



STUDENT/PARENT HANDBOOK 2017- 2018

***The information in this book was the best available at press time. Any changes in information or additions will be announced through daily school announcements and posted at www.goretti.org.**

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INTRODUCTION

HISTORY

St. Mary's High School, established in 1933, was originally located in downtown Hagerstown. In 1955, the school, then consisting of 118 students, was moved to its current location on Oak Hill Avenue. That school year began with Sister M. Hermes O'Hara at the helm as the first Principal. From the beginning, the majority of the administration and faculty came from the School Sisters of Notre Dame; this tradition continued until the early 1970s when lay people increasingly joined the staff. The school and community were blessed by the faithful presence of the School Sisters of Notre Dame, great women who provided for the intellectual and spiritual growth of the students over the years.

OUR PATRON SAINT

Saint Maria Goretti High School was named after a young Italian girl, Maria Goretti, who, in an effort to protect her purity, was mortally wounded by an attacker. She asked a visiting priest for forgiveness for her assassin just before her death, and later she was said to have appeared to her attacker in a dream, personally granting him forgiveness and an armful of white lilies as a peace offering.

Maria Goretti led a simple life; in spite of her simplicity, her great faith and love for God made her truly extraordinary.

MISSION STATEMENT

Saint Maria Goretti, an Archdiocesan high school, provides an educational environment committed to Catholic values and traditions. Our college preparatory program emphasizes academic excellence and nurtures the whole person through spiritual and physical development. The uniqueness of each individual is recognized, respected and affirmed by the school community. Guided by the spirit and example of Saint Maria Goretti, our young men and women are prepared to lead lives of service working to shape a just and compassionate society.

PHILOSOPHY

Saint Maria Goretti High School is committed to providing all students with a challenging academic program in an environment that is deeply rooted in the traditions of the Catholic faith.

We are committed to assuring that all students are provided with an educational program that is attentive to their specific needs and one which employs the best pedagogical methodologies available.

All students are respected as individuals and encouraged to explore and develop the gifts they have received from God. Our mission is to nurture young men and women to become intellectually competent, religious, loving, and committed to justice, service, and integrity in all they do in their lives.

NON-DISCRIMINATION POLICY

St. Maria Goretti High School does not discriminate on the basis of race, color, national or ethnic origin, religion, or sex in administration of our educational and admissions policies, scholarship programs, athletics or other school-administered programs. We admit students of any race, color, national or ethnic origin, religion, and sex to all rights, privileges, programs and activities generally accorded or made available to students at our school.

ACCREDITATION AND GOVERNANCE

Saint Maria Goretti High School is accredited by the Maryland Department of Education and AdvancEd. It is an Archdiocese of Baltimore Collaborative School.

The Saint Maria Goretti School Board, made up of elected and appointed members, is the policy-making body for the school. It also determines matters of goals and fiscal management. The board meets monthly to consider school matters.

BOARD OF DIRECTORS

- Mr. James Marshall, Chairperson
- Ms. Lynn Williams, Secretary
- Ms. Cathy Ashley-Cotleur
- Dr. Emmett Burke

- Mr. David Karn
- Mr. Michael Morrell
- Mr. Tim Shanklin

ADMINISTRATION

- Mr. Christopher Cosentino, President
- Mrs. Bridget Bartholomew, Principal
- Mr. Richard Baer, Director of Facilities
- Mr. David Blenckstone, Director of Athletics
- Mrs. Jennifer Carbaugh, Director of Institutional Advancement
- Mrs. JoAnn Hevey, Director of Finance
- Mrs. Holly Katrina, Director of Admissions
- Matthew Miller, Dean of Students
- Mr. Joseph Rafter, Instructional Technology Specialist
- Mrs. Deb Rosinski, Director of Guidance

ADMINISTRATIVE SUPPORT STAFF

- Mr. Tom Crabb, Head of Food Service
- Mrs. Jacqueline Curtin, Bookkeeper
- Mrs. Mary Grove, School Secretary
- Mrs. Theresa Kline, Guidance Assistant
- Mrs. Marissa Kocher, Marketing and Social Media Coordinator
- Ms. Marie McEwen, Executive Assistant
- Mr. Harry Turner, Custodial Staff
- Mrs. Malissa Vanderlyn, Custodial staff
- Mr. Harry Turner, Custodial staff

FACULTY

- Mr. Jared Baranowski, Social Studies
- Dr. Anne Barton, Science*
- Mr. Keith Bell, Math
- Mr. David Bottini, Art*
- Mr. Samuel Cuthbert, English*
- Ms. Jocelyn Doina, Athletic Trainer, Physical Education
- Mrs. Theresa Doub, Religion*
- Mrs. Hilary Elmerraji, Foreign Language
- Mrs. Laurel Whitley Gouker, Foreign Language
- Mr. Kim Kell, Physical Education/Health
- Mrs. Kathy Lilly, Religion

- Mr. James Martin, Math *
- Mrs. Genie Massey, Social Studies*
- Mrs. Heather Nees, Campus Minister, Religion
- Mr. Joseph Rosinski, English
- Mrs. Andrea Shephard, Math, Science
- Mrs. Beth Sherwin, Science
- Mrs. Margarita Unger, Foreign Language *

*Department Chairperson

CATHOLIC IDENTITY

The liturgical programs at St. Maria Goretti High School have as their prime objective the promotion of Catholic Christian living.

PRAYER – Each school day at Goretti begins and ends with a prayer, and a prayer is said before lunch. All classes, assemblies, and athletic events begin with a prayer. All students are expected to stand reverently during prayer.

LITURGY – Mass, reconciliation, and other liturgical services are scheduled throughout the year. Please refer to the school’s liturgical calendar for times and dates. Attendance is mandatory, and student participation is actively encouraged. All students shall wear the Mass uniform and display the proper reverence and respect during all liturgical services.

RETREAT – Student retreats are an integral part of our overall spiritual program. Students are required to attend a class retreat for each year they are enrolled as a student. Any student who misses a class retreat will be required to attend a suitable retreat substitute devised by the Campus Minister. Specific rules for retreats will be given and must be followed.

SCHOOL LITURGIES

The Campus Minister coordinates liturgy planning and invites students to participate as altar servers, readers, gift bearers, and ushers. Students who wish to serve as Eucharistic Ministers are able to do so after receiving appropriate training.

PASTORAL CARE

Assistance with issues and concerns of a spiritual nature may be directed to the Chaplain, the Campus Minister, and the Chairperson for Religious Studies.

SERVICE LEARNING PROGRAM

All requirements for service learning are included in the service handout that each student receives upon becoming a student at Goretti. Students must complete a minimum of 25 hours for each year they attend Goretti. These hours must be comprised of 15 hours given to one non-profit organization and 10 flex hours given to any community service activity.

Service hours are a Pass/Fail component of all semester-long Religion classes. Ten service hours must be completed during the first semester in order for a student to receive credit for his/her first-semester Religion course. The remaining fifteen hours must be completed by the end of the second semester for a student to receive credit for his/her second-semester Religion course.

If over 100 hours have been reached, students must complete a 15-hour project each year. Seven-and-a-half (7.5) hours per semester will be required for such students to achieve a credit hour.

COMPLETION OF SERVICE HOURS IS REQUIRED FOR GRADUATION.

All service programs are under the guidance and approval of the Campus Minister. The 200 Club recognizes students with 200+ hours of service.

Please note: Students must complete 25 service hours per year in order to be promoted to the next grade.

FINANCIAL INFORMATION

WAYS TO GIVE

Matching Gifts – Many businesses and corporations match personal gifts to educational institutions made by employees, retirees, and their family members. Your own company's Human Resources office will

be happy to provide you with information about its matching gift program.

Memorial and Honorary Gifts - Your memorial gift to SMGHS can help to perpetuate the values that guided a loved one's life. Gifts may honor a person during his or her lifetime or commemorate a significant event.

Annual Fund – Gifts of cash are available for immediate use by the school for academic and student programs, faculty support, and will provide instantaneous tax savings to the donor. Your check should be made payable to St. Maria Goretti High School. The school also accepts payments by VISA, MasterCard, Discover, and American Express.

Bequests and Other Forms of Planned Gifts – Other planned gift options are available. To learn more about bequests and other forms of planned giving, please contact the Director of Institutional Advancement, [301-739-4266](tel:301-739-4266), ext. 139.

Gifts-in-Kind – Donors may provide gifts of specific items of need to the school. Typical items include software, desks, and printers. A list of needs is maintained by the Director of Institutional Advancement. Please contact for further information, [301-739-4266](tel:301-739-4266), ext. 139.

Fundraising - All clubs, sports teams and organizations in the SMGHS community planning fundraisers must have approval from the Director of Institutional Advancement.

All contributions to SMGHS must be made through to the Director of Institutional Advancement.

FINANCIAL AID PROGRAMS

Financial aid is offered to help defray the cost of tuition. Parents who wish to receive aid must apply on a yearly basis to FACTS Grant & Aid Assessment (FACTS). Additional information is available through the Admissions Office. In addition, parents may receive financial aid by applying directly to their local parish.

Bingo – Our bingo program helps to contribute almost \$100,000 towards our operating budget, thus helping to lower the cost of tuition

for all. Parents who volunteer for Bingo, and show a demonstrated financial need, are eligible to receive financial assistance from a separate financial aid pool from Bingo operations. For more information about volunteering for Bingo, contact Mr. Tom Theis or Mrs. Linda Becker at Bingo@goretti.org.

SCRIP – SCRIP participants order gift cards and certificates for everyday uses such as groceries, gas, restaurants, etc. The SCRIP committee purchases these cards at a discounted rate and applies the difference to each participant's tuition account. For more information, contact Mrs. Michelle Shaper at mrsshaper@myactv.net or by phone at 301-665-1365 (home) or 301-730-4694 (cell).

FINANCIAL OBLIGATIONS

Families are expected to pay all financial obligations in a timely manner. Financial obligations include tuition and assessed fees. Please contact the Director of Finance at 301-739-4266 x 130 with any questions regarding your financial obligations.

Tuition Payments – All tuition payments are made online to <https://online.factsmtg.com>. There are three (3) payment options available.

1. **Annual**: Families who pay tuition in full will receive a 1% discount. Payment will be due July 8, 2017.
2. **Quarterly**: Payment will be due July 8, 2017, October 8, 2017, January 8, 2018 and April 8, 2017. There will be no discounts or fees assessed for quarterly payments.
3. **Monthly**: Payment is due on a twelve (12) month schedule for grades 9 - 11. Payment for grade 12 is on an eleven (11) month schedule. Payment is due by the eighth (8th) of each month beginning in July. A 1% service charge is included in each monthly payment.

Start-of-year Fee

Student accounts will be billed as follows at the start of the academic year:

- Grades 9 – 11: \$150 (includes technology fee, vocabulary book fee, required class retreat fee, PSAT fee)
- Grade 12: \$135 (includes technology fee, vocabulary book fee, required class retreat fee)

Additional Fees

- Athletic Participation Fee (per student): 1st sport - \$150; 2nd sport - \$75; 3rd or more sport - \$25

- Electronic textbook subscriptions for certain courses may be purchased by the school on behalf of the student and billed to the student's account. This allows the student's subscription to be linked to the Goretti teacher's account for instructional purposes.

Students who have outstanding financial obligations to the school will not be allowed to:

- Receive report cards or official transcripts
- Receive diplomas

PURCHASE OF TEXTBOOKS

Students must purchase books before the start of classes. Students may purchase textbooks through www.goretti.bkstr.com. Additional information may be obtained from the Dean of Students.

STUDENT INFORMATION POLICIES

STUDENT RECORDS DISCLOSURE POLICY

Goretti models its student records policy on the Family Education Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. The Act generally provides for parental review and request for amendment of student educational records and for the confidentiality of such records.

It is thus the policy of St. Maria Goretti High School to not disclose personally identifiable information from a student's educational records to third parties without the student's (or if the student is a minor, his or her parent's or guardian's) prior written consent, except as otherwise permitted by FERPA. Notwithstanding, the School may disclose at its discretion the following "directory information" without prior written consent: name, address, telephone number, date and place of birth, photograph, courses completed or in progress, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors received, and the most recent previous educational institution attended. Students who do not wish to have any or all of the above items disclosed must submit to the Director of Guidance a written notice, signed by the student's parent or guardian if the student

is a minor, to that effect. Such notice must be received no later than two weeks before the beginning of each academic year.

The School will provide access to a student's education records to both natural parents, custodial and non-custodial, unless the School is provided with a court order or other legal document that prohibits a parent's access to the student's records or otherwise denies a parent the right to information concerning the student's education.

HEALTH AND MEDICINE POLICY

Health services are provided for the care of emergency illness or injury to students or school personnel in the main office. All medications, (prescription and over the counter) are to be furnished by the parent or guardian and must be labeled and in the original bottle.

A physician's medication order form must accompany all prescription and non-prescription medications stating the amount to be given, frequency, and duration. Expired medications will not be accepted. The school has two MD State Certified Medication Technicians on staff.

Before reporting to the main office because of illness or injury, the student is to obtain a pass from a teacher and bring it to the office. In the event of illness during the school day, a student should notify the office secretary who will then contact the parent/guardian. Calls made by cell phones for this purpose are not allowed. If the student is too ill to return to class, arrangements will be made for his/her return home.

Frequent visitations to the health room are reported to parents/guardians.

EPI-PEN PROGRAM

St. Maria Goretti High School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

At the start of each school year, the parent/guardian must sign the Consent for Administration of Discretionary Medication (Epi-Pens) form and check whether permission is granted or denied for the student to receive the Epi-pen medication if deemed necessary by the delegating nurse or SMGHS staff. Staff & Faculty are trained annually to recognize and respond to the signs of anaphylaxis. In the event of a life-threatening emergency due to suspected anaphylaxis, 911 will be called. Anyone who receives an Epi-pen injection will be transported to Meritus Medical Center ER by EMS for further evaluation.

ASBESTOS MANAGEMENT PLAN

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and high secondary schools. These regulations require schools to inspect for friable (easily crumbled) and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in timely manner. These regulations assign schools many responsibilities. Our program for fulfilling these responsibilities is outlined in our Asbestos Management Plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance and re-inspection activities that are planned or are in progress. You can review this plan at the Archdiocese of Baltimore Administrative Office, The Catholic Center, 320 Cathedral St., Baltimore, MD, during normal business hours. The plan is also available for review at St. Maria Goretti H.S., 1535 Oak Hill Ave., Hagerstown, MD, with three (3) working days' notice for a request. If you have any questions, please contact Mr. Rick Baer, Facilities Director, at (301)739-4266, Ext. 127

LEGAL STATUS OF STUDENTS POLICY

Goretti students may not be married. A student must live at home or a place specifically approved by the parent, legal guardian, or a court of law, with the concurrence of the school.

ATTENDANCE POLICIES

Maryland law requires regular school attendance. Students are expected to attend school daily unless ill or otherwise excused. Students must be in compliance with the state department of education attendance requirements, which state that **“missing more than 12 un-**

excused days/classes, or 16 total excused or unexcused days/classes, is cause to deny credits.” For a one-semester course, six un-excused absences or eight total excused or unexcused days may result in denial of credit. Attendance becomes part of a student’s permanent record and transcript.

Excused absences include: (1) illness of student; (2) death in the immediate family; (3) court summons; (4) other special reasons (Principal’s discretion).

Regular attendance and punctuality are essential to a student’s progress in his/her studies. Students are responsible for any academic work missed during an absence. An unaccounted absence from school for all or part of the school day is considered truancy and carries an automatic one-day suspension. More than one unaccounted absence will result in further disciplinary action, up to and including expulsion.

PROCEDURES REGARDING ABSENCES

- **Parents must notify the school if their child will be absent or tardy.** All information regarding tardies and/or absences must be directed to Mary Grove at 301-739-4266, Ext. 0, or mgrove@goretti.org.
- **A written excuse signed by the parent/guardian,** stating the dates and reasons for absence, is mandatory upon return to school. For an extended absence of **3 or more days a physician’s note is required** along with a note from the parent.
- In case of extended illness, contagious diseases, or hospitalization, please notify the school office at once. A physician’s note should be obtained, indicating when the child may return to school.
- **All absences will be listed as unexcused until a parent note or physician’s note is submitted.**
The Administration has discretion to determine whether credit will be awarded to a student who has had excessive absences, even if a medical excuse from a doctor has been provided for those absences.
- Family vacations or trips are strongly discouraged during the school year when school is in session. If a student must miss two or more days from school, he/she is required to obtain a **Notification of Extended Absence form** from the office at least two weeks in advance of the absence. The request will be reviewed by the Administration prior to the absence.
Please note: Students who take an unapproved, extended

absence may forfeit the opportunity to makeup tests and assignments missed during the absence.

TARDINESS

The daily warning bell sounds at 8:12 a.m., signaling that students should report to their A period class, prepared for the academic day to begin at 8:15 a.m. Any student arriving at 8:15 or later must report to the Main Office to sign in and receive a tardy pass. Students will not be admitted to their A period class after 8:15 a.m. without a pass.

Students who are tardy, whether excused or unexcused, more than three times in a quarter, will be required to serve detention after school for each additional instance of tardiness. Seniors who are late more than five times in a quarter will lose their senior privileges. On the tenth offense in a semester, the student will be placed on probation and will not be admitted to class pending a parental conference with the Principal or Dean of Students.

Students on probation who continue a pattern of excessive tardiness will be required to attend a Discipline Review Board and may be asked to withdraw from St. Maria Goretti High School. **The only forms of tardiness not affected by this policy are those that include a doctor's note.**

Any student who arrives more than two hours after the start of the school day may not participate in cocurricular activities for that day. Any exceptions to this policy can only be granted by the Principal.

EARLY DISMISSAL

When an early dismissal is necessary, a note from the parent/guardian explaining the reason must be submitted to the school secretary before A period on the day of early dismissal. Students must come to the office and sign out before leaving.

All medical and dental appointments should be made after school, if possible. A doctor's note must be submitted to the office upon returning to school if the student has an appointment during school hours.

Students must have permission from the Principal or Dean of Students and must see the school secretary to seek parental permission

in order to leave school grounds during the school day (8:15 a.m. – 2:55 p.m.). Students must ask permission of an administrator and sign out in the Main Office to go to the parking lot for any reason during the school day.

COLLEGE VISITS

Seniors will be permitted three days and juniors will be permitted two days for college visits while school is in session, without being considered as absent. **The student's parent must complete the form provided by the guidance office** to notify the school of the visit. The completed form must be brought to the Director of Guidance for approval.

SCHOOL CLOSINGS

In the event of inclement weather, the school will abide by the decision of Washington County Public Schools for delayed openings, early dismissals, and/or closures. Parents may provide mobile phone contact information to the school in order to receive text message notifications via AP Notify when there are weather-related schedule changes. Weather-related closings and delays also will be announced on local media and at the school website, <http://goretti.org>. The school answering machine also will be updated. In the event of an early dismissal, the time of closing will be determined by the Principal.

PARKING AND TRANSPORTATION

Students who drive to school must register their vehicle(s) with the Facilities Manager.

All students who drive to school must park in the school parking lot. All students must follow the directional arrows in the parking areas. The speed limit is not to exceed 10 MPH. Any student whose driving or behavior interferes with the safety of the lot may be denied parking privileges and be subject to disciplinary measures.

Students must park in their assigned parking space. The car must be parked face-in. If a student's assigned parking space is occupied by another vehicle, the student should park in a vacant space and notify the Director of Facilities. Visitors, faculty, and staff will park in designated areas marked in yellow paint. The school parking lot is off limits to students during school hours (8:15 am – 2:55 pm) without permission from the main office.

Honking of horns, loud music, or racing of engines is not permitted on school property. Compliance with these rules provides for a safe environment. The school assumes no liability for damages incurred to any vehicle while parked on the campus, and everyone parking on campus is reminded to lock vehicles at all times. All students must have pre-authorization from the school office in order to have their vehicle remain on school grounds overnight.

DROP-OFF or PICK-UP OF STUDENTS

Due to safety concerns, all students who are dropped off or picked up are to use the curb space along Oak Hill Avenue at the school's front entrance, **not** the student parking lot. It is not advisable to make U-turns on Oak Hill Avenue.

TRAVEL POLICY

Goretti students may travel to athletic events or other school-related activities, such as field trips and retreats. Students will be supplied with permission slips, which must be turned in before travel. Faculty and staff are prohibited by Archdiocesan policy from transporting students in their own vehicles. **Students may not drive other students to and from school events, i.e. athletic events, field trips, etc., without administrative and parental approval.**

CAMPUS CURFEW

No students or their vehicles may be on school grounds past 10:00 p.m. unless students are attending a school-sponsored event.

SCHOOL HOURS

No students may be unsupervised in the school buildings and/or gymnasium at any time. **The school building is officially closed at 4:00 pm daily.** Students remaining on school grounds after 4:00 PM must be with a teacher/coach for a specific purpose. St. Maria Goretti High School will not be responsible for students remaining on school grounds after 4:00 pm.

Students are discouraged from leaving school grounds and returning after hours. Parents should be aware that students leaving

school grounds before the start of or after the conclusion of the instructional day (8:15 a.m. – 2:55 p.m.) are no longer the responsibility of St. Maria Goretti High School.

SCHOOL VISITORS

All visitors, including parents and alumni, are required to use the front entrance and sign in at the Main Office. Any visiting students must adhere to the same standards of conduct as Goretti students. A written request for the admission of such a guest must be made to the Dean of Students two days before the visit.

EMERGENCY PROCEDURES

The safety of Goretti students is of primary importance. In the unlikely event that an emergency evacuation of the school is necessary, the full cooperation of the students is expected. Fire exit signs and planned routes are posted in each classroom. Upon the sounding of a fire signal or a smoke detector, students will proceed out of the building **quickly and silently**. When students have left the building and reached the safety zone, they are to **meet their classroom teacher** in the assigned area and stand in a **single silent line**, one for each class, where **attendance will be taken**. No student or faculty is to return to the building until the “All Clear” signal has been given.

ACADEMICS

ACADEMIC PROGRAMS/REQUIREMENTS

In order to graduate, students must pass all required courses and fulfill all academic requirements, which are consistent with the State of Maryland’s requirements for graduation. **Seniors must successfully complete their senior year by passing all of their courses**, even if they otherwise could meet the 27-credit requirement.

REQUIREMENTS ARE AS FOLLOWS:

ENGLISH	4 CREDITS
REQUIRED COURSES	
Intro to Literature & Composition	
American Literature	
World Literature	

	British Literature or AP English Literature	
MATH		4 CREDITS
REQUIRED COURSES		
	Algebra I	
	Geometry	
	Algebra II	
	Please note: Students must take a Math course each year while enrolled at Goretti.	
SCIENCE		3 CREDITS
REQUIRED COURSES		
	Biology	
	Chemistry	
SOCIAL STUDIES		3 CREDITS
REQUIRED COURSES		
	U.S. History	
	U.S. Government	
	World History	
FOREIGN LANGUAGE		3 CREDITS
RELIGIOUS STUDIES		4 CREDITS
	Yearly retreats are required	
PHYSICAL ED/HEALTH		1 CREDIT
FINE ARTS		1 CREDIT
ELECTIVES		4 or 5 CREDITS
TOTAL		27

COURSE PLACEMENT

Incoming students are placed in courses based on the following: performance on high school placement test, evaluation of student's transcript, and teacher recommendation. Placement is within the school administration's sole discretion.

POLICY REGARDING COURSE CHANGES

Selection of courses should be done only after careful consultation among students, parents, teachers, and counselor. Once a student chooses courses, has these choices verified by the student and parent, and receives approval for these by the Administration, the student will not be permitted to change course selections unless extreme circumstances are determined to exist. The following reasons for change of course will not be considered:

- Dissatisfaction with a course or teacher
- Displeasure with one's schedule

- Change of mind

Please note: Students will be held accountable for their selections made (with parents' approval) and will be expected to perform their selected academic coursework accordingly.

COURSE LEVELS

Course levels offered are:

- College Preparatory (CP)
- Honors (H)
- Advanced Placement (AP)

Determination of a unit of credit is based on the satisfactory completion of course work and the number of hours of instruction. In order to earn one unit of credit for a course, 120 hours of classroom instruction are required per year.

STUDENT RESPONSIBILITY FOR COURSE WORK

The student is expected to:

- Complete all assigned work on time
- Arrive at class on time
- Be responsible for assignments missed because of absence
- Be attentive and respectful in class at all times
- See a teacher during his/her office hours if help is needed
- Actively participate in class
- Bring required materials to each class

NOTE: Parents are responsible for ensuring students have the required textbooks for each class. Loss of textbooks is not an acceptable excuse for students missing assignments.

HOMEWORK AND MAKE – UP WORK

Homework can be assigned daily. Students should plan to spend two to three hours per night on short- and long-term assignments.

In cases of absences, assignments, tests, projects, and quizzes must be made up within the number of days equal to the absence. Students will receive a failing grade for all work not made up.

Students who exhibit a pattern of regularly missing tests on the scheduled date will be reviewed by the administration.

LATE WORK POLICY

Routine homework will not be accepted late.

Major Project/Assignment grades will be reduced by one letter grade for each day the assignment is late. After three school days, the student will receive a zero for the assignment.

GRADING COMMUNICATIONS

St. Maria Goretti H.S. subscribes to PlusPortals, an online service to which all students and parents have access. PlusPortals will allow teachers to post grades, assignments, and class information online, and students and teachers may access this information at any time. The Administration requires all teachers to update grades at regularly scheduled intervals throughout the school year.

GRADING POLICY

Students are issued report cards quarterly on academic progress. Report cards will be mailed or given to students at the conclusion of each marking period.

Notices of academic deficiencies for course grades below 70% are sent to parents midway through each quarter. Students who have two or more failing grades (below 65%) OR one grade below 65% and two grades between 65% and 69% are in danger of academic ineligibility. (See Academic Ineligibility p. 27)

Semester grades are calculated by:

- Doubling the grades of the two quarters (NOTE: A minimum of 50% of each quarter grade is based on test performance)
- Adding the exam grade
- Dividing the total by 5

The average of Semester I and Semester II is used to determine the course grade.

Examinations are given at the end of each semester. At the teacher's discretion, a student **may be** exempted from the final exam in

a year-long course provided that the student has maintained an average that may be no lower than 90%. The teacher may opt to require a minimum year-long average higher than 90% in order for students to qualify for exemption.

SEMESTER AND FINAL EXAMINATIONS

Semester and final examinations must be taken by the student on the day and at the time scheduled by the school. In extraordinary circumstances, students may be permitted to take an examination at another time if approved in advance by the Dean of Students. Students who are absent from an exam will be considered excused only with a doctor's note.

AP EXAMS

Students who are enrolled in an AP course are expected to take the AP exam for that course. Exceptions to this policy may only be granted with administrative approval. There will be a fee for each exam taken. The teacher has the option not to give a final examination in an AP class.

ACADEMIC PERFORMANCE

DISTINGUISHED HONORS

- A weighted GPA of 3.7 or higher.
- No CP course with a semester grade below 90.

HONORS

- A weighted GPA of 3.0 or higher.
- No CP Course with a semester grade below 80.

NOTE: Honor roll will be calculated and awarded at the end of each semester. Weighted grades will be converted to non-weighted equivalencies according to the method described below.

GRADE POINT AVERAGE: METHODS OF CALCULATION

STEP ONE: Each course in a student's schedule is assigned a GPA factor. That factor changes with the level of the course.

- Advanced Placement = GPA factor of 1.15
- College Prep/Honors = GPA factor of 1.07

- College Prep = GPA factor of 1.0

STEP TWO: Each grade a student receives in a course is converted to grade points, as indicated on the chart below.

GRADE POINT CONVERSION CHART

Grade Received	Grade Points	Grade Received	Grade Points	Grade Received	Grade Points
65	1.0	75	2.0	85	3.0
66	1.1	76	2.1	86	3.1
67	1.2	77	2.2	87	3.2
68	1.3	78	2.3	88	3.3
69	1.4	79	2.4	89	3.4
70	1.5	80	2.5	90	3.5
71	1.6	81	2.6	91	3.6
72	1.7	82	2.7	92	3.7
73	1.8	83	2.8	93	3.8
74	1.9	84	2.9	94	3.9
				95-100	4.0

STEP THREE: The GPA factor and grade points are multiplied to determine the total grade points for each course.

STEP FOUR: The total grade points for all of the courses that a student has taken in his/her high school career is added, and the sum is divided by the total number of credits earned. This final number is the Adjusted Career GPA. At the request of a student, parent, or institution, a grade point average without the adjustment for course level is available.

VALEDICTORIAN / SALUTATORIAN STANDING

The graduating class Valedictorian and Salutatorian will be determined by career GPA calculations at the end of the second semester of the senior year. **For the purpose of this ranking only**, the following additions will be made to the Grade Point Conversion Chart:

Grade Received	Grade Points	Grade Received	Grade Points
95	4.0	98	4.03
96	4.01	99	4.04
97	4.02	100	4.05

A student must have attended St. Maria Goretti High School for three years in order to be eligible for either of these honors.

TRANSFER STUDENT GPA CALCULATION

When a transfer student's transcript includes an Honors course in an academic discipline not offered as an Honors course at Goretti, that course will be converted to CP status for purposes of assigning a GPA factor.

Eleventh- and twelfth-grade transfer students will have a GPA calculated manually for their coursework at Goretti. This will not be factored with their GPA from their previous school.

AQUINAS LEARNING PROGRAM

The mission of the Aquinas Learning Program is to provide the support needed to allow all students to become successful learners. The Aquinas Learning Program offers assistance to students with identified learning differences as well as those experiencing challenges in the transition to a college preparatory curriculum, providing strategic individual and small group instruction to assist them in their learning at Goretti and beyond.

AFTER-SCHOOL IMPROVEMENT CLASS

A student who has received a grade below 70% for any course during any quarter or mid-quarter marking period is required to attend after-school improvement class. The student must attend for a minimum of one day per week for each course where there is a deficient grade. After-school improvement class will be held Monday and Wednesday from 3:00 - 3:30 pm. Students who fail to report for a required after-school improvement class will be assigned detention.

ACADEMIC INELIGIBILITY

Eligibility to participate in cocurricular activities is determined by the student's cumulative grades at the end of the first quarter, at the end of the first semester, and at the end of the third quarter. Students are ineligible to participate in cocurricular activities if they have:

two or more failing grades (below 65%) OR
one grade below 65% and two grades between 65% and 69%

at the above designated marking periods. Students may practice but not participate in games or performances. Students will also be evaluated mid-quarter. If at that time the student has improved and does not have two or more failing grades (below 65%), or one failing grade and two grades between 65% and 69%, he/she may participate in the co-curricular activity. No student will become ineligible at the mid-quarter interim reporting time.

SUMMER COURSES AT GORETTI

St. Maria Goretti High School typically offers one core sequential, original credit Math course during the summer. Students will receive one credit for the course, and the grade will be factored in their GPA.

INDEPENDENT STUDY & ONLINE COURSES

It is rare to receive transcript credit for any course taken outside of St. Maria Goretti High School (SMG). Prior to enrollment in a course, the course curriculum must be presented, in a timely manner, to the principal for review. If the principal approves a course, the student will be required to arrange with the Guidance Office to take and pass the SMG final for that course by August 1st. Credit will not be granted for students who do not pass the SMG final; these students may need to adjust their fall SMG schedules as a result. If the SMG final is passed, the course will be added to the student's transcript as a "PASS" grade rather than a numerical grade.

ESSENCE PROGRAM

Seniors who wish to take a course at HCC through the ESSENCE Program will need to have it approved by the Principal by May 15 for the following Fall semester and November 15 for the following Spring semester. Approval will be based not only on content but also on whether the time the course is offered can be coordinated with St. Maria Goretti's master schedule. Approved courses receive dual credit (HCC & SMG), and show on transcripts with the course title, grade, and Early to College designation. ESSENCE courses will be weighted as Honors-level courses for GPA calculations.

COURSE REMEDIATION

Students are informed of course failures within three working days of the submission of failure lists, as indicated on the school calendar. Remedial course work must be approved by the administration. The obligation of registering for summer remedial work rests with the student. This must be done prior to the deadline set by St. Maria Goretti High School. Students will be granted a minimum passing grade of 65% upon successful completion of a remedial course. In addition, students may be required to take the Goretti final for that course prior to placement in a sequential class during the school year.

NOTE: Students who have a failing grade in a course *prior to taking the final exam* are obligated to register for summer remedial work in order to ensure placement if needed after final grades are calculated.

FAILURE POLICY

Failing two or more classes may result in non-renewal of student enrollment.

TECHNOLOGY POLICY

All students at St. Maria Goretti High School are required to abide by the Acceptable Use Policy of the Archdiocese of Baltimore, the Computer Use Internet Access policy of St. Maria Goretti High School below, and the Chromebook Program Handbook of St. Maria Goretti High School. The Chromebook Program Handbook is included as an addendum to the Student/Parent Handbook.

COMPUTER USE INTERNET ACCESS POLICY

St. Maria Goretti High School requires that students who wish to access the Internet via a computer or mobile device agree to abide by the following Internet Use Policy in its entirety. By signing the “Student/Parent Handbook” section of the Policy Compliance Form, students expressly agree to abide by the policy, and parents acknowledge they understand the policy and are giving their express written permission for their child to access the Internet in accordance with this policy. Students will not use the Internet until the Policy Compliance Form has been signed by them and their parent(s)/guardian.

Students who are authorized to use the Internet will be expected to use the Internet in a courteous, responsible, ethical, and legal manner, consistent with the school’s educational mission. Unacceptable uses include any illegal activity or the communication of

slanderous, threatening, abusive, sexually oriented/explicit, or obscene language or material. It is understood that although filters are in place, it is impossible to restrict all access. **Improper use of the Internet will merit appropriate disciplinary action.**

Students must have permission to download any documents from the Internet. Downloading program files is prohibited. **Students are not to change settings on school computers without permission.** Students are not allowed to use “chat rooms” for any reason. No student may divulge personal information via the Internet (e.g., home address, telephone number).

School computers may only be used for educational purposes and may not be used for blogging, emailing, or visiting social sites such as Twitter, Instagram, etc.

THE HONOR CODE

THE PRINCIPLES

The Honor Code of Goretti is based on the principles that a student will not lie, cheat, evade the truth, conspire to deceive, or steal. The Honor Code requires that every student conduct himself/herself in a completely honest and forthright manner at all times. In matters of honor, the spirit is always sought; quibbling or deception is never tolerated.

To that end, all students are required to sign the Honor Pledge on all tests, quizzes, and exams as well as any assignments that their teachers select.

St. Maria Goretti High School Honor Pledge

I HAVE NEITHER GIVEN NOR RECEIVED ANY
UNAUTHORIZED HELP ON THIS

(test, quiz, lab, assignment, etc.)

_____ Student signature

THE HONOR COMMITTEE

The Honor Committee is composed of seven students who are advised by a faculty member serving as Chairperson. The committee members serve year-long terms. Three members automatically are

appointed to serve on the committee: the President of the Student Government Association, the President of the Senior Class, and the President of the National Honor Society. The four remaining at-large members are chosen by the Principal and Vice Principal from nominations submitted by faculty and staff. At-large members may be invited to serve on the committee for subsequent terms.

All Honor Committee members will be required to sign the Honor Code Pledge and participate in the public recitation of the oath at the installation of the Honor Committee.

HONOR CODE VIOLATIONS

A violation of the Honor Code is defined as any act of lying, cheating, attempting to evade the truth, conspiring to deceive, or stealing. Any action that is dishonest or evasive is a violation of both the spirit and the principles of honor and will subject a student to discipline, up to and including expulsion.

Lying and deceit are closely related violations of the Honor Code. The word or signature of a student is accepted as his/her bond.

Cheating is defined as giving or receiving unauthorized aid or information on homework, quizzes or tests.

Plagiarism, which may arise in the preparation of essays, reports and research papers, is defined as making unauthorized use of, or presenting as one's own, the ideas, words or writings of another person.

Stealing is simply defined as taking the property of another.

REPORTING HONOR CODE VIOLATIONS

Students have an obligation to report any infractions of the Honor Code to a teacher/staff member or member of the Honor committee. Parents/guardians will be informed, and an investigation and hearing will be conducted.

DISCIPLINE FOR HONOR CODE VIOLATIONS

Following the deliberations of the Honor Committee, the committee Chairperson will communicate the recommended disciplinary action to the Dean of Students. Final appeal of any Honor

Committee determination rests with the Principal. If, as a result of an appeal, the Principal upholds or imposes the sanction of expulsion, the parent may request a review by the Superintendent of the Division of Catholic Schools.

NOTE: A student has the right to waive an appearance before the Honor Committee and instead accept a consequence determined directly by the Dean of Students.

Honor code violations may affect NHS membership and result in other repercussions. Seniors with honor code violations may be required to report the violation on college applications or to admission offices of colleges where they have applied or been accepted.

ARCHDIOCESE OF BALTIMORE / ST. MARIA GORETTI HIGH STUDENT HARASSMENT POLICY

Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Harassment in the State of Maryland is a crime and can become a police matter.

Definitions:

As used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities or performance, or with a student’s physical or psychological well-being and is: motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or threatening or seriously intimidating; and, occurs on school property, at a school activity or event, or on a school bus; or, substantially disrupts the orderly operation of a school.

The expanded policy statement and reporting documents are available on the Archdiocesan and school websites.

In addition to threats made online, written or verbal threats, against St. Maria Goretti High School, students, faculty, staff, or any other persons, whether associated with the school or not, will not be tolerated.

Violation of this policy is subject to severe disciplinary measures and may result in notification of local law enforcement. In addition, a student who is found in violation of this policy may be required to provide written documentation from a licensed and/or certified mental health professional that he/she is not at risk of harming himself/herself or any member of the school community before he/she may resume attendance.

Compliance Coordinator

The Principal of each Archdiocesan school shall coordinate compliance with this Policy, including investigation of complaints. The Principal of Saint Maria Goretti High School is:

Mrs. Bridget Bartholomew
301-739-4266 ext. 124
bbartholomew@goretti.org

Dissemination

A copy of this Policy will be included in all student/parent

handbooks and given to parents who are new to the school.

DRUG AND ALCOHOL POLICY

Possession, distribution, use, or being under the influence of alcohol on or about the school property or at any school-sponsored event will not be tolerated. An alcohol policy violator will be subject to disciplinary action. That action may include expulsion, even for a first time offense.

Possession, distribution, use, or being under the influence of illegal drugs on or about the school or at any school-sponsored event will not be tolerated. Illegal drug violators will be subject to disciplinary action and may be expelled for a first – time offense, and will be reported to the authorities.

The school reserves the right to conduct a reasonable search of any student's belongings, including but not limited to his/her backpack, gym bag, locker and/or car, when there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating the law or school rules. The school reserves the right to mandate that students be tested for drugs and alcohol, either at school or by other authorized persons. It further reserves the right to impose disciplinary sanctions if parent(s)/guardians do not agree to such tests. A failed test would be considered a serious violation of the School's Discipline Policy.

DISCIPLINE

DISCIPLINE POLICY

The discipline policy of St. Maria Goretti High School is intended to foster an atmosphere of respect for Christian values and respect for the individual person. The discipline policy is established to create an atmosphere that is conducive for learning in a safe environment, where each student has the opportunity to grow intellectually, spiritually, morally and physically. The discipline policy seeks to foster good relations between students, faculty, and administration.

Every rule at Goretti may be summarized in a single word:
RESPECT.

- Respect for God and the Church

- Respect for family
- Respect for authority
- Respect for the school community
- Respect for one's self

It is expected that Gorette students will act and speak, using appropriate language and behavior at all times, on or off school property, so that they may reflect positively on the image of our school.

If a student is involved in activities that would tarnish the Gorette reputation either by commission or omission, the student will be held accountable, even if the incident occurs outside the school grounds or school day.

Any out-of-school conduct that violates school rules may make a student liable for disciplinary action. This includes conduct that is verbal, physical, written, graphic, or electronic. Inappropriate postings on internet sites, such as Twitter or Instagram, will make a student liable for disciplinary action. Similarly, anti-school messages or illegal use of school logos, etc., posted on the internet or elsewhere, will make a student liable for disciplinary action.

DISCIPLINARY MEASURES

Some of the disciplinary measures utilized by the school are outlined and illustrated as follows:

1. **WARNING** A reminder to follow school policies/procedures.
2. **DEMERITS** Demerits can be given at the teacher's discretion for minor infractions of the discipline code and are cumulative by the semester. The accumulation of three demerits results in a general detention. Examples for demerits include (but are not limited to) minor dress code violations (excluding Mass day violations), tardiness to class, gum chewing, littering.
3. **TEACHER DETENTION** Matters of classroom discipline and management remain the responsibility of the individual teacher. Students may be required to remain after school for habitually incomplete work or inappropriate behavior.
4. **GENERAL DETENTION** Any teacher or staff member may assign a general detention, and the student will receive written notice of the infraction. The student is responsible for notifying the parent when detention is assigned. Examples for detentions include

(but are not limited to) disobedience, any uniform violations on a Mass day, class disruption, horseplay, and eating in class.

A student who receives a general detention for an infraction of school rules must serve that general detention on the next scheduled date. **General detentions take place on Tuesday and Thursday afternoons from 3:00 to 3:30 P.M.** At the discretion of the Dean of Students, an alternate date for serving general detention may be arranged. However, this arrangement must be initiated by the student and made by the morning of the day of the regularly scheduled general detention. Failure to make these arrangements and failure to appear at a scheduled general detention will result in further disciplinary action, which may include an additional general detention or a Saturday detention. Students who fail to report to a Saturday detention will be given a one-day, in-school suspension, and a parent conference will be held.

Athletic practices and after-school cocurricular activities do not excuse a student from serving a general detention. A student who receives three or more general detentions in a quarter or six in a semester will be reviewed for further disciplinary action.

5. **SATURDAY DETENTION** Saturday detentions are scheduled as needed throughout the school year. A student who has received a Saturday detention must report to school with a parent by 8:00 a.m. The student must be signed into the detention by a parent. Saturday detention concludes at noon. Failure to report to an assigned Saturday detention will result in an in-school suspension, and a parent conference will be held. This suspension will be noted on a student's permanent record.
6. **SUSPENSION** Suspension is a serious penalty imposed for major violations of school policies and rules. For this reason, it is common for colleges to require applicants to report any suspensions. Suspensions may be served in or out of school, as designated by the Dean of Students. The length of the suspension will be determined by the severity of the violation. Some offenses which may merit suspension include: fighting, cutting class or school, disrespectful behavior toward other students, teachers or staff.

It is common for colleges to require applicants to report disciplinary suspensions. If a student is suspended after having applied to or having been accepted by a college or colleges, the school may require the student to notify the college(s) of the

suspension.

7. **SOCIAL PROBATION** Social probation may be issued in addition to a suspension when deemed warranted by the Principal and/or Dean of Students. Social probation prohibits a student from participating in cocurricular activities. Social probation may be issued for up to three days for a single (one-day) suspension or a week for students who have had repeated suspensions.
8. **DISCIPLINARY COMMITTEE** The Principal may instruct the Dean of Students to convene the Disciplinary Committee to examine the circumstances of a particular incident or the discipline history of a student. The committee will consist of the Dean of Students and three faculty members. The student(s) involved, with parents present, will appear before the Committee and will be permitted to make statements or ask questions relevant to the circumstances of the incident. The Dean of Students will report the Committee's recommendation to the Principal.

The Disciplinary Committee may recommend to the Dean of Students, without limitation, any disciplinary sanction, including:

- Expulsion
- Probation
- Restitution for damaged property
- Loss of privileges, such as (but not restricted to) prohibiting a student from attending school activities, such as athletic events and dances.

The Dean of Students has the authority to accept, modify, or reject the recommendation of the Disciplinary Committee. Any appeals for the discipline to be imposed may be directed to the Principal for consideration in writing within 48 hours of the completion of the disciplinary hearing. The Principal's decision in this matter is final. The parent/guardian may request a review by the Superintendent of the Department of Schools of the Archdiocese of Baltimore. (See Review of Expulsion)

9. **DISCIPLINARY PROBATION** Students may be placed on disciplinary probation if their conduct has placed them in danger of expulsion. Probation is a student's final chance to alter his/her pattern of behavior. The Dean of Students determines the length and terms of probation. A student on disciplinary probation may be ineligible to participate in cocurricular activities, receive any awards, or run for or serve in an elected position.

10. **EXPULSION POLICY** The Principal has the authority to expel from St. Maria Goretti High School any student who commits an intolerable act of misconduct or who has manifested a persistent unwillingness to abide by the rules and discipline code of the school. Students who are expelled are ineligible for any academic credit for the current term, and no refund (whole or partial) will be made for any tuition paid. The grounds of Saint Maria Goretti High School are off limits to any student who is expelled.
11. **REVIEW OF EXPULSION** A parent may request that the decision to expel a student be reviewed by the Superintendent of the Department of Catholic Schools of the Archdiocese of Baltimore. The review must be requested within five (5) days of written notification of the Principal's decision and should be limited to the issue of whether the school followed the disciplinary procedures as outlined in this handbook.
12. **ANNUAL EVALUATION OF DISCIPLINE RECORDS** At the conclusion of each academic year the discipline records of students will be reviewed by an Administrative Committee. If, in the judgment of the Committee, the behavior of the student does not conform to the standards set by St. Maria Goretti High School, the Committee may recommend to the Dean of Students that the student be placed on disciplinary probation or expelled.

DISCIPLINE CODE VIOLATIONS

Any behavior or action that the Principal deems inappropriate to the school environment subsequently may be forbidden. Examples of behaviors considered to be serious violations of the school's discipline policy include, but are not limited to:

- Inappropriate conduct and behavior in Church
- Disrespect, profanity
- Unsanctioned use of electronic devices during the school day
- Cutting classes
- Truancy
- Stealing
- Vandalism
- Participation in a 'senior prank'
- Initiating a false alarm
- Reckless driving /parking lot violations
- Fighting
- Physical or verbal attacks (harassment/bullying)

- Smoking on campus
- Alcohol/drug use

Students may be automatically suspended for behaviors such as fighting, leaving school grounds without permission, cutting classes, or smoking.

WEAPONS POLICY

In accordance with the Archdiocese of Baltimore Department of Schools policy, a student in possession of or carrying a dangerous or deadly weapon on school property or to school-related activities immediately will be removed from classes and/or school-sponsored activities. Parents/guardians and local law enforcement will be contacted. A student who violates the weapons policy is subject to immediate expulsion from St. Maria Goretti High School.

Any type of disciplinary violation is subject to disciplinary measures and, when appropriate, may result in notification of local law enforcement.

NOTE: In all matters involving St. Maria Goretti High School students, the judgment of the Principal regarding a student's continuance at the school is final. The Principal is guided not only by his/her concern for the individual but also by a responsibility to the school community.

STUDENT SERVICES

FOOD SERVICE

Students may purchase breakfast or lunch items daily from the cafeteria. Any food brought from home is to be for the individual student's consumption only. No food is to be delivered.

Students are expected to be well mannered and remain in the cafeteria or in the courtyard area when eating, and students are expected to clean up after themselves when they have finished eating. All students are scheduled for cafeteria cleanup duty during the year.

Academic classes are in session during lunch periods. Students

are not allowed in the hallways, nor may they go to their lockers during their lunch period. Students may use the restrooms on the first floor only; they are not permitted to loiter. A classroom may be designated for supervised, quiet study during each lunch period.

Eating in hallways, entryways, or stairwells is prohibited. Eating in classrooms is prohibited unless sanctioned by the Administration and only for a special circumstance. Water is the only beverage students may carry during school hours. Students' water bottles must be colorless plastic and may hold no more than 24 fluid ounces.

GUIDANCE DEPARTMENT SERVICES

St. Maria Goretti High School offers guidance services for all grade levels. College planning and academic counseling are available. Career exploration and college placement are integrated into the academic year.

GYMNASIUM/ WEIGHT ROOM

Students may only be in the gym or weight room in the presence of a supervising adult. Athletes must be under the supervision of a staff member or coach.

IDENTIFICATION (ID)

Each student is issued a picture ID early in the school year. This ID is to be carried by the student at all times.

LOCKERS

Lockers are provided by the school. Students must use only the locker that they are assigned. Lockers must be kept locked at all times. Lockers are subject to inspection at any time by school officials. **The school cannot be held liable for the damage/loss of personal property from unlocked lockers.**

LOST AND FOUND

The Lost and Found is located in the Main Office. It is advisable that students have their names on their belongings. It is not

the responsibility of the office to notify students to claim lost articles. Items left in the Lost and Found at the end of the school year become the property of the school.

HONOR SOCIETIES

NATIONAL HONOR SOCIETY

- Enrollment in NHS is based upon academic standing, leadership, character, and service as stated by the national organization and the Monsignor Leary Chapter's standards. Detailed information regarding these criteria is posted online at <http://goretti.org/>.
- NHS members are expected to maintain the high standards which allowed them to be selected to this organization.
- There are annual dues for membership.

NHS NOMINATION:

- During the Fall semester, a list is compiled of those students in both junior and senior year who earned a cumulative grade point average of 3.7 or above for the period the student has attended Goretti.
- Potential candidates must carry at least two Honors level courses for junior and (if applicable) senior year.
- Inducted members are expected to maintain a weighted GPA of 3.7 and carry at least two Honors courses each semester for both their junior and senior years.

NHS SELECTION PROCESS:

- Eligible students notified of candidacy by faculty advisor.
- Candidate packets distributed to eligible students.
- List of potential candidates given to Dean of Students.
- Dean of Students meets with any students with disciplinary records and informs parents of the content of these conversations.
- Eligible students complete and submit candidate packets.
- Faculty feedback regarding candidates is solicited.
- Dean of Students confers with faculty advisor regarding disciplinary infractions that may impact candidacy of individual students.
- Faculty committee meets to review candidate packets and select new members.

- Faculty advisor submits list of selected candidates to Principal for approval.
- Faculty advisor submits draft(s) of non-selection letter(s) to Principal for approval.
- Faculty advisor meets individually with candidates to inform them of selection or non-selection.
- New members are inducted at official induction ceremony during the Fall semester.

Candidates may choose to withdraw from the nomination process. Any candidates who fail to meet established deadlines are automatically dropped from consideration.

Students can be enrolled in junior or senior year. Transfer students who already have been inducted into NHS at their previous school will have their membership transferred to the Monsignor Leary Chapter of NHS. Transfer members will be required to meet the academic requirements of the Monsignor Leary Chapter. Eleventh- and twelfth-grade transfer students can be considered after one semester at Goretti and recommendations from previous teachers.

ART HONOR SOCIETY

To be eligible for the National Art Honor Society, the student must have a minimum of one semester in art and maintain a 3.7 average. The student must also serve 10 hours a semester in art-related service work for the school.

SPANISH/FRENCH HONOR SOCIETY

Students must have a 3.7 average after two years of study in either Spanish or French. Students are eligible for honor society membership in their junior year.

THESPIAN HONOR SOCIETY

The Goretti Thespian Troupe is an honor society for students involved in drama and theater activities, including the Goretti Drama Club. Students are eligible for induction after 10th grade. The Troupe is a member of the International Thespian Society and the Educational Theater Association.

STUDENT ORGANIZATIONS & ACTIVITIES

Goretti encourages the active participation of students in cocurricular organizations outside of the classroom, beginning in freshman year. Some of the many activities and organizations include:

Student Government	Rotary Interact Club
International Club	Varsity Club
Yearbook	Ski Club
Green Club	Drama Club

STUDENT GOVERNMENT

- Students are eligible to run for student government in accordance with the student constitution. Once elected to office, students are expected to represent the school and its students pursuant to that constitution.
- No student may hold more than two elected offices per school year in school-sponsored cocurricular activities.

DANCE POLICY AND REGULATIONS

One of the school's objectives is to provide cocurricular experiences that foster spiritual, intellectual, physical, and social development. Dances are an important part of that experience. As a Catholic school, we also maintain a code of conduct that creates an atmosphere of high moral standards, self-discipline, respect for self, and respect for others.

Rules for appropriate dancing will be enforced. While we are aware of current dance trends, the decision as to what is acceptable and what is not lies with the chaperones. Guests are welcome, but they must understand that they are also subject to the code of conduct of the school. St. Maria Goretti students are responsible for the behavior of their guests. Students who persist in violating dance policies may be removed from the dance without a refund of their ticket fee.

Additional dance regulations:

1. All Goretti students are welcome and encouraged to come to dances.

2. Students with non-Goretti guests will present their guest with the guest's photo I.D. when purchasing the ticket at the dance.
3. Dress codes will be published prior to all dances. The minimum standard will be the school policy for out-of-uniform days.
Please note: The Formal Dress guidelines published on the school website are applicable to Prom, Homecoming, and any other formal or semi-formal events.
4. No high heels will be allowed to be worn on the gym floor. (High heels will be allowed in the foyer of the gym.)
5. When a student leaves the dance, reentry **WILL NOT** be permitted.
6. No loitering in the parking lot before, during or after the dance.
7. Students at any dance (including Prom) or school event who are suspected of possession or use of tobacco, alcohol and/or drugs will be dealt with in accordance with student handbook policies. Students will be remanded to the custody of parents, and local law enforcement will be notified if alcohol or drugs are suspected.
Note: Use of a breathalyzer will be a practice at all school functions.
9. No outside food or beverage will be allowed.
10. No gum will be allowed in the gym.
11. All food and beverages provided at the dance must stay in the foyer of the gym.

ATHLETICS

PHILOSOPHY

Athletics are a vital part of student life at Goretti. As an extension of the academic classroom and traditional school day, many valuable lessons are learned through athletic participation. The objective of athletics is to foster an environment where young people reach their fullest potential intellectually, emotionally, and physically. Goretti encourages students to vary their athletic experiences in order to enhance the diversity of learning. Goretti athletics are dedicated to teaching the principles of participation, excellence, discipline, loyalty, self-confidence, dealing with success and failure, respect for authority, and getting along with others.

Good sportsmanship, displayed by participants and fans alike, is highly valued and an expectation at Goretti. The manner in which teams win or lose reflects the values the school holds most closely.

Goretti offers the following sports:

Boys:	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
	Cross Country	Basketball	Baseball

	Golf Soccer	Swimming	Lacrosse Tennis Track & Field
Girls:	Cross Country Golf Soccer Volleyball	Basketball Swimming	Lacrosse Tennis Track & Field

PHYSICIAN’S HEALTH FORM

Each student must undergo a physical performed by a physician or qualified practitioner prior to participating in a sport, including practice. Students who do not have this form returned to the school will not be allowed to participate in practices or games.

ATHLETIC DISMISSAL TIMES

Members and managers of teams may have early dismissal times for away games and some home games. The dismissal time will be determined by the Athletic Director and communicated to the school office. Students are NOT allowed to leave class prior to the established dismissal time. Students are responsible for any course work (homework or in-class assignments) missed because of an early dismissal.

GENERAL PARTICIPATION GUIDELINES

Player participation is determined by the head coach. Varsity letters are awarded based on the head coach’s discretion. Please refer to page 19 for the participation policy following a late arrival to school. Please refer to page 28 for the academic eligibility policy.

UNIFORM GUIDELINES

UNIFORM INFORMATION FOR ALL STUDENTS

Please read and become thoroughly familiar with our dress code rules and regulations. The following guidelines are not intended to be an exhaustive list of uniform requirements, but should serve as

examples. If in doubt, please consult the Dean of Students or any member of the faculty. **The Dean of Students has the final decision in all dress-code related issues.**

UNIFORM CODE

Flynn and O'Hara is the sole agency for uniform purchases. They can be reached at <http://www.flynnohara.com> or at **1- 800-441-4122**.

Students will be expected to know when the liturgy/Mass days are scheduled and dress appropriately for the entire day.

Students are expected to arrive at school in proper and complete **uniform** and remain appropriately dressed for the entire school day.

- All students are to wear the proper type of shirt. Any tee shirts worn underneath must be plain white, without print or slogans. The oxford shirt must be of plain oxford cloth, white or light blue, with a button down collar and may not have excessive wrinkles. The polo must be navy, with the Goretti crest. Shirts may not be bloused. Belts/waistbands must be clearly visible when standing.
- All dress slacks must have belt loops, and a belt must be worn at all times. Pant legs may not rest on the floor, may not be slit, frayed, cut-off, or patched, and pants must be worn above the hips.
- No “layered” pants may be worn under the uniform skirt, i.e. pajamas, sweats, etc.
- No “layered” shirts may be worn where a long-sleeved shirt shows under a short-sleeved shirt.
- No undergarments may be visible outside the clothes at any time, including out-of-uniform days.
- Socks and appropriate footwear must be worn at all times. Flip flops, slip-on shoes, or other unsecured footwear are not permitted at any time, including all out-of-uniform days.
- Students may not write on any part of their uniform, including the shoes.
- Students may not write on any part of their skin or allow others to write on them.

GIRLS' UNIFORM

GENERAL INFORMATION

- Excessive and/or inappropriate make up and jewelry, including nose jewelry (may not be covered with a band-aid) and tongue studs, may not be worn.
- Extreme or unusual hair color, hairstyles (e.g. dreadlocks), or hair accessories are not permitted.
- Students may not have visible tattoos.
- Only Goretti-approved sweaters and blazers may be worn with the uniform.
- Girls may not roll the waistband of their skirts; skirts must be properly fitted and worn fully zipped.
Please note: Girls who persist in violating the dress code regarding skirt length will be required to wear the girls' uniform pants instead.
- Outerwear, such as coats and parkas, must be left in the student locker at the beginning of the school day
- Any changes in the uniform code due to inclement weather will be made and announced by the Dean of Students.

Mass Uniform (worn on all Mass and liturgy days)

- Shirt—white Oxford dress, short or long sleeve
- Skirt—solid gray kilt, worn no higher than the top of the knee
- Socks—navy knee-hi or navy tights
- Shoes—Bass “Dirty Buck” school shoe

OPTIONAL—

Blazer—navy blue, no emblem

Sweater—navy V-neck, cardigan, or vest w/Goretti crest

No other outerwear is permitted in Church

Summer uniform (worn from first day of school—October 31; April 1—last day of school year)

- Shirt—navy banded bottom polo w/Goretti crest
or
navy performance polo w/Goretti crest (must be worn tucked into skirt, shorts, or pants)
- Skirt—solid gray or plaid kilt, worn no higher than the top of the knee
- Shorts—khaki walking shorts
- Pants—khaki slacks
- Belt—plain brown or black leather dress belt, must be worn with pants or shorts

- Socks—(must be worn) white or black athletic, easily visible
- Shoes—
With skirts or shorts, either solid white or black low-cut sneakers—must be laced and tied (no slip-on shoes)
With pants, Bass “Dirty Buck” school shoes with socks

Winter uniform (worn from November 1—March 31)

- Shirts—Oxford dress, white or powder blue, short or long sleeve (long sleeves may not be rolled)
- Skirt —solid gray or plaid kilt, worn no higher than the top of the knee.
- Pants—khaki slacks
- Belt—plain brown or black leather dress belt must be worn with pants
- Socks—(must be worn)
 With the skirt: solid navy knee-hi (no logos) or solid navy opaque tights.
 With the slacks: solid navy, black, or brown socks.
- Shoes—Bass “Dirty Buck” school shoe.
 - Girls may wear shoelaces of their choosing.

OPTIONAL—

Blazer—navy blue, no emblem
 Sweater—navy V-neck, cardigan, or vest w/Goretto crest
 Official Goretto uniform sweatshirt
 Goretto microfleece zip jacket

PHYSICAL EDUCATION UNIFORM

- Athletic shorts, sneakers, T-shirt
- No inappropriate writing or pictures allowed on clothing

BOYS’ UNIFORM

GENERAL INFORMATION

- Hair length must be above the collar at all times and appropriately styled. Hair must be cut above and around the ears, and there must be a minimum of space the width of the student’s finger between the eyebrows and the hair.
- Extreme or inappropriate hair colors/styles (e.g., mohawks, dreadlocks) are not permitted.
- Boys must be clean shaven, and sideburns may not be longer than the bottom of the ear.

- Pants are to be worn above the hips and are to be properly sized. A belt must be worn.
- Nose jewelry, earrings of any type, tongue studs, etc., are not permitted.
- Students may not have visible tattoos.
- Only Goretti-approved sweaters and navy blazers may be worn with the uniform.
- Outerwear, such as coats and parkas, must be placed in student lockers at the beginning of the school day.
- No hats, headbands, or hairbands are permitted.
- Any changes in the uniform code due to inclement weather will be made and announced by the Dean of Students.

Mass uniform (worn on all Mass and liturgy days)

- Shirt—white Oxford dress, short or long sleeve
 - Pants—khaki slacks
 - Belt—plain brown or black leather dress belt—must be worn
 - Tie—Goretti Mass tie (tied correctly, extending to waist)
 - Socks—(must be worn) navy, black, or brown dress socks
 - Shoes—Bass “Dirty Buck” school shoe
- OPTIONAL—
- Blazer—navy blue, no emblem
 - Sweater—navy V-neck, cardigan, or vest w/Goretti crest
- No other outerwear is permitted in Church.

Summer uniform (worn from first day of school—October 31;
April 1—last day of school year)

- Shirt—navy polo with Goretti crest (short or long sleeve)
or navy performance polo w/Goretti crest
Polos must be worn tucked into shorts or pants.
- Shorts—khaki walking shorts
- Pants—khaki slacks
- Belt—plain brown or black leather dress belt—must be worn
- Socks—(must be worn) white, or black athletic, easily visible
- Shoes—
With shorts, either solid white or black low-cut sneakers—must be laced and tied
(no slip-on shoes)
With pants, Bass “Dirty Buck” school shoes with socks

Winter uniform (worn from November 1—March 31)

- Shirt—Oxford dress, white or powder blue—short or long sleeve (long sleeves may not be rolled)
 - Pants—khaki slacks
 - Belt—plain brown or black leather dress belt—must be worn
 - Tie—Goretto Mass tie or any four-in-hand tie of tasteful design (tied correctly, extending to waist). Bow ties are not permitted.
 - Socks—(must be worn) navy, black, or brown dress socks
 - Shoes—Bass “Dirty Buck” school shoe
- OPTIONAL—
- Blazer—navy blue, no emblem
 - Sweater—navy V-neck, cardigan, or vest w/Goretto crest
 - Goretto uniform sweatshirt—crewneck
 - Goretto microfleece zip jacket

PHYSICAL EDUCATION UNIFORM

- Athletic shorts, sneakers, T-shirt
- No inappropriate writing or pictures allowed on clothing

TAG DAYS

Tag Days are held at various times throughout the school year to raise money for various charities and school events. Students who contribute are rewarded by having an ‘out-of-uniform’ day. However, **the following items are not permitted:** Tee shirts with inappropriate writing or graphics, tank tops, halter tops, bare midriffs, spandex (shorts or pants), cut-offs, baggy pants, sleeveless shirts, or any other revealing or inappropriate clothing items. Shorts may be worn during summer uniform months but may be no higher than the uniform walking shorts. If in doubt about the appropriateness of your dress, refer to the “Uniform Code” and “General Information” sections for all students. Flip-flops or other unsecured shoes are not permitted as footwear.

On Tag Days, students must follow “basic” uniform rules, i.e., boys must be clean shaven and not wear earrings; all students must wear socks. Jeans may be worn, but may not be ripped, torn, frayed, or patched – even if purchased in that condition.

If a student forgets to dress out-of-uniform on a tag day, regardless of whether or not a donation was made, that student must remain in full uniform for the entire school day.

Students who do not pay for Tag Day but have come to school out of uniform must make every effort to pay the fee immediately upon

arrival at school. Failure to do so represents an Honor Code violation.

Students who are not appropriately attired on any out-of-uniform day will be given alternate clothing to wear (e.g., school polo and/or pants/skirt).

SPIRIT DAYS

On days when students are permitted to be out of uniform for a specified reason, students must adhere to the specifications of the day in order to be acceptably dressed. The school uniform is always acceptable school attire.

SENIOR PRIVILEGES

Seniors, at the discretion of the Principal, may be eligible for privileges following a meeting between the administration and the senior class president. These privileges will be presented in writing to the seniors. Senior privileges may be invoked and revoked at the discretion of the Principal and Dean of Students.

All graduating seniors are required to attend the Alumni Luncheon, Senior Farewell Mass and Awards Ceremony, Baccalaureate Mass, Commencement, and all rehearsals. Seniors will be notified of the expectations for their attire at these events.

RIGHT TO AMEND HANDBOOK NOTICE

St. Maria Goretti High School reserves the right to make amendments to the handbook at any time. Students and parents will be notified of any changes in policy. This Student/Parent handbook is not intended to be all-inclusive regarding the school's operation.

ST. MARIA GORETTI HIGH SCHOOL' SCHOOL SONG'

St. Maria Goretti High School	Marching ever beneath your
Proudly ever we cheer thy	banner
name	Sons and daughters will ever
Bearing ever your torch of	strive
wisdom	To be worthy of you forever
Landing ever your noble fame	St. Maria Goretti High

Hail to Thee, our Alma Mater
We salute Thee one and all
Guide us ever mighty patron
Lest in darkness we should fall

Time can never dim your glory
Loyal always we will be
Ever proud to tell your story
Alma Mater, S.M.G.