Varsity) Winter	Faith in Action/Retreat
Co-ed Track and Field (Varsity) Spring	Chemistry Club
Softball (JH/JV/Varsity) Spring	Chess Club
Baseball (JV/Varsity) Spring	Yearbook
	Travel Club

(Any new extra-curricular activity may be established based on student interest)

### **Athletic Events**

Any student, parent, and/or guest attending an athletic event must behave as a Christian. Vulgar or abusive language or conduct will simply not be tolerated. Violations will result in the offender being prevented from participating or attending any future functions sponsored by St. Mary's for a time determined by the Principal.

### **Dances**

1. Each student may have one guest. This guest (and school attending) must be signed up before the dance.
2. Each student is responsible for their guest.
3. If a student leaves, no refund will be issued and he or she may not return.
4. All bags will be checked at the door and are not allowed into the dance.
5. Appropriate dress must be worn as stated before the dance.
6. Refunds for tickets cannot be given for any reason.

### **GOOD NEIGHBOR POLICY**

Out of consideration for our neighbors, students are prohibited from congregating or loitering on streets or property adjacent to the school.

### **HOME AND SCHOOL ASSOCIATION (HSA)**

The Home and School Association (formerly called Parent Council) is responsible for many of the wonderful activities throughout the school. They are actively soliciting membership. To keep this organization vibrant, we need new parents to step forward and offer their time and support. The Home and School Association meets once each month during the school year on Wednesdays at 6:00PM in our school faculty room.

### **HOMEROOM**

Students are to be in uniform and in their seats at the bell to begin homeroom period. Silence must be observed during prayer, the Pledge, and announcements. No food or drink may be brought into homeroom. Lunches are to be placed in lockers. (If a student purchases food or drink before school that is not lunch, it must be consumed or disposed of before entering homeroom.) **Once a student has entered the building in the morning, he or she may not leave.** Students are to go to the school auditorium until the 7:40am bell rings. At that time they are to proceed to their homerooms. Students with dismissal notes must present them to the office before homeroom.

## **IMAGE USE INFORMATION**

St. Mary's Jr./Sr. High School may, from time to time, use a student's image for educational or advertising purposes. Further information on the use of this information by the school can be found on page 51 of this handbook.

**Parents may not, at any time, photograph students other than their child and publish those images on a personal website or on social media. The publication of these images violates students' rights, and violators of this policy may be subject to legal action.**

## **LOCKERS**

Each student is assigned lockers for storage of books, clothing, and equipment. Students may not exchange their assigned lockers. Unauthorized locks will be removed without compensation. Lockers must be kept in good order and properly locked. Locks must be purchased and combinations should not be shared. The school is not responsible for lost or stolen property. Tampering with another student's locker or damaging another's property is an infringement on the rights of that person and will be handled by the office. All food must be removed from lockers at the end of the day.

Administrators of St. Mary's have the right to make periodic checks of lockers for the general welfare of the school and students.

## **MESSAGES**

Any message received during school will be given to the student at the end of the day. Emergency messages will be handled by an administrator. If you need to reach your student during the day, please leave a message with the office and do not contact the student directly. This undermines school policy regarding cell phone usage in school.

## **PASSES**

Any time a student has reason to leave a classroom during class time, he/she must have his or her Pass distributed by the homeroom teacher. For students to leave a classroom, they need to have their pass completed and initialed by the teacher. Students may only leave the class when this is done. Homeroom teachers will provide new passes as needed and retain a copy of the original one. If a pass is lost, a detention will be issued and a new pass will be presented to the student.

## **PHYSICAL EDUCATION**

A doctor's note is required for a student to be excused from participating in this class. Students who miss classes without an excuse could fail the course.

## **STUDENT DRIVERS**

Use of cars is a privilege, not a right. Students who violate driving privileges by speeding, racing, by parking illegally, or parking in such a manner as to hinder entry to or exit from the school or the smooth flow of traffic will forfeit all driving privileges for a period of time to be determined by administration. Students are required to park in the student parking lot. Cars parked so as to block fire lanes, other cars, driveways, etc. will be towed at the owner's expense. No student may park in the teacher's lot, any posted reserved parking spaces, or on Richland St. Any student who does not adhere to these restrictions will lose his or her privilege of driving a car to school and could have his or her car towed. Any student using unacceptable language or gestures in the parking lot or behaving in any way that could be deemed dangerous to either the occupants of the car or others around the car could result in the loss of the driving privilege and/or suspension. St. Mary's has children from the ages of Pre-K-12 being dismissed and has a responsibility for the safety of these students as well as a reputation to insure. Students must exit their cars immediately upon arrival. Cars should be locked at all times. No student is allowed to sit in cars or be out in the parking lot during school for any reason.

*St. Mary's does not accept responsibility for loss of materials left in cars or for damage that may occur to cars in the parking lot.*

## **STUDENT INFORMATION CHANGES**

It is the **responsibility of parents** to submit any change of address, telephone numbers or family name to the office **as soon as the change occurs**. These changes should be submitted to the school office **in writing**. This includes changes of work numbers and emergency contacts.

### **Non-Custodial Parents**

St. Mary's Elementary School abides by the provisions of Massachusetts General Laws Ch. 71, Sec. 34H with respect to the rights of non-custodial parents.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-oriented information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a court certified copy of the court order.

### **Parental Status Change**

Divorced or separated parents **must** file a court-certified copy of the custody section of the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing. This information must also be kept current.

## **TUITION**

### **Financial Policies for St. Mary's Schools 2016-2017 School Year**

This document should be read and retained along with other school information. The provisions contained herein are an essential part of each parent's contract with St. Mary's Schools.

Students registering in St. Mary's Schools must have met their tuition obligation from the Diocesan Catholic School they are transferring from for the school year 2015-2016. This also includes students who are currently enrolled in a Diocesan School for the 2014-2015 school year. Students may not attend classes the first day of school and subsequent days until all outstanding balances have been resolved.

In addition to the tuition rate that is set by the school, all students registering at St. Mary's Schools will be assessed a \$100.00 non-refundable registration/processing fee. All international students will be assessed a \$3,000.00 non-refundable International Student Fee. This fee will cover administrative costs as well as enrollment in FACTS tuition program.

The non-refundable registration/processing fee will automatically be paid to our school office via FACTS in January. Once you have signed up for your FACTS Management tuition payment agreement, the school office will enter the tuition rate and finalize your agreement. Once your agreement has been finalized by the school office, you will receive a confirmation notice from FACTS Management regarding your tuition balance, payment date and payment amount according to the plan you have chosen. Please keep in mind that any applicable scholarships or financial aid credits will be applied after your FACTS Management tuition payment plan agreement has been finalized and will not be reflected in your confirmation letter.

All students registering in St. Mary's Schools are required to complete and set up a tuition payment plan agreement with FACTS Management Company. Tuition Payment Plans through FACTS Management Company are automatic bank payments from your bank/credit union through a checking or statement savings account. FACTS Management Company also offers a MasterCard, Discover or American Express credit card option for tuition payments. Please note, there is a convenience fee charged by the credit card companies if you choose that method of payment. This additional fee will be added to your total tuition agreement amount. VISA is not accepted at this time.

The following tuition payment plan options are available:

- One (1) payment can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the month of June 2016 covering the full tuition for the school year
- Two (2) payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the months of June 2016 and February 2017
- Four (4) payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the months of June 2016, November 2016, January 2017 and April 2017
- Eleven (11) monthly payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the month and are due beginning June 2016 and ending April 2017
- Other arrangements may be made with the school office.

All FACTS tuition payment agreements will conclude as of April 20, 2017 for the 2016-2017 school year as contracted (unless other arrangements are approved through the school office). There will be no automatic tuition payment withdrawals through FACTS Management after April 20, 2016, regardless of any automated correspondence you may receive from FACTS. All FACTS tuition payment agreements with outstanding balances as of April 21, 2016 will be automatically terminated and the outstanding tuition balance will be due the school. This would be in effect regardless of any automated correspondence you may receive from FACTS. Students with outstanding balances as of April 26, 2017, may not attend classes, and will not be allowed to take final exams, participate in school activities, sports or functions until this issue has been resolved. This policy will only be adjusted by administration.

Once you have signed up for your FACTS Management tuition payment agreement, the school office will enter the tuition rate, the \$100.00 non-refundable registration/processing fee, and, if applicable, the \$3,000.00 International Student fee and finalize your agreement. Once your agreement has been finalized by the school office, you will receive a confirmation notice from FACTS Management regarding your tuition balance, payment date, and payment amount according to the plan you have chosen. Please keep in mind that any applicable scholarships or financial aid credits will be applied after your FACTS Management tuition payment plan agreement has been finalized and will not be reflected in your confirmation letter.

Within ten (10) calendar days from the date of your confirmation letter, there will be a deduction of \$100.00 for the non-refundable registration/processing fee and, if applicable, the \$3,000.00 International Student Fee from the account you provided to FACTS Management. Neither of these non-refundable fees is included in the tuition amount that is set by the school. If the \$100.00 non-refundable registration/processing fee or the \$3,000.00 International Student Fee fails, your tuition payment plan agreement with FACTS Management will be automatically terminated, and the student will not be registered. If your agreement is terminated, you will be notified by FACTS Management and the non-refundable registration/processing fee will now be \$150.00 to complete and submit a new FACTS tuition payment agreement to register the student.

Please note: The above payment dates will automatically be adjusted if you register your child after June 1, 2016. All tuition payment plans will end April 20, 2017 as contracted with the final tuition payment withdrawal by FACTS Management on this date. Any student's tuition account in arrears after this date will not be eligible to receive awards from any Diocesan financial aid or scholarship program as well as any in house scholarship programs through the school in the subsequent school year 2017-2018.

In no event will a student be allowed to attend classes until they are successfully registered, by completion and payment of the registration/processing fee, and have a tuition payment plan agreement with FACTS Management that has been set up, is active, and is current. The school office reserves the right to request payment by money order or certified check when payment is being made on a delinquent, unresolved or inactive tuition account.

Please note: The above payment dates will automatically be adjusted if you register your child after June 1, 2016. All tuition payment plans will end April 20, 2017 as contracted with the final tuition payment withdrawal by FACTS Management on this date. Any student's tuition account in arrears after this date will not be eligible to receive awards from any Diocesan financial aid program as well as any in house scholarship programs through the school in the subsequent year.

**In no event will a student be allowed to attend classes until a tuition payment plan agreement with FACTS Management has been set up, is active and is current.** The school office reserves the right to request payment by money order or certified check when payment is being made on a delinquent, unresolved or inactive tuition account.

### **Payment Policies:**

- Payment must be made using one of the tuition payment options offered by FACTS Management.
- Any requests for changes to your FACTS agreement or payments made to FACTS Management or at school office must be made five (5) business days prior to the FACTS Tuition Management payment date in order for correct processing to take place.
- FACTS Management or the school office are not obligated nor required to defer any FACTS tuition payments scheduled per your request.
- The school office reserves the right to request payment by money order or certified check when payment is being made on any delinquent, unresolved or inactive tuition account.
- Failure to make payments when due may result in the denial of a student's admittance to classes, exams and extra-curricular activities. Tuition accounts for all students must be current at the end of each academic quarter.
- A \$25.00 charge will be imposed for any check that is not honored by the bank/credit union on which it is drawn. This is in addition to any charges that are imposed by your bank/credit union and a \$30.00 missed payment fee by FACTS Management Company. For unresolved, inactive or delinquent tuition balances, or after two (2) checks have not been honored by a bank/credit union, only a money order or a certified check will be accepted for payment. Returned checks are not re-deposited.
- Students who register after the beginning of the school year will be charged tuition according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition to be charged.

### **Delinquent Tuition Policies:**

Tuition accounts must be current and active at all times. Failure to make payments when due may result in the student not being admitted to classes, take mid-term or final exams, and/or participation in extra-curricular activities. St. Mary's Schools reserve the right to request payment by money order or certified check when payment is being made on any delinquent, unresolved or inactive tuition account.

### **Withdrawal/Transfer and Refund Policy:**

Please note the following:

- The school office must be notified in writing by the school of the student's withdrawal/transfer. This written notification must be received at the school office five (5) business days prior to the scheduled date of your FACTS tuition payment plan agreement for withdrawal of funds from your account in order to stop payment.
- Refunds, if applicable, will be issued one (1) month after the date of withdrawal/transfer (as stated on the withdrawal/transfer notice from the school).
- Registration/processing fee payments as well as the \$3,000.00 International Student Fee are non-refundable.
- Students who withdraw/transfer between June 1, 2016 and August 28, 2016 will be charged one (1) month of the total school year's tuition (based on eleven (11) months).
- Students who withdraw/transfer between August 26, 2016 and October 30, 2016 will be charged one quarter of the total school year's tuition (based on four (4) quarters).
- Payment quarters end on the last day of October, January, March and the last day of school. Any part of a quarter that a student is in attendance will be counted as a full quarter of attendance when determining the amount of tuition to be charged.

**Diocesan Catholic Schools System Tuition Assistance Fund** - This fund is used to allocate financial assistance to income eligible families based on the assessment of financial need from FACTS Grant & Aid and the availability of funding provided. Students in grades K-12 are eligible for these limited grants.

Please note the following:

- Financial aid is contingent upon successful completion of the registration/processing fee payment, the tuition payment plan agreement with FACTS Management, and the financial aid application through FACTS Grant & Aid Assessment, prior to the financial aid deadline of Monday, April 4, 2016.
- International and pre-kindergarten students are not eligible to apply for or receive financial awards from any Diocesan or in house school scholarship programs.
- In February, the link for families to complete and submit a FACTS Grant & Aid Assessment application for financial aid will go live. Please follow the instructions that were included in your child's acceptance packet from the school.
- The deadline for FACTS Grant & Aid Assessments is usually in early April. Parents should watch for more information.

**In-House Scholarships and Aid** - Various adjustments and tuition reductions were made to students in the past school year; however such tuition reductions will not automatically continue for the 2016-2017 school year. There are limited numbers of in house scholarships and aid available through meeting with the principal of the school. Nevertheless, no scholarships will be made available for families who do not complete and submit a FACTS Grant & Aid Assessment application prior to the deadline.

**\$175.00 Parish Assessment Scholarship Program** - To offset St. Mary's Schools family's tuition cost, some parishes in the Diocese of Worcester offer a \$175.00 scholarship to each eligible St. Mary's Schools student. The student's scholarship is authorized, approved and determined by the pastor of the parish. These forms are available upon request.

Scholarships will not be awarded to students:

- When the parents are, in fact, not registered members of the parish.
- When the parents, though able, do not contribute within their financial means to support the parish.
- From a parish that sponsors their own elementary school.

International and pre-kindergarten students are not eligible to apply for or receive awards from any scholarship program.

**Tuition Rewards Program** – There are various rewards available for marketing our schools as well as referring a student to our schools. Rewards include \$25.00 annually for using our social media sites (Facebook, Instagram and Twitter) as well as a referral reward of \$50.00 and a reward for \$200.00 for any referred student who enrolls in our school. A maximum reward of \$800.00 per year will be awarded to a family. Please see rewards program for specifics and for limitations.

## **VISITORS**

No student shall invite or entertain visitors on school grounds at any time during the school day or at any school related function without receiving approval from the Administration. Once approval has been obtained, it is the responsibility of the student to see that his or her guest is in compliance with all the rules and regulations of the school. Students who are thinking of coming to the school and "Shadowing" are welcomed. The parents of the student must call the school and arrange this.

All visitors **must** enter the school through the High School door. For safety purposes, our doors remain locked at all times except when students are arriving in the morning. Please ring the bell on the right side wall inside the foyer and wait for someone from the office to admit you. **DO NOT** ask a student passing by to open the door for you. Students are instructed that only adults may open the doors to visitors.

Visitors **must** report to the office, sign in, and obtain a visitor's pass.

# Health Policies

## HEALTH CONCERNS

The school nurse and the teacher **must** be aware of any special needs of students, such as allergies or problems with insect stings. The school should be informed if a student has any physical problems, allergies, seizures, etc. If a child is allergic to any substance and has medication to take for a reaction, please be sure the medication is labeled with the name of the student, the name of the drug, the strength and amount to be taken and the physician's name if such medication is brought to school.

Students who have been ill during the night or appear ill in the morning should be kept home. A student should come to school physically well and able to participate in class for the entire day.

## ILLNESS/INJURY

In the event a child gets sick or has an accident during the school day, the child will be sent to the office to determine the seriousness of the condition. When it is necessary, the parent/guardian will be contacted at home or at work. If the parent/guardian cannot be reached, the secretary will call one of the emergency numbers designated on the Emergency Form.

## MEDICATION

**Medication is to be left at the office** and taken in the presence of the school nurse, Principal, or a person designated by the Principal. Teachers **cannot** administer medicine, prescription or non-prescription, under any circumstances. A parent may come to school to administer medication on a prearranged basis.

Medications, prescription or non-prescription, **cannot** be administered to your child without a prescription form from your child's physician and a parent consent form, found on page 52.

All medication, prescription and non-prescription, are to be brought in **by a parent** to the office. All medications **must** be in the original bottle with the child's name, name of the medication, the dose, reason for taking, and time to be given. This includes Advil, Tylenol, eye drops, cough drops, cough syrup and allergy medications.

No more than a 30 day supply of prescription medication is stored at school.

No student is allowed to have any medication in their possession, including in their desk or backpack. All medication is dispensed through the office.

No loose medication will be accepted in a baggie or plastic bag. This is unsafe.

Parents are to pick up any medications from the health office on the last day of school in June, or they will be disposed of.

For children with asthma that use an inhaler, both an inhaler **and prescription order** must be in the office regardless of whether or not it is used on a regular basis.

If your child is vomiting or has a fever, they **must** be picked up within half an hour after the initial telephone call.

Notes concerning medications need to be sent to the health office and not the teacher.

The same medication authorization applies to medications administered during field trips.

## Administration of Epinephrine

A school staff member trained by the school nurse in accordance with the Massachusetts Department of Public Health training program may administer epinephrine by auto-injection in a life threatening situation under the following conditions:

1. The student's physician has diagnosed a high risk or life threatening allergic reaction and has provided the school with a medication order for epinephrine with indications for administration.
2. The school has written authorization/consent from a parent/guardian to administer epinephrine and the epi-pen auto-injection has been supplied to the school in the pharmacy labeled container.
3. The school nurse will develop a written emergency plan for each student authorized to receive epinephrine. The emergency plan is located in the office.

When epinephrine is administered, there will be **immediate** notification of the Emergency Medical Services (911), followed by the school nurse, student's parent/ guardian, or if the parents are not available, their designated emergency contacts, and the student's physician.

## **PHYSICAL EXAMS**

Massachusetts State School Immunization Law, MGL Chapter 76, Section 15 and St. Mary's Elementary School require all new students, regardless of grade level, to have a copy of a recent physical examination and immunization record on file before entering school. Children who are not in compliance will be excluded from school until St Mary's receives the proper documentation of immunization. The record must show immunization against diphtheria, pertussis, tetanus, measles, mumps, rubella, hepatitis B, varicella, poliomyelitis and other communicable diseases as specified by the Department of Public Health. A medical exemption is allowed if the student's health care provider submits documentation to St Mary's that an immunization is medically contraindicated.

Students entering kindergarten and grade 4 are required *by state law* to have a complete physical examination and immunizations if applicable. Parents are notified of these requirements. Diocesan Policy stipulates the following:

The state law requires that immunizations be updated prior to entry.

Parents of students not in compliance with immunization regulations at the start of school will be notified of an exclusion date, no later than September 30, by which a record of required immunizations will be presented to the school. Each school is expected to exclude any student who is not immunized by the exclusion date.

All students will have their weight and height measured, and will have a visual and audiological examination yearly. The students in grades 5 and 6 will have postural screening each year. This will be recorded on their permanent health record.

All students in grades 5 and 6 participating in team sports must have a physical examination prior to the practice of that sport. The doctor's certificate must be on file in the Health Office.

This includes recess and Physical Education class. All students will be sent to recess and Physical Education class unless a note from a physician states otherwise.

## **CONTAGIOUS CONDITIONS**

Parents are asked to report any incidence of contagious disease or condition to the school health office. This includes Chicken Pox, Impetigo, Conjunctivitis (pink eye), Staph infections, Scabies, Ringworm, Pediculosis (head lice), and any other contagious conditions. When these conditions are identified, the student will be sent home. Return to school is permitted following treatment and verification by the health office that the student is free of disease, lice, or mites.



# **Computer/Network/Internet Acceptable Use Policy**

The use of computer equipment is a privilege; users should take personal responsibility for their behavior. It is expected that St. Mary's Schools users:

1. Will protect the privacy of other computer users' areas by not trying to learn their passwords or copy, change, read, or use another person's files.
2. Will not attempt to gain unauthorized access to system programs or computer equipment and will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
3. Will restrict email to messages appropriate to school curriculum and activities.
4. Will not attempt to log in to the system as a system administrator.
5. Will use all computer equipment to meet instructional objectives.
6. Will not use the network for financial gain or for any commercial or illegal activity.
7. Will not attempt to bypass security systems on computer workstations or servers.
8. Will not maliciously attempt to harm or destroy data of another user, or data that resides anywhere on the St. Mary's Schools network or on the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Will not waste paper or toner in printers, and will only print academic materials.
10. Use Google apps and emails for educational purposes.

## **Penalty for Violation of Responsibilities**

If users violate any part of this policy or engage in any other activity which school authorities deem inappropriate, they will be subject to disciplinary action consistent with due process procedures. Discipline could include, but is not limited to, the immediate suspension or termination of Internet access and/or computer privileges and/or legal prosecution, if applicable. Parents will be notified of violations of this policy in writing, including any disciplinary action to be taken, requiring their acknowledgment. Any violation of law will be reported to the appropriate authority.

## **Rights and Responsibilities of St. Mary's Schools Users**

For the purpose of this policy, "user" means any person authorized to access the Schools' computer systems or networks including, but not limited to, the Internet.

The Internet is supplied for use on an "as is, as available" basis. St. Mary's Schools does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error-free. The School is not responsible for the integrity of information accessed.

St. Mary's Schools will not be responsible for any liability or expense incurred in connection with use of the system. Users agree to indemnify the school for any expenses, including legal fees, arising from use of the system in violation of this agreement.

The system administrators reserve the right to refuse posting of files and to remove files. The system administrators further reserve the right to immediately terminate the account or access of a user who misuses the network resources.

## **Internet Policy**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. It allows students and teachers access to a wealth of information and research materials and offers vast, diverse, and unique resources. Teachers and staff are encouraged to integrate educationally appropriate resources available on the internet into their curricula. The Schools' goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet Guidelines: The use of the Internet is a privilege; users shall take personal responsibility for their behavior while on-line. It is expected that St. Mary's Schools users will conduct their Internet activities under the following guidelines:

1. All use of school resources to access the Internet shall be in support of and consistent with the educational objectives of the St. Mary's Schools.
2. Transmitting any material in violation of any U.S. or state regulation or school policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in Internet communication including, but not limited to, posting, downloading and printing.
4. Students may not use social networking sites or instant messaging.
5. All information accessible via the Internet shall be assumed to be private property and subject to copyright laws.
6. Users have a responsibility to respect the privacy and property of other users. Users shall not intentionally seek information about, obtain copies of, or modify files, data or passwords of other users.
7. For their own safety, users shall not reveal any personal information regarding themselves or others, such as addresses or phone numbers on the Internet.
8. Employing the Internet for any commercial purposes not formally approved is prohibited.
9. Users shall not expect that files stored and/or messages processed (e-mail) on school servers will always be private. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
10. The supervising teacher/adult has the right to limit access.
11. All downloaded files must be screened for viruses, following established procedures, before they can be executed on school computers and/or servers.
12. Students may not at any time tamper with or try to bypass surf patrol.
13. **Google email and apps accounts are the property of St. Mary's Schools. School email is intended for educational purposes only. Administrators can read student's emails at any time without consent. Emails are not to be linked to any social networking accounts.**

## Image Use Policy

St. Mary's Elementary School, from time to time, may use a student's image (a photograph, video, or sound recording) for educational or advertising purposes.

Examples of these include:

- School projects
- Promotional videos
- School website and social media sites
- School and parish newsletters
- Community and local newspapers
- Catholic Free Press

St. Mary's Elementary School promises to adhere to the following rules, with respect to student images:

- St. Mary's may associate identifying information (name, etc) with a student's image in local and mass media.
- St. Mary's will not use a student's image for any profit making enterprise.
- St. Mary's will not use a student's image for any political advertising
- St. Mary's will not give or sell a student's image to other organizations – exclusively St. Mary's Schools will retain the copyright.

In the event that St. Mary's Schools wishes to use a student's image outside of the above restrictions, the school must contact the child's parent or guardian and obtain permission.

If you **do not** wish your child's image to be used as outlined above, please submit a statement to the school office in writing.

I have read and understand the school image use policy. By signing below, I am agreeing to the above stated policy and am allowing my child's image to be used strictly by these guidelines.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Print)

# NON-PRESCRIPTION MEDICATION RELEASE FORM

Student \_\_\_\_\_

Grade \_\_\_\_\_

May be given the following (check all that apply):

- Over the counter pain relief (Tylenol, Advil, etc) for headache or pain
- Non-drowsy nasal decongestant
- Stomach antacid
- Other (specify)

Please provide any specific dosage instructions below:

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Please send in a sealed bottle or unopened box with your son or daughter's name on it to the Nurse's Office SIGNED BY BOTH the student's parent/guardian AND the student's physician with this form.\***

APPENDIX A: BULLYING REPORT



Saint Mary's Schools PreK-12
50 Richland Street
Worcester, MA 01610
Phone: (508) 753-0484 - Elementary School
Phone: (508) 753-1170 - Junior / Senior High School
www.stmarysworcester.org



BULLYING PREVENTION AND INTERVENTION
INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report:

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report.)

2. Check whether you are the:

- Victim of the behavior
Reporter (not the Victim)

3. Check whether you are a:

- Student
Staff member (specify role)
Parent/Guardian
Administrator
Other (specify)

Your contact information/telephone number:

Blank lines for contact information

4. If student, state your school: Grade:

5. If staff member, state your school or work site:

Blank line for school/work site

6. Information about the Incident:

Name of Victim (of behavior):

Name of Perpetrator (person doing the behavior):

Date(s) of Incident(s):

Time When Incident(s) Occurred:

Location of Incident(s) (Be as specific as possible):

Blank line for location

7. Witnesses (List people who saw the incident or have information about it):

Name: Student Staff Other

Name: Student Staff Other

Name: Student Staff Other

**8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheets of paper if necessary and attach them to this document.**

FOR ADMINISTRATIVE USE ONLY

**9. Signature of Person Filing this Report:**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
(Note: Reports may be filed anonymously.)

**10. Form Given to:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date Received:** \_\_\_\_\_

**II. INVESTIGATION**

**1. Investigator(s):** \_\_\_\_\_  
**Position(s):** \_\_\_\_\_

**2. Interviews:**

- Interviewed Perpetrator**  
**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- Interviewed Victim**  
**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- Interviewed witnesses**  
**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**3. Any prior documented incidents by the Perpetrator?**  Yes  No

**If yes, have incidents involved Victim or Victim group previously?**

Yes  No

**Any previous incidents with findings of BULLYING, RETALIATION**

Yes  No

**Summary of Investigation:**

(Please use additional sheets of paper and attach to this document as needed)

**III. CONCLUSIONS FROM THE INVESTIGATION**

**1. Finding of bullying or retaliation:**

- YES  NO

**Incident documented as** \_\_\_\_\_

- Bullying  
 Retaliation  
 Discipline referral only \_\_\_\_\_

**2. Contacts:**

- Victim's parent/guardian **Date:** \_\_\_\_\_  
 Perpetrator's parent/guardian **Date:** \_\_\_\_\_  
 Catholic Schools Office **Date:** \_\_\_\_\_  
 Law Enforcement **Date:** \_\_\_\_\_

**3. Action Taken:**

- Loss of Privileges    Detention    Referral    Suspension  
 Community Service    Education    Other \_\_\_\_\_

**4. Describe Safety Planning:** \_\_\_\_\_  
\_\_\_\_\_

**Follow-up with Victim:** scheduled for \_\_\_\_\_

**Initial and date when completed:** \_\_\_\_\_

**Follow-up with Perpetrator:** scheduled for \_\_\_\_\_

**Initial and date when completed:** \_\_\_\_\_

**Report forwarded to Principal/ Deans: Date** \_\_\_\_\_  
(If principal was not the investigator)

**Signature and Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_