

**ST. MARY'S LYNN
HAND
BOOK
2016-17**



A Catholic, college-preparatory school

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About this Handbook

This Student/Parent Handbook is intended to serve as a guide to help our students and their families come to know St. Mary's programs and opportunities, as well as to set forth basic expectations and agreements. Please take the time to become familiar with the contents. We are hopeful that the handbook will answer many questions that students or parent(s)/guardian(s) may have about academics, security, discipline, school rules, safety, athletics and other topics.

Please note that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of St. Mary's to deviate from the normal rules and procedures set forth in this handbook, and/or to deal with individual circumstances as they arise in the manner deemed most appropriate by St. Mary's taking into consideration the best interests of the students, the school, its faculty, employees, and/or the overall school community.

These policies, rules and guidelines may also be revised or updated periodically, even during the school year. Any changes, as they are made, will be reported either electronically via email or by mail. Any student or parent/guardian with a question about any handbook policy or statement should feel free to speak with the Assistant Principal for Academics and Student Life or the Principal. The most up-to-date version of the Handbook will always be available on the mySMH class portal. Events that are postponed or canceled will be reflected at STMARYSLYNN.COM/CALENDAR.

This Handbook supersedes any other manuals or guidelines that have been previously published and any other prior practices related to the policies in this Handbook. All such prior manuals, guidelines, and practices are hereby revoked.

School Philosophy

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1.1. MISSION STATEMENT

St. Mary's is a Catholic, college-preparatory school serving grades 6-12. Our rigorous academic and extra-curricular programs encourage young men and women to reach their spiritual, intellectual, moral, physical and creative potential.

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

- Students are challenged to grow in faith, wisdom and service to others
- Students are held to rigorous academic standards and supported by qualified and dedicated teachers
- Students are encouraged to participate in extracurricular activities to develop leadership and collaborative excellence
- Parent(s)/guardian(s) are encouraged to be actively involved in the education of their child

1.2. NON-DISCRIMINATORY STATUS

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

School Profile

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2.1. ACCREDITATION

St. Mary's is accredited by the New England Association of Schools and Colleges.

2.2. MARKING SYSTEM

Grades are weighted according to the following scales for College Prep, Accelerated, Honors and Advanced Placement courses:

GRADE	CP	ACC	H	AP	GRADE	CP	ACC	H	AP
100	3.5	4	4.5	5	81	1.6	2.1	2.6	3.1
99	3.4	3.9	4.4	4.9	80	1.5	2	2.5	3
98	3.3	3.8	4.3	4.8	79	1.4	1.9	2.4	2.9
97	3.2	3.7	4.2	4.7	78	1.3	1.8	2.3	2.8
96	3.1	3.6	4.1	4.6	77	1.2	1.7	2.2	2.7
95	3	3.5	4	4.5	76	1.1	1.6	2.1	2.6
94	2.9	3.4	3.9	4.4	75	1	1.5	2	2.5
93	2.8	3.3	3.8	4.3	74	0.9	1.4	1.9	2.4
92	2.7	3.2	3.7	4.2	73	0.8	1.3	1.8	2.3
91	2.6	3.1	3.6	4.1	72	0.7	1.2	1.7	2.2
90	2.5	3	3.5	4	71	0.6	1.1	1.6	2.1
89	2.4	2.9	3.4	3.9	70	0.5	1	1.5	2
88	2.3	2.8	3.3	3.8	69	0.4	0.9	1.4	1.9
87	2.2	2.7	3.2	3.7	68	0.3	0.8	1.3	1.8
86	2.1	2.6	3.1	3.6	67	0.2	0.7	1.2	1.7
85	2	2.5	3	3.5	66	0.1	0.6	1.1	1.6
84	1.9	2.4	2.9	3.4	65	0.1	0.5	1	1.5
83	1.8	2.3	2.8	3.3	<65	0	0	0	0
82	1.7	2.2	2.7	3.2					

**Students transferring to St. Mary's will have their grades converted according to standard protocol, as shown in Section 3.2.2.*

2.3. RANK

Class rank is derived from the following:

- Student receives grade points for each class
- Total grade points for each year are divided by the number of credits a student earned during that year, giving them a yearly GPA
- The cumulative GPA is derived from a student's total grade points from all years divided by the total number of credits earned for all years
- The cumulative GPA is used to rank each student
- The passing mark is 65 and the college recommended mark is 80

2.4. VIRTUAL HIGH SCHOOL

All Virtual High School (VHS) classes are weighted according to the level of the course suggested by VHS.

Academic Policies

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3.1. COURSES

3.1.1 ACADEMIC REQUIREMENTS

FRESHMEN: 7 CREDITS	SOPHOMORES: 7 CREDITS	JUNIORS: 6.5 CREDITS	SENIORS: 6 CREDITS
1 English	1 English	1 English	1 English
1 History	1 History	1 History	1 Math
1 Math	1 Math	1 Math	1 Religion
1 Science (Lab)	1 Science (Lab)	1 Science (Lab)	3 Credits of Electives
1 Religion	1 Religion	1 Religion	
1 World Language*	1 World Language*	1.5 Credits of Electives	
.5 STEM	1 Credit of Elective		

.5 Freshman Seminar

**Students must take at least two consecutive years of one world language in high school.*

3.1.2 ADD/DROP PERIOD

Students may add and/or drop classes to and/or from their schedules during the Add/Drop Period marked on the St. Mary's Calendar. Barring any extenuating circumstances, such as extended illness, a student's schedule is considered finalized for the year after this period. The Principal, or designee, is the final arbiter of what qualifies as an extenuating circumstance. A student may not initiate a course change after the Add/Drop Period without talking to their current teacher and guidance counselor.

A student wishing to change a course must initiate the change within the Add/Drop Period by meeting with his/her guidance counselor and an Add/Drop Request Form will be completed and submitted to the Academic Registrar. A request may or may not be completed depending on class size and conflicts in the schedule.

3.1.3 PROMOTION

All requirements necessary for promotion, such as exams, assignments, projects, library books and athletic uniforms/equipment returned, tuition paid to-date, etc., must be finalized before moving on to the next grade.

3.1.4 TUTORIAL SUPPORT

All faculty members offer extra-help sessions. The National Honor Society is responsible for providing peer-tutoring on an individual basis. The request for a NHS tutor must come from a parent/guardian and should be coordinated by the NHS moderator.

3.2. GRADING

3.2.1 GRADE SYSTEM

A+ = 97–100	A = 93–96	A- = 90–92	B+ = 87–89	B = 83–86	B- = 80–82
C+ = 77–79	C = 73–76	C- = 70–72	D+ = 67–69	D = 65–66	F = 64 or below

3.2.2 TRANSFERAL OF GRADES

Students transferring to St. Mary's will have their grades converted according to standard protocol within this scale and will receive a class ranking according to the marking system outlined in Section 2.2:

A+ = 98	A = 95	A- = 92	B+ = 88	B = 85	B- = 82
C+ = 78	C = 75	C- = 72	D+ = 68	D = 65	F = 64 or below

3.2.3 ACADEMIC INTEGRITY

The St. Mary's community finds plagiarism, or any other form of cheating, to be unacceptable as this runs contrary to the philosophy of our school community as established by our Mission Statement, our School Vision and our Pillars: Respect, Integrity, Catholic and Excellence.

Plagiarism is defined as stealing language, ideas, thoughts, or opinions from another person, and representing them as the ideas of the person passing in the work. Plagiarism, though always unacceptable, has become an increasingly frequent issue in many academic institutions mainly because the technological age in which we live and work enables the sharing of information and ideas on an unprecedented scale. Examples of plagiarism include, but are not limited to, direct copying, including "copying and pasting," of someone else's words or ideas, paraphrasing (rewording of ideas or factual information) without proper attribution, use of direct quotation without proper attribution, and submission of another individual's work as one's own.

Cheating, copying from another student, use of unauthorized notes, or gaining information about the content of a quiz/test from another student who took that quiz/test in an earlier period are also violations of academic integrity. Students who knowingly allow others to use their work are also in violation of the school's Academic Integrity Policy and will be subject to academic and/or disciplinary penalty. Students should protect the integrity of their own work at all times and should refrain from electronically sharing their work except when expressly permitted by their teacher.

Transgressions against the ideal of Academic Integrity will not be tolerated and will be subject to academic and/or disciplinary penalty. Teachers are required to report violations concerning Academic Integrity to the Assistant Principal for Academics and Student Life and parent(s)/guardian(s) of the student. Academic action may include a loss of credit on the assignment in question, at the discretion of the instructor, up to and including the student receiving a "Zero" for that assignment. Disciplinary penalties will be assessed by the Assistant Principal for Academics and Student Life and may include, in the case of multiple offenses by an individual, exclusion from the school community.

3.2.4 FAILURE

Students who fail one or more subjects for the year must make up these courses in a certified summer school program, which must be approved by the Principal or designee on or before of the following July 1 and taken before the next academic year. The student must receive a grade of C- or better in order to return to St. Mary's. The Principal or designee, on a case-by-case basis, will determine exceptions to this rule and alternative make up programs (30 hours of private tutoring by a teacher certified in the subject area or a distance learning program) may be considered.

Students who fail three courses for the year will not be allowed to return to St. Mary's. If there are extenuating circumstances, such as prolonged or serious illness, a student may make a formal request in writing to the Principal to return to St. Mary's the following school year. The Principal's decision, in light of the appeal, will be final.

A student must pass four (4) major courses to be eligible for any extra curricular activities. Exclusion begins on the day report cards are posted online. A student is eligible for reinstatement when the next term's report cards are posted or mailed. The Principal and/or the Athletic Director will notify coaches/moderators, as well as the individual student, should he/she become ineligible.

If a senior or eighth-grader fails two (2) or more subjects for the year, he/she may not participate in graduation exercises. Should a senior or grade-eight student fail one (1) course for the year, he/she may attend graduation exercises, but his/her diploma will not be awarded until the failure is made up. A certificate of attendance will be presented at graduation to any senior who fails one (1) course.

3.2.5 GRADING ACEDMIC YEAR

Terms I, II, & III's grade will not be lower than a 50%, however, term IV's grade will be as is. Example: if term IV's grade is a grade of 0-49% that is the grade that will be entered and counted towards the final grade. There will be no 50% minimum for term IV.

3.2.6 HONOR ROLL

- Principal's List: No grade below 90%; no "F" in any Pass/Fail classes.
- Honors: No grade below 85%; no "F" in any Pass/Fail classes.

3.2.7 INCOMPLETE GRADES

Incomplete grades are given only in the case of extended absence for illness or other extenuating circumstances during the marking period. The completed grade will appear on the next report card if the work has been made up.

When students are absent from school, it is their responsibility upon returning to school to make up what they have missed. Students are required to make up all work as soon as possible. Additional time may be provided for students whose absence is due to extended illness or other extenuating circumstances

3.2.8 LATE TUITION PAYMENTS

If accounts are not current with tuition payments, students may not be allowed to sit for final exams.

3.2.9 PARENT/TEACHER CONFERENCES

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

One parent/teacher conference is scheduled after Term I report cards are issued. Please refer to the student calendar for specific dates and times.

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

3.2.10 PROGRESS REPORTS

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

The Guidance Department, working with the student, may issue weekly individual teacher assessments of student progress if it is determined that a student will benefit from this process. Only sixth, seventh, eighth and ninth grade students will be eligible for this program. In rare exceptions, tenth, eleventh and twelfth grade students may participate if the Guidance Department determines a need exists.

3.2.11 REPORT CARDS

Report cards are issued four times a year. Grade closing dates are listed in the student calendar.

3.3 STUDENT ACTIVITIES

3.3.1 NATIONAL HONOR SOCIETY

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

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

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

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

SCHOLARSHIP: Members of the St. Mary's Chapter will be scholastically eligible to join the Chapter during sophomore and/or junior year if they have earned a cumulative grade point average of 3.5 and by demonstrating commitment to excellence by good attendance and effort in all major and minor courses.

Selection procedure for membership:

Prospective candidates must complete and return their applications to the advisors.

A point system will be used to determine the qualifying standards for leadership and service. The student will be provided with a copy of the point evaluation system to be used. Students failing to earn the appropriate number of points for activities will be eliminated from further consideration.

The Faculty Committee of NHS will review and approve/deny membership based on the completed applications that they receive.

An induction ceremony will take place in the spring.

3.3.2. STUDENT COUNCIL

St. Mary's offers all students a voice in many student activities via the Student Council. Officers will be nominated and elected by early June for the following school year. The Officers will be elected according to this arrangement:

- President—a senior
- Vice-President—a junior
- Secretary—a sophomore
- Treasurer—a senior

All high school homerooms are allowed to have one representative and one alternate to the council to be elected in September. The Student Council is the liaison between the student body and the Administration regarding various issues at the school. The Student Council sponsors dress-down days and an annual dinner dance along with other activities selected by the Officers and Council members to generate a student account. Other classes, clubs, etc. may request monies for their respective activities and interests through the Student Council. The Moderator and Officers will run periodic meetings to address these and other student interests.

COMMENCEMENT

3.4.1 GRADUATION FOR SENIORS

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

- All scheduled graduation practices (on time and in proper dress)
- Baccalaureate Mass and Senior Reception
- Junior/Senior Day
- Senior Retreat

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

3.4.2 CLASS RANK

Final senior class rank is determined at the close of Term III senior year.

Administrative Policies

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4.1. SCHOOL DAY

4.1.1 DRESS CODE

All students must adhere to the following dress code. If students are deemed out of dress code, they will be sent to the Main Office and parent(s)/guardian(s) will be called to bring appropriate attire. Students will remain in the Main Office until such attire is brought to the school and the student has changed.

- **POLOSHIRT:** St. Mary's polo in navy blue with academic logo on left side.
- **SWEATERS AND INDOOR FLEECE:** St. Mary's V-neck pullover in navy blue or St. Mary's indoor fleece, navy blue, long sleeves, may be worn.
- **PANTS/SLACKS:** Dockers or Dockers style pants in khaki or navy blue. Pants are to have belt loops with a button or snap and zipper in the front. The waist must be worn on or above the hips. Corduroys, cargo pants, leggings, or yoga pants are not allowed. Pants are to be full length and not rolled up.
- **FOOTWEAR:** Low-heeled shoes or any type of sneaker. Girls may wear flats. Boys must wear socks. No flip-flops, sliders or high heels are allowed except when alternate dress code is in effect. Boots are allowed during winter months at the discretion of the Principal or designee.
- **GYMUNIFORM:** T-shirt and gym shorts or sweatpants. No school logo other than the St. Mary's academic or athletic logos may be visible. St. Mary's offers appropriate gym attire in our online uniform store.
- **FRIDAYS:** Students may wear official St. Mary's spirit gear or team shirts on Fridays only.
- **ALTERNATE DRESS CODE:** When there is an alternate dress code (dress down days, dances, formal events, etc.), students are to dress appropriately. Boys are not to wear tank tops, unless a sleeved t-shirt is worn underneath. Girls are not to wear skirts and shorts less than fingertip length, halter-tops, strapless tops or tops with exposed midriffs. Flip-flops and sliders are only allowed for dress down. All students are to refrain from wearing clothing with inappropriate messages, images or references. The Principal or designee is the final arbiter of what is appropriate.

4.1.2 PERSONAL HYGIENE AND GROOMING

Students are expected to take pride in themselves, as they represent St. Mary's, and, more importantly, are created in the image and likeness of God. To this, students are to be clean and neat. Students should not wear torn, tattered, and/or poorly fitting clothing. Boys may wear one stud earring in each ear only. No student may wear facial piercings. Hair should be neat and not extreme (for example, no mohawks or bright-colored dye). The Principal or designee's interpretation of appropriate personal hygiene and grooming is considered final.

4.1.3 LOCKERS

Lockers are assigned to each student at the beginning of the academic year. Each student is responsible for his/her locker's condition and cleanliness. A student must purchase a padlock from the school store to secure all belongings in his/her locker. Other padlocks are not permitted and will be removed. All lockers remain the property of the school.

An administrator may open a locker at any time the Principal, or designee, deems necessary. As an extra precaution against theft and vandalism of property, we recommend that valuables be kept at home. St. Mary's is not responsible for any personal items lost or stolen on school grounds. Students are reminded to be vigilant in protecting their possessions.

4.1.4 HALLWAY PASSES

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

4.1.5 ELECTRONIC EQUIPMENT

Use of iPods, MP3 players and video cameras are not permitted in school during the regular school day. Students utilizing these items will have them taken away and kept in the Principal's, or designee's, office. The student may retrieve the confiscated items at the end of the school day. Under certain circumstances, the Principal, or designee, may maintain possession of the confiscated items for a longer period of time, or turn them over to outside authorities.

Cell phones may be brought to school under the following conditions:

- Cell phones must be kept in the OFF position from 7:40 a.m. to 2:11 p.m.
- Cell phones/iPads may never be used for picture-taking without the consent of the teacher.
- No harassment or threatening of persons via the cell phone will be tolerated.
- Cell phones may NOT be used for game playing, Internet access, or purchases of any kind.

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

4.1.6 CAMPUS MINISTRY

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

4.1.7 COMPUTER LABS

Students are expected to handle all computer equipment carefully. Students who damage any computer equipment may be held financially liable and may face disciplinary action.

4.2. CAMPUS

4.2.1 ACCIDENTS

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

4.2.2 BUILDINGS

During the school day, students should not be outside the buildings unless accompanied by a staff member or granted permission by a teacher. If a student is found to be outside of a building in an unauthorized manner, he or she may be subject to disciplinary action.

4.2.3 CAFETERIA

St. Mary's maintains a closed campus; all students must eat in the cafeteria only. Lunches may be purchased there or brought from home. No food should be taken from the cafeteria and brought to other areas on the school property. Students should conduct themselves in an orderly fashion, be courteous to the cafeteria staff and each other, clean up their own trash and leave tables and chairs in a neat arrangement. Failure to observe these rules may result in disciplinary action. There is no food or drinks (other than a bag lunch stored in a student's locker) allowed in any school building except the cafeteria. Students not eating lunch in the cafeteria need permission from the principal and/or designee.

4.2.4 FIRE DRILL AND LOCKDOWN PROCEDURES

When the fire signal sounds, all classes are to leave the building. FIRE EXIT signs are posted at the front of each room. Students remain in line outside the building until the appropriate authority signals to return. Students are to leave the school buildings quickly, quietly and in good order. During a Lockdown event, students should carefully follow the directions of the nearest faculty or staff member.

4.2.5 NO SMOKING

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

4.2.6 OPEN CAMPUS

St. Mary's is not an open campus. Students must remain in the school buildings and on school grounds throughout the school day. Only an administrator is authorized to give permission to a student to leave school grounds during the day. Leaving school grounds during the day without authorization is considered truancy and may result in disciplinary action, including suspension.

4.2.7 PARKING POLICY

The most convenient and reliable parking option for students is the parking lot at St. George's Church. St. Mary's C lot (located behind the Marian Division) offers limited spots for students.

St. Mary's A lot (located behind the gym) is reserved for faculty and staff only. Parking is not allowed along the side of the St. Mary's Church; this area is a designated fire lane and parking in this zone poses a safety issue. If a student parks in a non-student space or area, he or she may be subject to disciplinary action and his or her vehicle may be towed at the owner's expense.

St. Mary's offers yellow student parking stickers so that if a car must be moved, the Main Office may easily locate the student who drives the car. These stickers are not required and there is no fee to have a sticker.

4.2.8 VISITORS

Students are to obtain an administrator's approval and permission from the visitor's parent(s)/guardian(s) for a visitor to see the school. An application should be on file in the Admissions Office for all visitors. The primary reason for students to visit St. Mary's is consideration for admission. Visitors must be at least 5th grade level and follow St. Mary's school policies in terms of behavior and dress.

All visitors are expected to follow and to comply with all St. Mary's policies, including, but not limited to, use of electronic devices, language use and dress code while on campus.

4.3. COMMUNICATIONS

4.3.1 CHANGE OF ADDRESS OR TELEPHONE

If at any time during the school year a student or parent/guardian has a change of address or telephone number, the new information must be either called in (781-586-2008), or sent to the Admissions Office.

4.3.2 PHOTOGRAPHS, VIDEOS AND ELECTRONIC IMAGES

Photographs, video and electronic images are often taken throughout the school year of students by a staff member or a professional photographer. These photos may be used for the benefit of St. Mary's and may or may not appear in promotional material including, but not limited to, brochures, website postings, emails, electronic communications, online video postings, etc., for the school. However, should an outside vendor ask to use a photo of a St. Mary's student to promote his or her organization, your permission will be needed before the photo can be released.

Individuals or organizations, other than St. Mary's employees or contracted individuals or organizations, may not take pictures, electronic images, or videos of a St. Mary's student, faculty or staff member, event or building, on or off campus, and publish it on a public site, such as, but not limited to, YouTube, except for those materials used for educational purposes and authorized by an administrator of St. Mary's.

Violation of this policy, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any unauthorized use of the school's name or identifying logo, by a student or parent(s)/guardian(s), may result in legal action.

4.3.3 UNAUTHORIZED USE OF SCHOOL NAME

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

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

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

4.4. INTERNET RESPONSIBLE USE POLICY

One of our Pillars at St. Mary's is Integrity. Integrity calls us to be true to our Catholic faith in the way we live our lives. It calls us to act and behave in a consistent manner, whether someone is watching or not. St. Mary's encourages the use of information technology to assist staff and students with academic success, preparation for the workplace and lifelong learning. St. Mary's provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance productivity and assist staff and students in upgrading existing skills and acquiring new skills.

St. Mary's is pleased to offer access to the school wide network and the Internet. To gain access to the Internet, all students must obtain parental permission. Families are warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. This document is designed to provide a set of responsibilities for students and parent(s)/guardian(s) in the use of technology at St. Mary's. Upon acceptance of the St. Mary's Responsible Use Policy by parent(s)/guardian(s), students will become authorized users of the network and will receive a school user name and password to use in class.

St. Mary's uses Internet filtering software that is designed to identify web sites that educators believe are inappropriate for students and to prohibit access to those sites. However, no system is perfect and it is impossible to control access to all materials that are objectionable or inappropriate or to consistently thwart the efforts of a user with malintent. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

4.4.1 DEFINITIONS

INFORMATION TECHNOLOGY is defined as Internet access, blogging, podcasting, email, published and unpublished documents, social media, and various forms of multimedia technology.

DIGITAL RESOURCES, ELECTRONIC RESOURCES & NETWORK INFRASTRUCTURE is defined as the St. Mary's network (Wi-Fi), the Internet, email, hardware, software, printers, iPads, peripheral devices and individual computer workstations.

EDUCATIONAL USE is defined as a use that supports communication, research and education.

4.4.2 USER RESPONSIBILITIES

This is not an exhaustive list of all possible inappropriate uses. A responsible student will:

- Not use obscene language.
- Not harass or bully others, or post private or personal information about another person.
- Not use the school email for spamming.
- Not view, send, or otherwise share any content of an explicit or offensive nature.
- Not tamper with the system nor alter, delete, or destroy any files or data that are not theirs.
- Not print without permission of a teacher.

- Not purposely damage any computer hardware or equipment.
- Not intentionally waste limited network or bandwidth resources such as streaming videos, music or playing games not for educational purposes.
- Not copy software from St. Mary's computers through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Not take part in social networking of a non-educational nature (including direct electronic communication, i.e. instant messaging).
- Not send texts, take electronic images or picture messages, or use social media during school unless directed by a teacher for educational purposes.
- Not use personal devices, other than iPads, unless instructed by a teacher.
- Never reveal personal information about himself/herself or any other user such as address, telephone number, credit card numbers, social security number, etc.
- Never disclose their access password or use the access password of another.
- Use the school network only during times assigned or otherwise permitted.
- Conform to copyright laws.

A responsible student must be aware that respect and individual dignity are integral to our values in regard to social networking. The school network is to be used only for educational purposes. Only the authorized owner of an account shall use Internet accounts. No attempt to gain unauthorized access to accounts on the Internet is permitted. Attempts to obtain access to restricted sites, servers, files, databases, etc., are prohibited. Unauthorized access to other systems (e.g. hacking) is prohibited.

Email is NOT private or confidential and will be subject to review for routine system maintenance or general inspection or monitoring, with or without notice, if there is reasonable suspicion of system wide inappropriate use. Specific review of individual files or monitoring of individual activity may occur, with or without notice, if there is individualized reasonable suspicion of inappropriate use. General monitoring of Web research activities will be part of ongoing network management. Students should report violations of this policy to a teacher or school administrator. The school network should not be used for large file downloading without permission from network manager.

Students must comply with all Federal and State laws governing Internet and electronic devices, particularly cyber bullying laws.

4.4.3 PARENT RESPONSIBILITIES

Parent(s)/guardian(s) will read through this Responsible Use Agreement with their child. Parent(s)/guardian(s) will explain to their child the importance of following the guidelines and the consequences their child will face if he/she does not. Parent(s)/guardian(s) and their child must comply with any State and Federal laws that govern Internet and electronic devices, particularly cyber bullying laws. Parent(s)/guardian(s) will understand the filtering system used by St. Mary's is not foolproof. Parent(s)/guardian(s) will understand that school safeguards do not extend to home use.

4.4.4 TEACHER RESPONSIBILITIES

Teachers will model proper use of technology. Teachers will discuss the responsible use policy with students during class. Teachers will report to the network administrator any sites that may not be appropriate. Teachers will report improper network use to the Administration. It is the policy of St. Mary's that all technology used to access the network will be used in a responsible and ethical manner. Failure to do so may result in the termination of network and email privileges for the user. Access is a privilege, not a right. By signing the handbook, parent(s)/guardian(s) and students accept and agree to the terms of this Responsible Use Policy.

4.4.5 DUE PROCESS

St. Mary's will apply progressive discipline for violations of the school's policy and signed Responsible Use Agreement Form, which may include revocation of the privilege of a user's access to computer resources, electronic resources and network infrastructure. Other appropriate disciplinary or legal action may be undertaken by the Administration. The investigation will be reasonable and the Administration reserves the right to apply the appropriate penalties based on the nature and frequency of the offense. Such consequences may include, but are not limited to, detentions, suspensions, loss of school privileges, academic hearings and expulsion. The Administration reserves the right to amend this policy at any time they deem necessary.

4.5. OTHER ACTIVITIES

4.5.1 ATHLETIC EQUIPMENT

It is understood that all St. Mary's athletic equipment including uniforms are to be returned promptly to the coach at the end of each season. Any equipment not returned will result in the student being billed for replacement cost.

4.5.2 SPORTSMANSHIP

It is expected that all St. Mary's students behave respectfully at all athletic events. In keeping with the St. Mary's tradition, all students should show respect for opponents, officials and fans. If a student acts contrary to these expectations, disciplinary action may take place.

4.5.3 DANCE REGULATIONS

In order for a class or a school club or organization to sponsor a school dance, it is necessary to obtain three (3) faculty members as chaperones. Chaperones must be on duty during the hours of the dance. A maximum of 400 tickets may be sold. A student bringing a guest must sign for the guest prior to the dance. Doors will close at 9 p.m. Students that, through extenuating circumstances, will arrive later than 9 p.m., must obtain written permission from a faculty advisor or administrator. Once a student leaves the dance, he or she may not return. A police officer is required. Smoking is not permitted at any time. Possession of alcohol and/or drugs is strictly forbidden. If there is any indication of drinking or substance abuse by a student, a parent/guardian will be contacted to bring a student home and disciplinary action will be taken by the Administration.

Areas of Concern

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In problematic areas such as the abuse of drugs and alcohol, the possession of weapons, or serious psychological/emotional problems, the school works to offer support. Guidance personnel, the Administration or faculty may give such assistance. When additional counseling is required, students and their families/guardians will be advised of resources.

5.1. POLICIES

5.1.1 ADMINISTRATIVE RIGHTS

When there is reasonable cause to suspect that a student may possess any contraband material, such as drugs, alcohol or weapons, the Administration reserves the right to search the person, locker, personal or school issued electronic devices, backpack, car or other possessions of such students.

5.1.2 ALCOHOL

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

5.1.3 DRUGS

The area of drug abuse is one of great concern to the Administration and the faculty. We oppose all forms of drug abuse. Possession or use of any illegal substance, including marijuana, improper use of drugs, prescription or otherwise, prescription drugs without an authorized prescription in the student's name, at school, before or after school or at any school-sponsored activity will result in the following: the drugs will be confiscated, the parent(s)/guardian(s) will be contacted and the student will be subject to disciplinary action up to and including expulsion. The student may also be directed to enroll in a drug/alcohol rehab program. Any student who shall distribute, use or attempt to distribute or sell drugs, at school, before or after school, on school property or at any school sponsored activity is subject to disciplinary action up to and including expulsion. The Administration reserves the right to require a drug test at a facility of the school's choice and at the family's expense, should we feel this is appropriate. Results of this test must be submitted to the Administration before a student is allowed to return to school. Authorities may be contacted at the schools discretion.

5.1.4 PROM & SEMI-FORMAL DANCES

The purpose of these events is for the student to enjoy time with close friends and classmates. We have established guidelines for appropriate dress for these events. Female students should wear gowns or dresses that are either one-piece or two-piece that meet in the middle. Abbreviated attire (such as halter tops or bikini tops with skirts) and sexually suggestive dresses (too low, too short, made of transparent materials, etc.) are not allowed. For the prom, male students should wear a tuxedo or "Sunday best" suit with a dress shirt and tie. For the semi-formal or social, male students should wear a suit or suit jacket with pants with a dress shirt and tie. During the dancing portion of the evening, boys may take off their jackets and ties; however, shirts must remain on and buttoned. Footwear should coordinate with the outfit; dress shoes or sandals for the girls and dress shoes for the boys. The Principal, or designee, is the final arbiter of what is considered appropriate attire.

As with all other school functions, all school rules are in effect for students and their guests. There is no smoking allowed at school sponsored events. Dancing must be appropriate, not suggestive or lewd. The use of cell phones

within the function detracts from the intent of the dance. While we understand the student's desire to communicate with others, students who need to make a call may do so in the outer lobby areas, away from the dining and dancing venues. A student bringing a guest who is not a St. Mary's student must submit a signed "Permission to Attend a School Function" form when purchasing tickets. All guests must be under 21 years old.

5.1.5 REFORM AS RELATED TO WEAPON POSSESSION OR DRUG DISTRIBUTION

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

5.1.6 WEAPONS

Possession of knives, guns or other weapons on school grounds during the school day or at school-sponsored functions is prohibited.

Weapons will be confiscated; parent(s)/guardian(s) will be contacted and the student may be subject to disciplinary action up to and including expulsion. Given the high state of awareness concerning violence in schools, all members of our school community should exercise extreme caution in terms of verbal threats. Any threat of violence by a student, toward themselves or others, will be dealt with in a serious manner. The Administration reserves the right to take whatever action deemed appropriate to insure the safety of all students and staff members.

It will be in the absolute discretion of the administration at St. Mary's to refuse admission to any student, visitor, family member, guardian, or other persons who are in known violations of the State of Massachusetts weapons possessions and drug distribution (illegal/prescription), including but not limited to attendance of any school related/sanctioned activities whether held on or off the St. Mary's campus.

Attendance Policies

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6.1.1 ABSENCES

Students are expected to attend school every day that school is in session. If illness or emergency forces a student to stay home, a PARENT OR GUARDIAN must call the school. Call the front office at 781-586-2099, and an answering machine is available to report absences. Please call as soon as it is known that the student will be absent, or by 7:40 am that morning, to give the following information:

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

Upon returning to school after an absence, a student must bring a note from his/her parent/guardian to the Front Office. Absence notes will be kept on file until the end of that school year. The note must specify the date(s) absent and the reason for the absence and include the signature of a parent/guardian. Medical notes from doctors/dentists concerning absences must be turned in to the office within 24 hours of a student's return to school.

When a student returns from an excused absence, he/she has a reasonable amount of time to make up missed work. If a student is out for an excused reason for a longer period of time, it is considered reasonable to have a relatively longer amount of time to make up missed work. The Principal, or designee, is the final arbiter of what is considered a reasonable amount of time to make up any missed work.

Repeated absenteeism is a serious issue. Students with five (5) or more unexcused absences from any class in one marking period may be subject to fail that class for the quarter. In such cases, failure is determined through a review by the classroom teacher and the Administration. The grade recorded for that failed term is no higher than 60%.

A student who is absent may not participate in any school activity or school sponsored sport, game, practice, prom, dance, banquet or any other after school activity. This includes spectators as well as participants. The principal or designee reserves the right to amend this policy. Days out for college visitations, tours or interviews are allowed as excused absences with proper documentation from the college.

6.1.2 AFTER SCHOOL GUIDELINES

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

- Make-up work/Curriculum Support Program
- After school detentions (individual teacher or Administration)
- Extra help sessions
- Extracurricular activities: practice, games, class meetings
- After-school employment
- The afterschool library program is meant for students to complete homework and not socialize.

We recommend that students do not work every day after school. We will not accept transportation as an excuse for not staying after school once a 24-hour notice has been given.

6.1.3 EARLY DISMISSALS

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

6.1.4 "NO SCHOOL" ANNOUNCEMENTS

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

6.1.5 PERFECT ATTENDANCE

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

6.1.6 TARDY

A warning bell rings at 7:35 a.m. for students to report to their homerooms. School begins with Homeroom at the 7:40 a.m. bell. Students arriving to class after 7:40 a.m. are considered late. Students must obtain a late slip from their homeroom teacher in order to be admitted to class. Students are assigned a detention after three tardies. An excused tardy will carry no detention penalty.

A student is allowed four excused tardies per quarter. Any additional tardies require a doctor's note in addition to a parent's note to be classified as an excused absence. If a student does not have such documentation, disciplinary action may result at the sole discretion of the Principal or designee. If the Principal or designee determines that tardies are a concern for a particular student, a meeting may be arranged between the student, parent(s)/guardian(s), and appropriate school staff and/or faculty to address concerns.

6.1.7 TRUANCY

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

Departments

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7.1. ENROLLMENT (781-586-2008, ENROLLMENT@STMARYSLYNN.COM)

Students are offered acceptance to St. Mary's Marian Division and high school levels based on previous school grades, the High School Placement Test and students' overall performance: potential to achieve, personal growth and aspirations. Students interested in enrolling at St. Mary's for any grade may visit the school by contacting the Admissions Department.

7.1.1 ENROLLMENT TERMS

1. The Enrollment Agreement must be signed by the student and his or her parent/guardian financially responsible for the tuition payment. The Agreement must be returned on or before March 15.
2. Each family must select at least one payment method; however, split payment agreements can be established through the e-Cashier System. Payments will be treated as one single payment, which must be made on time or a late fee will be assessed.
3. Tuition will be reduced by the amount of scholarship and/or tuition assistance awarded to a student.
4. St. Mary's reserves the right to apply to a delinquent balance any amount(s) due to the signer(s) from St. Mary's (for example, athletic equipment fees, student activities fee).
5. St. Mary's reserves the right to restrict student activities (for example, athletics, extracurricular, graduation) and/or restrict any child from sitting for exams for noncompliance of this Agreement.
6. All parent(s)/guardian(s) and students acknowledge they read and understand the academic, financial and behavior terms and obligations outlined in this Student Handbook.

7.1.2 REGISTRATION

All students must register for enrollment on an annual basis, including the completion of updated Enrollment Agreements, registration, health and immunization forms and parent/guardian information.

** Note: Mass. state law prohibits any student from attending school until they have provided St. Mary's with an annual copy of health records.*

7.1.3 SCHOLARSHIPS

We are proud of our commitment to recognize students by offering scholarships to eligible students. Through the generous contribution of alumni and friends of St. Mary's, students enrolled at the high-school level will be considered for awards based on their application for admission and/or valid enrollment status. Scholarships are awarded as one-time and renewable awards based on the intention of the donor and the availability of resources. Scholarships eligible for renewal will be subject to re-registration deadlines, availability of resources and maintaining appropriate enrollment status. If a student does not maintain the appropriate level of eligibility based on the terms of a specific scholarship (including academics, leadership, community service and St. Mary's values) the scholarship may be forfeited by the student. All subject to renewal will be reviewed in June and eligibility status confirmed during the summer. All scholarships rescinded cannot be reinstated.

7.1.4 TUITION ASSISTANCE

Tuition assistance is provided to eligible families based on demonstrated financial need and the availability of resources. Tuition assistance is not guaranteed and may not be available at the time a student's family applies. Parent(s)/guardian(s) must complete an application for tuition assistance through St. Mary's third party provider: FACTS Grants & Aid Assistance. Eligible families will be notified of all awards as part of the annual enrollment process.

7.1.5 FINANCIAL OBLIGATION

Upon enrolling and registering your student(s) at St. Mary's, parent(s)/guardian(s) enter a financial contract with the school. In return for St. Mary's reserving a seat for a student, parent(s)/guardian(s) are expected to fulfill a financial commitment to St. Mary's.

7.1.6 TUITION

TUITION, DEPOSIT, REGISTRATION	GRADES 6-8	GRADES 9-12
2016–17 Annual Tuition	\$7,950	\$12,500
Tuition Deposit (<i>per family</i> , due May 1, credited against tuition charges)	\$600	\$600
Non-Refundable Registration Fee	\$150	\$150
Student and School Fees	\$200	\$300

7.1.7 TUITION PAYMENT POLICY

All payments for tuition and fees must be made on a timely basis. Failure to fulfill agreed upon payments may result in a student's removal from school and/or the prevention of future enrollment. All families—regardless of selected payment option, eligibility for scholarships and tuition assistance—are required to establish an online payment account at St. Mary's e-Cashier System through FACTS Tuition Management. Payments will not be accepted through any other process.

Payment arrangements must be established on or before July 1 prior to the academic year to ensure a student is eligible to begin class in September. The system is designed to accommodate payments through EFT payment using a checking or savings account, debit or credit card. A 2.5% processing fee is applied to the account if a credit card payment option is chosen. Those choosing the monthly payment plan are required to sign a form authorizing their bank to make automatic monthly payments to e-Cashier. The account will be debited on the 5th or 20th of each month. A \$25 late fee will be assessed for all payments not made within 10 days of a payment due date.

Student enrollment status is based on the timely payment of all tuition, fees and other costs of attendance. Re-registration documentation will not be issued if a student's tuition account is not in good standing. Financial information is only discussed with, and available to, the primary party responsible for a student's financial obligation. Exceptions will be made based on documentation submitted by the primary parent/guardian.

7.1.8 PAYMENT OPTIONS

OPTION 1: SINGLE PAYMENT OPTION 2: 10-MONTH PAYMENT PLAN

Payment of tuition balance is due in full, on or before July 1

Tuition balance is divided into ten (10) payments and automatically withdrawn from July until the following April to St. Mary's through the e-Cashier System* managed by FACTS. A \$125 service fee will be charged for use of this plan.

Tuition and fees posted to e-Cashier will reflect credits for scholarships and/or tuition assistance awarded.

** Please note: St. Mary's e-Cashier System is managed exclusively by FACTS Tuition Aid, a Nelnet Company. All questions must be addressed to e-Cashier Customer Services at 866-441-4637.*

7.1.9 TUITION REFUND POLICY

St. Mary's contracts with faculty and staff based on enrollment determined from Enrollment Agreements. In return for St. Mary's reserving a seat for a child(ren), parent(s) and/or guardian(s) are expected to fulfill their financial obligation. The following refund policy will be enforced:

- The registration fee is non-refundable
- Registered students who provide a written request to withdraw prior to July 1 will receive a full refund of any tuition paid
- Students who withdraw or are expelled during a term are responsible for the full cost of tuition
- Refunds will not be considered until the parent/guardian has submitted an official letter of transfer or withdrawal to the Director of Enrollment Management
- Tuition insurance may be purchased to cover unpaid obligations in the case of a voluntary withdrawal and/or dismissal from school

7.1.10 PARENT SERVICE PROGRAM

The Parent Service Program states that each family will fulfill six (6) nights of bingo between July 1 and the following June 30. This Service Program is in partnership with students participating in community service and enrichment programs as part of their enrollment.

A one-time, non-refundable fee of \$300 per family is charged and carried over annually as long as the obligation is met. The fee is refunded at the time the student graduates. A one-time charge is assessed to families that prefer to not work bingo.

Bingo deposits are not prorated for students who do not attend the full school year. Parent(s)/guardian(s) will be billed if they do not complete the six nights of required bingo. If a family has two “no-shows” they automatically waive bingo obligations for the remainder of the school year and no credit will be given for previously completed bingos during that school year.

Please contact St. Mary’s Parish at bingo@stmaryslynn.org with questions.

7.2. GUIDANCE (781-586-2014, GUIDANCE@STMARYSLYNN.COM)

7.2.1 GUIDANCE SERVICES

Guidance services are available for each student at St. Mary's. This includes at least one individual appointment with the student's guidance counselor, with additional appointments available as needed. Information that is covered during this appointment may include educational and college planning, career information, and Naviance review. Students are always welcome to discuss any concerns they may have, and should feel free to schedule additional appointments as needed.

7.2.2 OTHER FUNCTIONS

Other functions of the Guidance Office include:

- student standardized testing
- assistance with the college application process
- assistance with reviewing colleges through resources such as Naviance and the College Handbook
- meeting with college representatives
- parent/teacher conferences
- sending transcripts and recommendations to colleges where the students are applying

7.2.3 PREPARATION FOR COLLEGE

The Guidance Office counsels students regarding Standardized Testing such as the ACT and SAT exams. Scholarship information is provided through Naviance. The Guidance Office conducts a College Information Night for the parent(s)/guardian(s) of the junior class and also a Financial Aid Information Session for the parent(s)/guardian(s) of the senior class.

7.2.4 STUDENT'S PERMANENT RECORD

The student's permanent record shows their scholastic record and is stored in the Guidance system.

7.3. ADVANCEMENT (781-586-2067, ALUMNI@STMARYSLYNN.COM)

7.3.1 PARENT PARTNERSHIP

All St. Mary's parent(s)/guardian(s) are automatically members of the Partnership. The program aims to provide financial support and community enrichment to the school by encouraging parents and guardians to volunteer time and energy to fundraisers and other programs. The Partnership's efforts enhance the mission of St. Mary's as well as strengthen relationships among parents and guardians. We realize that many parent(s)/guardian(s) have something to offer to the community because of professional and life experience and encourage all parent(s)/guardian(s) to become more involved with the Partnership. Contact the Partnership at parentpartnership@stmaryslynn.com.

7.4. LIBRARY

7.4.1 LIBRARY SERVICES

The Library's resources and services reflect St. Mary's rich heritage and commitment to the present and future academic, social and personal needs of the individual. The Library's collection represents a wide range of viewpoints and consists of print and non-print materials via computer access as well as hard copies. It is designed to meet the academic needs of the students and teachers, and also provide for the pursuit of personal interests. The library's contemporary computer technology equips students with the research skills necessary for successfully meeting current academic demands. Students are encouraged to make frequent use of the library.

It is our intent to inspire the student with confidence in performing research and to encourage the art of reading. To ensure that an appropriate atmosphere for learning exists within the library and for the library to maintain a comprehensive collection, we expect that the students and parent(s)/guardian(s) adhere to the following regulations.

7.4.2 POLICIES

Students are expected to exhibit proper behavior at all times. There is to be no loud talking or any type of disruptive behavior. If any student fails to adhere to this policy, he/she will be asked to leave the library.

The use of the copy machine in the library is allowed for school projects and research. As good stewards of our natural and financial resources and as good digital citizens, students are asked to minimize the number of their photocopies and printouts. If a student abuses the privilege of having this convenience in the library, he/she may not be allowed access to the copy machine for a period of time. All copying must be done before or after school.

Gum, food and drinks are not allowed in the library, unless there is a specific program occurring during which these rules are waived. The library is open after school from 2:30-5 p.m. The library may not be open after school on professional development days or early release days.

Discipline Policies

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St. Mary's discipline policies help to ensure an atmosphere conducive to learning. Any improper conduct or violation of school policies, as presented in this handbook, may warrant disciplinary action, including, but not limited to a detention, suspension or expulsion.

8.1. DISCIPLINARY RECORD & MEETING

Teachers will notify the Administration about any student who has a recurring behavior problem. When it is evident that a student is a problem in several classes, a conference with parent(s)/guardian(s), student, teachers and an administrator will be held. All disciplinary reports are kept on file. Disciplinary records are maintained during the tenure of the student at St. Mary's and are destroyed after graduation. In the case that a student withdraws or is expelled from St. Mary's, St. Mary's reserves the right to release student disciplinary records to the receiving school upon that school's request.

The following examples are not an exhaustive list of behavioral offenses that may result in detention, suspension and/or expulsion:

- Insubordination to a teacher or staff member
- Insolence: disrespectful argumentation
- Disruptive behavior in class or corridors
- Abusive or obscene language
- Dress code violation
- Littering or vandalism
- Eating or drinking outside of the cafeteria
- Leaving an assigned class or lunch period without proper permission
- Truancy
- Going off campus
- Willful destruction or damage of property, i.e. vandalism, graffiti, etc.
- Stealing
- Cheating/Plagiarism
- Instigating or participating in fights
- Bullying or cyber-bullying
- Smoking
- Possession or use of any tobacco product
- Possession, use or selling of alcohol/drugs, including the improper use/selling of prescription drugs on school property or at a school event
- Parking violations
- Dangerous driving on school property, including driving without a license or in violation of Massachusetts Junior Operator restrictions
- Participation in behavior unbecoming of a student, on- or off-campus, that may reflect poorly on St. Mary's
- Flagrant, persistent violations of policies

8.2. DETENTIONS

Teachers and administrators issue detentions. A copy is sent to the Principal, or designee, and kept on file. Students may serve detentions that day or on the following school day so that parent(s)/guardian(s) may be notified.

8.2.1 DETENTION GUIDELINES

Students will sit in silence for the entire detention. Students will report to the assigned detention teacher and serve until completed.

Students are assigned Saturday detention by the Administration. Any student who appears on the detention list may not be allowed to participate in extra-curricular activities until the detention is served. If multiple detentions occur, the Principal, or designee, may take further action.

Students have two school days to serve a detention. Detentions may be served from 7-7:25 a.m. or from 2:15-3:00 p.m. Further disciplinary action may be assigned by Principal or designee, if a student has five or more tardies in an academic quarter.

8.3. SUSPENSION

If a disciplinary violation is serious enough to merit an out of school suspension, the parent(s)/guardian(s) will be notified. The length of suspension will be determined by the Administration. Students are responsible for work missed during this time. Suspended students are barred from participating in athletic and other extra-curricular activities until the suspension has ended.

8.3.1 SUSPENSION PROCEDURE

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

- The student is removed from class and parent(s)/guardian(s) are contacted to pick up the student.
- When the parent(s)/guardian(s) arrives, a brief meeting is held explaining the reason for suspension.
- Once the suspension is served, the parent/guardian must accompany the student back to school for a follow-up meeting with the Administration. At this time, further disciplinary measures may be discussed.
- The student is then re-admitted.

8.4. EXPULSION

If a disciplinary violation is considered extremely serious by the Administration, the student may face expulsion.

8.4.1 EXPULSION PROCEDURE

If a student commits a serious offense, expulsion may be considered. A meeting of the student and the Administration is held to discuss the circumstances surrounding the offense. Parent(s)/guardian(s) are then contacted to come meet with the student and Administration. The student is suspended from school until the scheduled follow-up meeting.

If it is determined by the Administration to expel the student from St. Mary's, the parent(s)/guardian(s) and student will be informed at the follow-up meeting. The parent(s)/guardian(s) may appeal the decision to the Accountability Board, which will make a recommendation to the Principal, or designee. The student is not allowed to attend classes throughout this exclusion procedure and receives an "F" as grade for any test or quizzes given during that time.

The Accountability Board is comprised of the Assistant Principal for Academics and Student Life, two teachers, and two students from the senior class. The Principal appoints members of the Accountability Board. The Accountability Board hearing generally proceeds as follows:

- The Chair summarizes the facts of the incidents and reviews the student's disciplinary record.
- The student has the opportunity to explain the behavior(s) in question to the Board and the Board has the opportunity to question the student. Lying to the Board, even if discovered at a later date, is grounds for immediate dismissal.
- The student can make a final statement and request that his chosen faculty/staff member make a statement on his behalf.
- Parent(s)/guardian(s) are invited to make a closing statement on the student's behalf.
- The Chair will close the hearing. The Board generally reconvenes the following day, or if this is not practical, then as soon as possible thereafter, to make a final recommendation to the Principal, or designee.
- After the Board has made a recommendation, the Principal, or designee, makes a final decision.
- The Principal, or designee, will convey the final decision to the family.

In the event a student is dismissed, the student/family may appeal the decision directly to the Principal. The appeal process is as follows:

- The student/family sends a written request/rationale for an appeal within 72 hours of receiving the expulsion notice.
- After reviewing the request, the Principal will meet with the student and family.
- The Principal will render a final decision 24 hours after the meeting, or, if this is not practical, then as soon as possible thereafter.
- In some instances, the Principal may offer families the opportunity to withdraw their child from St. Mary's for disciplinary reasons. In the case of a disciplinary withdrawal, there is no opportunity for appeal, and, as stated in the tuition contract, no opportunity to seek a refund. A student's transcript is marked as "WITHDRAWN" with the date of withdrawal.
- The Principal retains the right to inform a receiving school of the circumstances surrounding a student's withdrawal or dismissal.
- A student who is dismissed or withdrawn for disciplinary reasons must return his school ID, clean out his locker and return all St. Mary's property (athletic uniforms, library books, etc.) prior to processing the withdrawal process.
- A student who is dismissed or withdrawn for disciplinary reasons may not attend any St. Mary's events held on campus, and may not be on campus without the permission of the Principal, or designee.
- A student who is dismissed/withdrawn for disciplinary reasons may not reapply for admission to St. Mary's.
- A student who is dismissed or withdrawn for disciplinary reasons is not entitled to a tuition refund. Families with tuition loans are obligated to pay remaining tuition balance.

This list of types of discipline is not intended to be exhaustive. St. Mary's reserves the right to impose other forms of discipline or corrective action as the Principal or other school administrator deems appropriate. Examples include (without limitation) letters of apology, essays or research papers, or assistance with a school-sponsored program.

8.5. SEXUAL HARASSMENT

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

8.5.1 POLICY

St. Mary's is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form. The school will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each complaint thoroughly investigated. It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to "condone" sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment. Also prohibited is any retaliation against any other person because he/she complains of sexual harassment or assists a school investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint.

8.5.2 DISCIPLINARY ACTION

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

8.5.3 EXAMPLES

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by St. Mary's on a case-by-case basis. The following are, however, some examples of language and conduct, which all students of St. Mary's are cautioned to avoid. This is not an exhaustive list.

- Comments to or about any student or employee or his/her appearance that is sexually graphic or would otherwise tend to be degrading
- Any physical conduct of a sexual nature
- Jokes or other remarks with sexual content that is graphic or may otherwise be offensive
- Sexually suggestive sounds or gestures
- Display of objects, posters or pictures, electronic or digital images of a sexual nature, including posting of objects, posters, pictures, electronic or digital images of a sexual nature on the Internet and/or on social media sites

8.5.4 PROCEDURE FOR COMPLAINT AND INVESTIGATION

If any student believes that he/she has been subjected to sexual harassment by a student, school employee or any other person who comes on school property with permission, or that he/she has witnessed the sexual harassment of another, the student should report the incident promptly to the Principal or any other administrator with whom the student feels comfortable.

A complaint of sexual harassment by a student, or by a parent/guardian on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the Principal to initiate an investigation. It is the policy of the school to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation. Normally, the investigation of a complaint of sexual harassment will be conducted by the Principal and will include separate, private interviews with the complainant, each person accused of harassment and each witness, if any. The interview will ordinarily be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment.

Information provided during an investigation of sexual harassment will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parent/guardian of the complainant and those accused may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisal or recrimination or any attempted intimidation or coercion of the complainant or witness. At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both complainant and person or persons accused of harassment.

8.5.5 SEXUAL HARASSMENT BY STUDENTS

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

8.5.6 SEXUAL HARASSMENT BY A SCHOOL EMPLOYEE

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

8.6. HAZING

Hazing is a serious offense. St. Mary's encourages students to report such offenses promptly to any counselor, teacher, the Assistant Principal for Academics and Student Life or the Principal. Hazing is prohibited by both state law and the school's policies and will not be tolerated in this community. The school, through the Principal, will report all incidents of unlawful hazing to appropriate law enforcement officials, as required by law.

Officers and members in any student organization, team, or group are also responsible for making sure that hazing does not happen. Below is the state law that prohibits hazing. However, please note that conduct need not meet the legal definition of hazing to violate the school's expectations for appropriate behavior. All student activities related to membership in a student group or team (such as recruiting, new membership, or elections) must comply with all applicable school rules and community standards, as described in this student handbook. Under the law, the implied or even express consent of any person toward whom any act of hazing is directed is not a defense to hazing. Offending students will suffer appropriate disciplinary action, including the possibility of suspension or expulsion.

Below is the text of the Massachusetts Law Prohibiting Hazing:

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

Section 17. Whoever is a principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by 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 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.

269:18 FAILURE TO REPORT HAZING

Section 18. 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.

269:19 ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

8.7. BULLYING

St. Mary's is committed to providing a safe, respectful learning environment for all students. All members of the school community should be treated with civility and respect in an inclusive manner. Bullying of any student will not be tolerated and will be grounds for discipline, up to and including suspension and expulsion for students, and termination of employment for employees. In accordance with Massachusetts's law, the school has developed the following anti-bullying plan for education, discipline, and reporting to prevent bullying and to help adults and students to respond effectively to reports and observations of bullying.

8.7.1 INTRODUCTION

St. Mary's expects that all members of the school community will treat each other in a civil manner and with respect for differences.

St. Mary's is committed to providing all students with a safe learning environment that is free from bullying and cyber-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.

St. Mary's will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with skills, knowledge and strategies to prevent or respond to bullying or teasing.

8.7.2 POLICY AGAINST BULLYING, CYBER-BULLYING AND RETALIATION

St. Mary's will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyber-bullying are prohibited on school grounds and property immediately adjacent to school grounds, at school-sponsored or school-related events, activities, functions and programs whether on or off school grounds. Bullying and cyber-bullying are also prohibited at school bus stops, on school buses or other vehicles owned, leased or used by the school, or through the use of technology or an electronic device owned, leased, provided, or used by the school. In addition, bullying and cyber-bullying are prohibited outside of school property or school-related events and activities if the act or acts in question create a hostile environment at school for the target, infringe on the rights of the target at school, or materially and substantially disrupt the education process or the orderly operation of the school.

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

8.7.3 DEFINITIONS AND EXAMPLES

It is important for everyone to understand what is meant by bullying, cyber-bullying and other terms covered under the policy. The following definitions are drawn from the Massachusetts law against bullying:

BULLYING is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to themselves or of damage to their property;
- creates a hostile school environment for the target;
- infringes on the rights of the target at school; or materially, substantially disrupts the education process or the orderly operation of a school.

Bullying can include, but is not limited to, any of the following:

- hitting, slapping, pushing, and other physical conduct that causes bodily harm;
- teasing or threatening in a manner that puts someone down or is cruel;
- deliberately excluding someone, spreading rumors, psychological manipulation, and other actions that hurt someone's feelings or demeans them;
- sexually harassing conduct; hazing activities.

CYBER-BULLYING is bullying through the use of technology or electronic devices such as cell phones, computers and the Internet. It includes, but is not limited to, email, instant messages, text messages and Internet postings.

Cyber-bullying may include the following kinds of behaviors:

- taking a private email, instant or text message, picture, electronic or digital image and forwarding it, or threatening to forward it, to others or posting it where many can see it to embarrass or intimidate a person;
- spreading hurtful rumors online about a person;
- threatening or insulting through aggressive emails, instant messages, or text messages;
- posting, or threatening to post embarrassing pictures of someone online without his or her permission;
- creating a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying.

HOSTILE ENVIRONMENT is 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 a student's education.

RETALIATION is 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.

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, or paraprofessionals.

TARGET is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

AGGRESSOR is a student who engages in bullying, cyber-bullying, or retaliation.

It is important to bear in mind that stricter standards of behavior may apply under St. Mary's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, St. Mary's reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture if St. Mary's determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression or act. This plan is consistent with broader protections provided by the school such as against discrimination, harassment, hazing, violence and retaliation.

8.7.4 REPORTING OF BULLYING, CYBER-BULLYING OR RETALIATION

REPORTING BY STUDENTS

Any student who is the target of bullying or cyber-bullying or who has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Principal, other member of the school's administration, or school counselor. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

REPORTING BY PARENTS AND GUARDIANS

Any parent or guardian of a student who is the target of bullying or cyber-bullying or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying is strongly encouraged to promptly notify the Principal or other administrator. Furthermore, any parent/guardian who has witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to come forward to the Principal or other administrator. A parent/guardian should also report any incident of retaliation in violation of this policy to the Principal or other administrator.

ANONYMOUS REPORTERS

Reports made by students, parents/guardians, or other individuals who are not school members, may be made anonymously; however, the law provides that no disciplinary action may be taken against a student solely on the basis of an anonymous report.

REPORTING RESOURCES

St. Mary's makes a variety of reporting resources available to the school community including, but not limited to:

1. an Incident Reporting Form
2. an email address:
james.ridley@stmaryslynn.com
3. a dedicated mailing address:
James Ridley, St. Mary's, 35 Tremont St., Lynn, MA 01902

While use of an Incident Reporting Form is not required as a condition of making a report, St. Mary's makes the Form readily available as a convenient and efficient means of providing necessary information on which St. Mary's can base its response and investigation. The Incident Reporting form will be provided in the beginning of the year packets for students and parent(s)/guardian(s). It is available in the school's main office, the counseling office, the school nurse's office, the school athletic office and other locations determined by the Principal or designee. It is also posted on the school's website.

REPORTING CONTACT INFORMATION

Contact information for reporting bullying or retaliation to the Head of School, Assistant Head of School or Assistant Principal for Academics and Student Life is as follows:

NAME	TITLE	EMAIL	PHONE
Grace Cotter Regan	Head of School	grace.regan@stmaryslynn.com	781-586-2066
Jim Ridley	Principal	James.ridley@stmaryslynn.com	781-586-2007
Jade Henne	Assistant Principal, Academics & Student Life	jade.henne@stmaryslynn.com	781-599-6222

REPORTING BY FACULTY AND STAFF

Any member of the faculty or staff of the school who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against any student who reported information concerning a violation of this policy is required to report it immediately to the Principal or designee. Staff may not make promises of confidentiality to a student or parent/guardian who informs him/her of an allegation of bullying or retaliation. The requirement to report to the Principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with St. Mary's policies and procedures for behavior management and discipline.

8.7.5 RESPONDING TO A REPORT OF BULLYING, CYBER-BULLYING OR RETALIATION

PRELIMINARY CONSIDERATIONS INCLUDING THE SAFETY AND WELL-BEING OF STUDENTS

Before fully investigating the allegations of bullying or retaliation, the Principal or designee may take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but are not limited to: creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; increasing supervision in certain areas at certain times; and/or altering the aggressor's schedule and access to the target. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal or designee will implement appropriate strategies for protecting 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.

OBLIGATIONS TO NOTIFY PARENTS OR GUARDIANS

Upon determining that bullying or retaliation has occurred, the Principal or designee will promptly notify the parent(s)/guardian(s) of the target and the aggressor of this, and, if appropriate, of the procedures for preventing further acts of bullying or retaliation. There may be circumstances in which the Principal or designee contacts parent(s)/guardian(s) prior to, or during any investigation. All such notifications will be made to the extent required by law and will be consistent with any applicable policies or practices of St. Mary's regarding confidentiality of student information.

OBLIGATIONS TO NOTIFY ANOTHER SCHOOL OR DISTRICT

If the reported incident involves students from more than one school, the Principal or designee will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All such notifications will be made to the extent required by law and consistent with any applicable policies or practices of St. Mary's regarding confidentiality of student information.

OBLIGATIONS TO NOTIFY LAW ENFORCEMENT

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Principal will notify the local law enforcement agency. Notice will be consistent with established agreements with the local law enforcement agency and St. Mary's applicable policies and procedures. 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 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 aggressor. In making any determination under this plan, the Principal or designee may, consistent with this plan and with applicable school policies and procedures, consult with other individuals the Principal or designee deems appropriate.

8.7.6 INVESTIGATION

The Principal or designee will promptly investigate reports of bullying or retaliation, and, in doing so, will consider all information made known, including the nature of the allegation(s) and the ages of the students involved. The scope and extent of the investigation will depend upon the particular circumstances of each situation. Pursuant to St. Mary's policies, all students and staff are required to cooperate with St. Mary's investigations of bullying or retaliation complaints. During the investigation the Principal or designee may, among other things, interview students, staff, witnesses, parent(s)/guardian(s), and others as necessary. The Principal or designee or the investigator will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Principal or designee, other staff members as determined by the Principal or designee, and in consultation with St. Mary's Counselor, as may be deemed appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, and to take appropriate interim measures to ensure the safety and well-being of students and take appropriate responsive action, the Principal or designee will maintain confidentiality during the investigative process. The Principal or designee will maintain a written record of the investigation. Records of investigations will be deemed confidential records of St. Mary's and not student records and accordingly, will not be provided to students, parent(s)/guardian(s) except to the extent deemed appropriate by the Principal in his or her discretion. Procedures for investigating reports of bullying and retaliation will be consistent with school policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation and any other issue related to this plan.

8.7.7 DETERMINATIONS

The Principal or designee will make a determination based upon all of the facts and circumstances as to whether bullying, cyber-bullying, retaliation or other violations of school policy or inappropriate behavior has occurred. If, after investigation, bullying or retaliation is substantiated, the Principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The Principal or designee will determine what remedial action is required, if any, and determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parent(s)/guardian(s), 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 or designee will promptly notify the parent(s)/guardian(s) of the target and the aggressor 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. Notice to parent(s)/guardian(s) will be consistent with St. Mary's policies on confidentiality of student records and information. Therefore, the principal or designee may not be at liberty to report specific information to the target's parent(s)/guardian(s) about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

In situations where bullying or retaliation has not been found, St. Mary's reserves the right to apply disciplinary measures and other corrective action if the conduct is found to violate another of St. Mary's policies, be inconsistent with St. Mary's mission or educational purpose, or be in breach of St. Mary's expectations for appropriate behavior.

Certain types of conduct, whether or not it meets the definition of bullying, may trigger a duty to report to an outside agency, such as hazing or child abuse. In such situations, St. Mary's will comply with legal reporting obligations.

8.7.8 RESPONSES TO BULLYING

TEACHING APPROPRIATE BEHAVIOR THROUGH SKILLS-BUILDING

Upon the Principal or designee determining that bullying or retaliation has occurred, St. Mary's may use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the Principal or designee may consider include but are not limited to:

- offering individualized skill-building sessions based on the school's anti-bullying policy;
- providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel;
- implementing a range of positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parent(s)/guardian(s) to engage parental support and to reinforce the anti-bullying policy 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.

TAKING DISCIPLINARY ACTION

If the Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or designee, including the nature of the conduct, the age of the student(s) involved, the need to balance accountability with the teaching of appropriate behavior, and any other factors deemed relevant by the school. Discipline will be consistent with the plan and with St. Mary's Student/Parent Handbook. Disciplinary actions and other corrective actions for violations of this policy may include, but are not limited to one or more of the following: written warning; parent conferences; classroom or school transfer; limiting or denying student access to a part or area or activity of the school; exclusion from participation in school-sponsored functions and/or extracurricular activities; an apology to the target(s); awareness training; participation in diversity or anti-bullying or anti-harassment programs; mandatory counseling; short-term or long-term suspension; expulsion or withdrawal from the school; any other action authorized by and consistent with the school's disciplinary policy, or as deemed appropriate by the Principal or designee. If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action. Examples include (without limitation) letters of apology, detention, or other disciplinary action up to and including expulsion.

PROMOTING SAFETY FOR THE TARGET AND OTHERS

The Principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. 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 target 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.

COUNSELING ASSISTANCE

School counselors will be available to work with individuals and the families of both the target and the aggressor. St. Mary's has an existing relationship with Health and Educational Services, Inc., if long-term counseling is recommended.

PROTECTION FROM RETALIATION

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

RESPONSIBILITY FOR OVERSIGHT AND IMPLEMENTATION

The Bullying Prevention and Intervention plan is a comprehensive approach to addressing bullying and cyber-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, cyber-bullying, and retaliation. Pursuant to the plan, we will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this plan in all aspects of our school community. The Principal is responsible for the implementation and oversight of this plan.

ANNUAL NOTICE, HANDBOOKS AND TRAINING

At the beginning of each school year, St. Mary's will send parent(s)/guardian(s) and students written notice about the student-related sections of the plan and St. Mary's Internet safety policy. All notices and information made available to students and parent(s)/guardian(s) will be in hard copy and electronic formats, and be available in the language(s) most prevalent among parent(s)/guardian(s). St. Mary's will post the plan and related information on its website.

St. Mary's will also provide all staff with an annual written notice of the plan by publishing information about it, including sections related to staff duties, in the Faculty and Staff Handbooks or by other effective means. St. Mary's also will provide all staff with annual training on the contents of the plan, their responsibilities to prevent bullying and retaliation and to report suspected incidents. Such annual training will also include an overview of the steps that the Principal or designee will follow upon receipt of a report of bullying or retaliation.

8.7.9 CONCLUSION

St. Mary's is committed to providing a school environment that is free from bullying, cyber-bullying, retaliation or any other form of behavior that has a negative impact on members of our school community. This Bullying Prevention and Intervention plan is intended to:

- assist the school in its efforts to prevent bullying, cyber-bullying, retaliation and other negative behaviors from occurring;
- encourage students and parent(s)/guardian(s) to come forward promptly when a student is subject to conduct that is prohibited by this or any other school policy;
- implement appropriate disciplinary and other responsive actions when they are found to be warranted, and
- help St. Mary's to maintain a positive, safe and respectful school environment.

Any questions about the Bullying Prevention and Intervention plan may be directed to the Principal or Assistant Principal for Student Life.

9.1. HEALTH CONCERNS

Parent(s)/guardian(s) must inform the school (on the registration form) of any and all health problems affecting their child. This will ensure safety for the child and could avoid possible health complications. Examples such as asthma, hearing problems, allergies, attention deficit disorder, diabetes, epilepsy, etc., are valuable information to both the Administration and teachers in better caring for and educating each child.

9.1.1 ILLNESS

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

9.1.2 IMMUNIZATION

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

9.1.3 MEDICATION

Parents/guardians and students are required to provide the school's health office with a list of all medications that the student currently takes, including prescription and non-prescription medication. School policy prohibits students from self-administering any medication, prescription or over-the-counter. Certain limited exceptions may be made for emergency medications such as asthma inhalers, epinephrine auto-injectors, or insulin. In the case of a student who may require such medications, parents/guardians and students should consult with St. Mary's nurse or his/her designee to develop appropriate measures.

No medications are dispensed to students without a physician's order in written form and on the physician's letterhead. Medication of any kind is not dispensed without parental authorization. Medications are to be kept in the nurse's office and dispersed only by the nurse or other medical professional authorized by St. Mary's.

9.1.4 MENTAL HEALTH

Understanding that a student's mental health is key to his/her overall development, St. Mary's reserves the right to require some students to participate in counseling with an outside mental health professional and at the student's or family's expense as a condition of the student's ability to continue and/or return to St. Mary's.

9.1.5 ASBESTOS

St. Mary's observes all state and federal asbestos regulations. A management plan is on file in the Maintenance Office and available upon request.

- Massachusetts DOS Certificate Number: AI-034700
- Massachusetts DOS Certificate Number: AP-60604
- LEA Designated Person: Russell Pacewicz, Director of Maintenance and Facilities (781-586-2017)

9.1.6 PHYSICALS

A current physical must be on file in the nursing office. St. Mary's requires that a yearly physical is performed and turned in to the nursing office in a timely manner. If there is not a physical on file, students may not participate in any sports. Also, failing to turn in a physical may inhibit a student's participation in extracurricular activities or field trips. It is important for the best care of our students that all medical information be current.

Acknowledgement of Review

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10.1. DIGITAL CITIZENSHIP

In an effort to continue growing within our Digital Citizenship Initiative, the Student/Parent Handbook is now a feature of our online Parent and Student Portals. The Parent Portal is of utmost importance in the coming academic year and beyond. All announcements made by St. Mary's will be posted to the Portal in a timely manner. St. Mary's expects all parents/guardians to have access to the Portal and to consult it often for news and updates. The Portals will have the most current information posted at all times.

The Portals can be found by visiting STMARYSLYNN.COM and clicking the mySMH button in the upper right. Log in using the username and password provided during orientation for St. Mary's. The Handbook document is under Resources. As updates are made, the file name will change to reflect the revision number.

The Handbook is intended to serve as a guide to help students and their families come to know St. Mary's programs and opportunities, as well as to set forth basic expectations and agreements. Families are expected to be familiar with its contents. While no handbook can address all situations that may arise during the course of a school year, this Handbook offers information and guidance for students and parents/guardians. The Handbook answers questions regarding academics, security, discipline, safety, athletics and other topics.

The Acknowledgement of Review of Student Handbook form can be found online within the mySMH portal. Upon receipt of the Handbook, all students and parent(s)/guardian(s) are required to fill out the form as an electronic confirmation that a Handbook has been received and reviewed before the end of September of each academic year. The forms will be retained within student files.

Any questions about the Handbook may be directed to the Principal or the Assistant Principal for Student Life.

THANK YOU

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