

MISSION STATEMENT

St. Mary's High School and St. Mary's Elementary School is committed through their teachings to:

- † Integrating the values, virtues, truths and traditions of the Catholic faith into the lives of our students;
- † Celebrating the uniqueness of each individual by educating the whole person – spiritually, intellectually, emotionally, psychologically, socially, and physically in the preparation for a positive productive future;
- † Fostering in our students the abilities to think critically, to analyze and to challenge;
- † Providing an atmosphere which engenders respect for racial and cultural diversity and instills social responsibility;
- † Imparting an excitement for learning through a skilled, dedicated faculty and administration.

HISTORY

St. Mary's High School was founded in 1949 and first staffed by the Sisters, Servants of the Immaculate Heart of Mary and Diocesan priests. The first classes were held in the parish elementary school on Northern Boulevard. The following year, 150 boys and girls moved into the new high school building on Second Street; that year the Marist Brothers arrived. Mother M. Annette was Principal of the Girls' Division and Brother Nicholas Mary was Principal of the Boys' Division.

In 1957, as the enrollment increased, Msgr. John Sharp, the pastor, expanded the school facilities, establishing a school for girls in the Second Street building and one for boys on Clapham Avenue.

During Msgr. John Wiest's years as pastor, extensive building renovations took place in both buildings, culminating in the acquisition of property and the construction of a track and athletic field located off Clapham Avenue.

Under the leadership of Msgr. John Skelly, St. Mary's returned to its original coeducational set-up, utilizing the entire high school complex.

PHILOSOPHY

St. Mary's High School is a Roman Catholic college preparatory school which serves a diverse student body of young men and women. St. Mary's fosters respect within its community by celebrating the uniqueness of each person. St. Mary's provides a nurturing environment in which students are encouraged to develop their spiritual, academic, emotional, social, aesthetic, and physical potential. Staffed by dedicated religious and lay professionals, and supported by parishioners, parents and alumni, St. Mary's aspires to continue its tradition of academic excellence, friendship, service, responsibility, and citizenship in the twenty-first century.

ACCREDITATION

St. Mary's is a parish school owned and operated by St. Mary's Parish in Manhasset which is within the Diocese of Rockville Centre. It is chartered and registered by the Board of Regents of the University of the State of New York and by the State Education Department. St. Mary's is accredited by the Middle States Association of Colleges and Schools. It is also a member of the College Entrance Examination Board, the National Catholic Education Association and the National Association of Secondary School Principals.

CAMPUS

The campus of St. Mary's is located off Northern Boulevard on Clapham Avenue and Second Street in Manhasset. The high school facilities provide its students with the use of 42 classrooms, biology, chemistry and physics laboratories, four computer rooms, a library, two cafeterias, two gymnasiums each with locker room facilities, two art studios, an auditorium, a universal gym, a soccer/lacrosse athletic field and an all-weather track. The parish has made its church available for all school liturgies and prayer services.

ADMISSIONS/APPLICATION PROCEDURES:

Young men and women in the eighth grade who are interested in the offerings of St. Mary's and in pursuing a college preparatory course of study are encouraged to apply to St. Mary's.

THE ENTRANCE EXAM:

Students residing in the Diocese of Rockville Centre must register for and take THE CATHOLIC HIGH SCHOOL ENTRANCE EXAM (CHSEE). Students residing in Queens (the Diocese of Brooklyn) must register and take the TEST for ADMISSION to CATHOLIC HIGH SCHOOLS (TACHS Exam.) Exam application forms may be obtained throughout September and early October from Catholic elementary schools or local parish offices.

The CATHOLIC HIGH SCHOOL ENTRANCE EXAM and the TACHS EXAM are both administered at testing sites throughout each Diocese during the months of October and/or November, with a make-up exam given a week after. For more information, call St. Mary's at (516) 627-2711.

TRANSFER ADMISSIONS:

Under special circumstances, St. Mary's does accept transfer admissions. Parents of students who wish to be considered as candidates for transfer admission should contact the Assistant Principal at (516) 627-2711.

OPEN HOUSE:

Prospective students and their parents are invited to visit St. Mary's at our OPEN HOUSE on Sunday, September 25, 2011. If you miss the OPEN HOUSE and would like to speak to someone about St. Mary's, please call the Director of Recruitment at (516) 627-2711 ext. 1120.

EXTRACURRICULAR & ATHLETIC PROGRAMS:

As part of St. Mary's overall plan for developing the whole person, athletics and extra-curricular activities form an integral part of school life. We encourage every student to participate fully in all school offerings.

ATHLETIC PROGRAMS:

St. Mary's offers the following interscholastic sports programs:

BOYS:

Baseball
Basketball
Bowling
Cross country
Golf
Ice hockey
Lacrosse
Soccer
Swimming
Track and field

GIRLS:

Basketball
Bowling
Cross country
Golf
Lacrosse
Soccer
Softball
Swimming
Tennis
Track and field
Volleyball

EXTRACURRICULAR PROGRAMS:

Extracurricular clubs and activities include the following:

Art	Athletes Helping Athletes
Band	Bible
Campus Ministry	Cheerleading
Chess	Computer/Networking
Drama	Environmental Awareness
Gael	Italian
Literary Magazine	Magnificat
Mock Trial	Music
Project Rebuild	Retreat Leaders
Science Olympiad	Senior Ambassadors
Spanish	Sports Night
Student Council	Tae Kwon Do
National Honor Society	Scholar-Service Institute

Clubs vary from year to year depending on interest.

GUIDANCE PROGRAM:

The Guidance Department works with the students to assist them in self-understanding, as well as in understanding their relationship with their peers, and in achieving a greater sense of their social responsibility. The Peer Group Program utilizes the experience of senior students, who, under supervision of the Guidance staff, work with freshmen students in their personal, spiritual, and relational development. As a College Preparatory High School, the counselors work with the students on making decisions that best help them get into college. Beginning in freshmen year, students are encouraged to focus on their preparation for the SAT's. The PSAT's are given to both sophomores and juniors to identify areas that need improvement. The college search and application process are the main focus of junior and senior years. Students are encouraged to use the Naviance Program, an internet-based program designed for college searches, career searches as well as an interest inventory to identify areas of career interest. In the spring of junior year the counselors set up individual meetings with juniors and parents/guardians to discuss the entire college process. The department also hosts a College Fair and a Financial Aid Evening as part of the college process. The department has a well-established reputation for its depth and experience.

INCOMING FRESHMEN CAMP:

For some, the transition from the familiar atmosphere of the local grammar school to that of a larger high school is not always easy. For many past and present St. Mary's students, however, the change has been both memorable and enjoyable.

A five-day Orientation Camp for incoming freshmen is one reason many of our freshmen make the adjustment to high school so quickly. Each year, faculty and upperclassmen introduce the incoming freshmen to St. Mary's at the Camp Marist in Effingham, New Hampshire.

The Orientation Camp is owned and operated by the Marist Brothers. The 300 acres of property are nestled in the foothills of the White Mountains and on the shores of Lake Ossipee. Our freshmen have the opportunity to meet and get to know the faculty, student leaders and their fellow classmates. At the same time, they enjoy the eight tennis courts, basketball and volleyball courts, riding stable, archery range, floor hockey, water skiing, sailing and other camping opportunities which are provided.

Registration for the Orientation Camp takes place the day eighth grade boys and girls register to attend St. Mary's.

ACADEMICS

THE PROGRAM OF STUDIES:

The program of studies at St. Mary's is designed to provide each student with a sound, college preparatory education. The emphasis is on fundamentals. As a result, most courses for the first two or three years are required. Within the framework of this basic curriculum, St. Mary's recognizes individual differences by providing a range of levels for many courses. In addition, juniors and seniors can select a variety of electives geared to their interests and abilities.

Every effort is made to design a program for each student which will be challenging and also one in which he/she will be successful. Depending on the subject, courses may be divided into one, two or three levels:

An Advanced Placement Course (AP) is an accelerated course appropriate to some subjects, which prepares the students to take the AP Examination in this subject, through which students can earn college credit.

An Honors Course (H) is an accelerated course appropriate to some subjects which covers the required curriculum and extra

topics in greater depth and detail than in a regular course. Selection for an honors course is based on the student's past achievement in the content area.

A Regular Course (R) is a course which covers the full curriculum of a subject. For a Regents subject this course will prepare the student to take the Regents Examination. A Non-weighted Course is one, which is not added into the average or rank but does count as credit for graduation.

RELIGIOUS PROGRAMS:

St. Mary's High School is committed to the faith development of our students. This is accomplished through required courses in religious studies throughout their four years and participation in liturgies, prayer experiences, retreats, service programs, and Christian Encounters using the extensive facilities of the Marist Brothers' Retreat Center in upstate Esopus, New York.

MARKING SYSTEM: NUMERIC MARKS:

60 through 100 (Quarter Grades)

PASSING MARK:

The passing mark for a course and a final examination is 70%. In Regents courses, students are required to take the Regents examination. If the student passes the Regents examination for a course in which it is offered as the final examination (grade of 65% or better), he/she passes the course for the academic year. If a student achieves below the grade of 65% on the Regents examination in Living Environment, Integrated Algebra, Global History & Geography, Comprehensive English and/or United States History & Government, then he/she fails the course for the academic year.

ALPHA MARKS:

A, B, C, D, F (Physical Education only).

WEIGHTING:

St. Mary's uses a weighted average method to determine a student's academic average. Students' grades are assigned differing weights (see below) depending on the level of the course taken.

Weighting Multipliers

Regular Course (R): 1.03

Honors Course (H): 1.06

A.P. Course (AP): 1.10

The actual course numeric grade does not change; only the average changes.

ST. MARY'S DIPLOMA REQUIREMENTS

Class of 2012

Minimum - 27 units of credit

Maximum - 30 units of credit

Course Requirements:

Religion	4 units
English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Arts	1 unit (2 - ½ units)
SAT Prep/Tech	½ unit
Health	½ unit
Foreign Language	2 units
Physical Education	2 units (4 - ½ units)

Testing Requirements:

Passing the following Regents exams:

Comprehensive English
Global History & Geography
United States History & Government
Integrated Algebra
One Science Exam

REGENTS DIPLOMA REQUIREMENTS

Regents Diploma* - 22 units of credit

Course Requirements:

English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Arts	1 unit (2 - 1/2 units)
Health	1/2 unit
Language	1 unit
Physical Education	2 units (4 - 1/2 units)
Sequence & Electives	3.5 units

Testing Requirements:

Passing the following Regents exams (with a grade of 65 or above)

Comprehensive English
Global History & Geography
U.S. History & Government
Integrated Algebra
One Science Regents

REGENTS DIPLOMA WITH HONORS*

An average of 90 or above on all Regents exams required for this Diploma

Regents Diploma with Advanced Designation* - 22 units of credit

Course Requirements:

English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Arts	1 unit (2- 1/2 units)
Health	1/2 unit
Language	3 units
Physical Education	2 units (4 - 1/2 units)
Sequence & Electives	1.5 units

Testing Requirements:

Passing the following Regents exams (with a grade of 65 or above)

Comprehensive English
Global History & Geography
U.S. History & Government
Integrated Algebra
Life Science - Living Environment
Foreign Language

Passing the following SED mandated and approved tests:

Geometry,
Algebra 2/Trigonometry
Physical Science (Chemistry, Earth Science, Physics)
Foreign Language (Italian, Spanish)

REGENTS DIPLOMA WITH ADVANCED DESIGNATION WITH HONORS*

An average of 90 or above on all Regents exams required for this diploma.

*In addition to New York State mandated coursework and tests, St. Mary's requires 4 years of Religion, at least two years of a foreign language, and ½ credit of computer skills to graduate.

Senior students must take at least 4 credits of coursework in addition to Religion and Physical Education. Junior students must take at least 5 credits of coursework in addition to Religion and Physical Education.

ACADEMIC GUIDELINES

HOMEWORK:

Regular daily assignments are given to each student in all subjects. Weekly homework assignments are posted on-line via The HomeLogic System or department websites. Additionally, students may receive a weekly homework assignment sheet. Students absent from school have the responsibility of contacting other students for all assignments. If a student is absent for more than three days, his or her parents/guardian should phone the Main Office for assignments. The assignments may be picked up in the Main Office the following day.

ACADEMIC DETENTION:

Homework is vital to academic success. To ensure students complete homework assignments, any 9th, 10th, 11th or 12th grade student missing homework will be assigned Academic Detention the day the homework is missed. Parents/guardians are responsible to arrange for student transportation after Academic Detention which concludes at 4:00 PM. There is no Academic Detention on days when the school is running a shortened schedule. The detention will be served the next full school day.

MAKE-UP WORK:

A parent/guardian should call the school office to request assignments if a student is absent for more than three consecutive school days. For absences less than three days, a student should contact a fellow student for assignments and/or utilize HomeLogic.

If a student is absent for more than five consecutive school days, a doctor's note will be required upon his/her return to school. If a parent/guardian has not contacted the school regarding assignments, an attendance secretary will call the parent/guardian.

It is the student's responsibility to hand in all make-up assignments to the teachers by the designated date. If he/she fails to do so, he/she risks a failing grade for the marking period and teachers will notify the parent/guardian.

A student who receives an Incomplete for a given marking period or a semester exam must complete all work for that marking period or exam within two weeks unless special arrangements have been made with the Administration. A student who fails to do this will receive a failing grade for that marking period.

If a student is absent for more than fifteen consecutive school days, a parent/guardian must contact the student's Guidance Counselor.

REPORT CARDS:

Report Cards are issued four times during the school year; one after each of the first three marking periods given to the students and a fourth which is mailed home to parents after Regents and final examinations in June. Parents/guardians are encouraged to arrange conferences with a teacher when a report card or progress report warrants. Parents/guardians should contact teachers for appointments other than scheduled Parent/Teacher conferences. Please note that parent conferences are scheduled at the end of the first two marking periods. These dates appear on the calendar.

FINAL AND REGENTS EXAMINATIONS:

All students are expected to be present for assigned final and/or Regents exams. A student who is ill for one of these exams must present a doctor's note upon his/her return to school in order to be excused from missing the exam. Teachers of the subject(s) involved will notify the student and parents/guardians regarding make-up of the missed final exam. Students who fail to present a doctor's note will be considered unexcused from the exam and will be subject to failure.

FINAL GRADES:

The permanent record mark, which is the student's final grade in a subject, is determined by taking 90% of the average of all marking periods and adding 10% of the final exam or Regents grade. In those subjects in which there is no final examination or in the event a senior has been exempted from one or both of these examinations, the permanent record mark is the average of the four marking period grades or the average of the two marking periods (semester course). Passing grade is 70%.

REGENTS GRADES:

In those subjects in which a student takes the New York State Regents Examination, the passing mark for the examination is 65%. Any student who earns a passing grade on the Regents Examination when it is administered as a final exam will receive a passing permanent record grade.

SCHOLARSHIPS:

At the end of each marking period, students will be evaluated to confirm that they are in good academic standing in order to maintain their scholarship.

PROBATION:

At the end of Marking Period I, students who fail more than two subjects will be placed on Academic Probation. Subsequent to Marking Period II, probationary students who have not demonstrated improvement will be asked to withdraw from St. Mary's High School. This probation process is repeated for Marking Period II and Marking Period III.

FAILURES:

A student who fails one (1) or two (2) subjects at the end of the year must successfully complete these subjects in summer school before he or she may be readmitted in September. A student who fails three (3) or more subjects at the end of the year will be asked to withdraw from St. Mary's High School. A student who earns less than 60% on a final or Regents exam does not demonstrate state competency and therefore fails the course. A student who fails a competency Regents exam with a grade below 65% will fail the course (See Marking System: Passing Marks, p. 4). A senior who fails any subject must pass the course in an approved program before being granted a diploma.

RANK:

A student's rank in class is determined by the permanent record marks which appear on the final report card.

FIRST HONORS:

First Honors are awarded to each student who has earned a 93% average and who has no grade below 85%.

SECOND HONORS:

Second Honors are awarded to each student who has earned an 85% average and who has no grade below 80%.

NATIONAL HONOR SOCIETY:

Membership in the Saint Thomas More Chapter of the National Honor Society at St. Mary's High School is a privilege extended to sophomores, juniors and seniors who have and continue to maintain a scholastic average of 90%. (A 92% average will be required for the admittance of sophomores.) In addition, students must show evidence of character, service, and leadership.

PROGRESS REPORTS:

Teachers will keep parents/guardians informed of their son's or daughter's progress, especially when the student is doing poorly. Toward the middle of each marking period, progress reports indicating a student's proficiencies and/or deficiencies will be available on the school's HomeLogic page of the internet or department websites. The dates that these reports are available are indicated on the school's calendar. By doing this at the midpoint, there will be sufficient notice to both the parents/guardians and the student to correct a deficiency before the close of the marking period to support improvement and/or to recognize continued good work.

PARENT-TEACHER MEETINGS:

As a further means of reporting progress to parents, there will be a Parent-Teacher Meeting after report card distribution for the first two marking periods. These meetings are designed to involve the parent and teacher more directly in the formal education of the student.

EXEMPTION FROM SCHOOL EXAMINATIONS:

Freshmen, sophomores, and juniors who have maintained a 93% average or above for a year (full-year course) or semester (semester course) in a subject which does not have a Regents Examination at the end of the year may be exempted from a final or semester examination. A teacher may use his/her discretion in not exempting students from a semester or final examination.

Exemptions for seniors who have maintained good academic standing in a semester or full-year course may be granted under the following conditions: 93% average for a year or semester course, teacher approval and Department Chairperson approval.

REGENTS EXAMINATION POLICY:

Regents Examinations are seen as good tests of achievement based on State-wide standards rather than just on local norms. Therefore, all students who are enrolled in Regular or Honors courses will be required to take Regents Examinations in the subjects in which they are available.

ADVANCED COURSES:

These courses are offered to students who wish to pursue college-level studies while still in high school.

St. Mary's offers the following Advanced Placement courses:

Biology	European History
Calculus AB	Italian Language/Culture
Computer Science A	Spanish Language
English Literature	United States History
Environmental Science	World History

In addition, through a cooperative program with St. John's University and Adelphi University, students at St. Mary's can earn college credit for courses in the following:

American Government	English
Calculus	Foreign Language
College Algebra	Psychology
Computer Science	

In order to qualify for such credit, students must fulfill St. John's University or Adelphi University requirements.

PLAGIARISM:

If a student is found to plagiarize any work, they will be subject to academic penalties and/or disciplinary actions.

STUDENT GUIDELINES

The following guidelines were drawn up for the benefit of the students, parents/guardians, and faculty. Please become familiar with all of the rules and regulations.

ATTENDANCE:

Attendance will be taken by the teacher at the beginning of all seven periods and homeroom. Teachers will then send the attendance to the main office of each building. The attendance secretaries will check for absent or missing students from each period. This is New York State Law.

Attendance Regulations:

Students are expected to be in school and on time when school is in session. St. Mary's is mandated by New York State to keep accurate and permanent attendance records for each student including the number of legal absences, trancies, unlawful detentions, tardiness and early dismissals. Attendance records are part of the permanent record of each student.

Legal absence from school is recognized by New York State to include the following: sickness, sickness or death in the family, health treatment, religious observance, impassable roads, and court appearances.

Absence:

When a student is absent, a parent or guardian must phone the attendance office to report the student's absence. A student absent for five or more consecutive days will need a doctor's note to be readmitted to school.

Attendance Calls:

To report a student absent, a parent/guardian must call 516-627-2711 ext. 4 before 9:00 AM each day the student is absent.

When returning to school, the student must:

Submit a note signed by a parent or guardian stating the reason and date(s) of absence BEFORE FIRST PERIOD.

Students must report to the main office for their re-admit pass even if they have forgotten their notes. Failure to report BEFORE FIRST PERIOD or failure to bring in a note the following day will result in school detention being assigned.

If the parents/guardians are going away for a period of time, they should inform the school as to who is responsible for their child during his/her absence and an emergency contact person.

A student may not participate in any after school activity, including athletics, if absent from school. (See Extracurricular Participation)

Early Dismissal:

Whenever possible, medical, dental and similar appointments should be scheduled outside of school hours. When this is impossible, written notification and a phone call from the parent or guardian must be made to the office before 9:00 AM on the day of the early dismissal. No student will be dismissed without both of the above. Students must present the early dismissal note for approval to the Assistant Principal for Students. Early dismissals are not encouraged on the following days: Fridays, school days preceding a vacation or holiday, or on special schedule days.

An early dismissal will be granted for extenuating circumstances. When a student receives an early dismissal for a doctor's appointment, he/she must present evidence of the doctor's visit on the next school day (doctor's letterhead, date, and time of appointment).

Excessive Absence Policy:

Every student must earn credit by participating in classroom work on a daily basis. The “making up” of work is inadequate, insufficient, and not enough to earn the credit needed for the course. If a student accumulates 20 absences over the course of an academic year or 10 during a single semester, for any reason other than school-approved activities or hospitalization, St. Mary’s High School reserves the right to withhold course credit from this student and/or dismissal from St. Mary’s. All absences and latenesses become part of a student’s permanent record, and therefore, may have serious implications for the future. The Deans monitor lateness and absence on a regular basis, and will contact parents/guardians regarding an excessive occurrence of either.

When a student is absent for illegal reasons (vacation, baby sitting, working, etc.) the school may deny make-up work to the student. Students who are out due to legal absences will be required to make-up all work.

LATENESS:

Students who are late for school or any class must obtain a late pass from the main office in order to enter class.

Unexcused lateness must be made up by reporting to an assigned school detention from 7:15 to 7:55 AM or 2:30 to 3:30 PM Monday thru Friday.

Detentions for lateness:

Before 8:30 AM - 1 full detention

After 8:30 AM - 2 full detentions

Excused lateness may be granted upon presentation of a note from a parent/guardian. The Assistant Principal for Students will evaluate reasons for lateness to determine if a student is or is not excused. Failure to submit a note from a parent/guardian will result in the lateness being treated as UNEXCUSED and

the student will be given school detention. Students coming late from a doctor’s appointment, court visit, etc. are required to present a note on letterhead from the office or establishment visited.

Excessive lateness will not be tolerated and may result in additional school detentions being assigned or in the student’s dismissal from school at the end of the year.

Unlawful detention occurs when students are absent with the knowledge and consent, stated or implied, of their parents/guardians for other than legal reasons. Excuses such as visiting, vacationing, being needed at home, working or oversleeping fall under the category of unlawful detention.

Truancy applies to students whose parents expect them to be in school and who do not attend. Students who are truant from school will be re-admitted to classes only when accompanied by a parent/guardian who will confer with the Assistant Principal for Students. A truant student will be required to serve a number of school detentions (possibly a Saturday school detention) for each day missed from school. The number of school detentions will be determined by the Assistant Principal for Students.

All school days are important, including half-day or special schedule days. Some of the special schedule days include the gathering of the school community to celebrate the Liturgy together. Certainly, these periods of prayer and worship are important and part of the school’s mission. The school urges parents/guardians to allow an absence on these days for only the most serious of reasons. Parents, whose child will be out of school due to hospitalization or extended illness for more than three days, should call the main office concerning work that will be missed (see Academic Guidelines: Make-up Work).

COLLEGE VISITS:

Students visiting local colleges are expected to make appointments that will not interfere with their class schedules. If a student needs to visit a college located a significant distance from the school, that student may be excused from classes by obtaining a College Visit Form from the Guidance Office. This form signed by the student's parents/guardians must be presented to the Assistant Principal for Students at least one day prior to the college visit for approval. Once approved, this same form must then be signed by the college officer and presented to the attendance office the morning the student returns to school. Students may be permitted up to three such college visits during the school year.

EXTRACURRICULAR PARTICIPATION:

A student who has been absent from school, or for any significant part (more than two periods), may not participate in or attend any school activities, sports, practices, etc. (at home or away) on that day. Requests for any exception to this rule must be approved by the Assistant Principal for Students.

DRESS CODE

Boys' Dress Code:

- *Uniform blazer
- *Uniform pants -
 - 9 & 10 - Gray
 - 11 & 12 - Khaki
- Uniform shoes:
 - Bass Dark Brown Henry II
 - Bass Weejins Black Loafer
 - All black - low cut sneakers
- White oxford style shirt
- Tie

Girls' Dress Code:

- *Uniform Blazer
- *Uniform skirt or pants
 - 9 & 10 - Gray
 - 11 & 12 - Khaki
- Uniform shoes:
 - Bass Dark Brown Henry II
 - Bass Weejins Black Loafer
 - All black - low cut sneakers
- White oxford style blouse or white turtleneck
- Plain black, navy or gray tights (sheer or designs are not permitted)
- skirts MAY NOT be more than 2 inches above the middle of the knee

DRESS AND GROOMING:

To help realize the laudable objectives of neatness and cleanliness among our students the following dress code has been established: undergarments must be white and have no design or writing.

NOTE:

Skirts which are hemmed more than 2 inches above the middle of the knee and non-uniform pants will result in an immediate suspension.

Shirts and blouses must be properly worn at all times, fully tucked in all around the waist. All buttons on the shirt or blouse front, collar, and sleeves should be properly buttoned. Oversized shirts or blouses are not permitted.

Students who violate the above Dress Code will receive a Dress Code detention. A student who receives three (3) Dress Code detentions will be suspended from school. In order for a suspended student to be re-admitted to school, a meeting of the student and parents/guardians with the Assistant Principal for Students will be required.

Changing styles, as well as individual interpretations, prevent a detailed dress code encompassing every eventuality. Parents and students accept the judgment of the Assistant Principal for Students as final in matters of dress and appearance.

*All uniform clothes are purchased through Marlou Garments (516-739-7100)

A few other points that should be considered:

- Students are to be dressed according to school code (except blazers) both coming to and going home from school. All clothing worn to, from, and in school should be neat, clean and in good repair.
- Hairstyles should not be excessive in style or color. Hair must be neatly groomed. Boys' hair must be cut above the collar. Designs in the hair, including, but not limited to, shaved heads, Mohawks, etc are not acceptable.
- Boys are to be cleanly shaven. No beards or mustaches are acceptable.
- Earrings and facial piercings:
 - Boys may wear one small post earring in one ear lobe.
 - Girls may wear no more than two earrings in each ear lobe.
 - Facial piercings (nose, eyebrow, lips, etc.) are not allowed.
 - Designs (partially shaved) in eyebrows are not allowed.
- Excessive displays of jewelry and large size jewelry are not permitted. The wearing of expensive jewelry is not encouraged.
- Hats or hoods may only be worn outside the school building. All other head wear, such as doo-rags, bandannas, head bands, and the like are prohibited.

STUDENT BEHAVIOR

CARE OF SCHOOL PROPERTY:

All members of the school community are expected to assume the responsibility of keeping the school building and grounds free from litter. Any accidental damage through the fault of the students must be reported with the student sustaining the cost of the repairs. Acts of vandalism against the school or school property will be dealt with severely. Restitution to correct such vandalism may be charged to the student and his/her parents.

The chewing of gum is not permitted at school in any location.

DRUGS AND ALCOHOL:

Students who are discovered buying or selling, giving or receiving, using or sharing, or in the possession of alcohol, legal or illegal drugs before, during or after school on school grounds, school buses, in the proximity of the school or at school sponsored activities will be expelled.

HALL PASSES:

Students are not permitted in any school hallways without a hall pass which is to be obtained from their teacher. Failure to obtain such a pass will result in a school detention.

HONESTY:

The acceptance of the values of self-respect, respect of others, and integrity result in the promotion of honesty in the classroom. All forms of cheating work against these values and will not be tolerated. Any cheating on the part of a student will be considered a serious infraction and will be dealt with severely. Homework should be completed without assistance from others. Be aware that students found to be guilty of cheating will be assigned Academic Detention. The term "cheating" will appear as the stated reason for this detention. In addition, students who are found to be guilty of cheating and are on the honor roll will have their right to published status on this honor roll removed for the marking period.

I.D. CARDS:

Each student will receive a school I.D. card, which must be carried at all times. A student who loses an I.D. card must inform the Assistant Principal for Students immediately. A temporary card will be issued until a new photo has been taken. All I.D. cards must be returned at the end of the year. A fee will be charged for lost or damaged I.D. cards.

INAPPROPRIATE USE OF TECHNOLOGY:

Inappropriate use of any technology, including but not limited to the internet, may result in suspension or expulsion from St. Mary's. This includes improper use of social web sites, instant messaging, texting, voice mails, video phones, camera phones, etc. While students may be using sites such as Google +, Facebook, Spring Form, etc. at home, if it is found that social problems are taking place in school as a result of this use, the school will act accordingly. If the learning environment is threatened as a result of the inappropriate use of the internet or any technology in or out of school, St. Mary's will act accordingly (also see "Harassment")

INSUBORDINATION:

Students are expected to follow directives given by any faculty or staff member. Abusive language or disrespect towards a member of the faculty/staff or a guest of the school disrupts the working relationships that St. Mary's tries to establish in our school community. These actions will be dealt with accordingly.

LEAVING SCHOOL GROUNDS:

Students are not permitted to leave the school grounds from the time they arrive in the morning to the time they are dismissed from school without the permission of an Administrator. The school is responsible for the student once he or she has arrived at school in the morning and parents/guardians assume that is where the student will remain until dismissal.

Students moving from one building to another due to their class schedule must move directly to the other facility without any

delay. Other students may not go to the other facility during the school day without first obtaining permission and a hall pass.

DETENTIONS:

There are three types of detentions issued throughout the school year: Academic Detention, Dress Code Violation Detention, and School Detention. Each has its own criteria.

ACADEMIC DETENTION

requires that the student serve it the very day on which it is received. The student will report to Immaculata cafeteria at 2:30 PM in full uniform and will be dismissed at 4:00 PM. Failure to comply will result in a suspension from school. Afterwards, re-admission to St. Mary's will only be permitted following a conference between the student, parent/guardian and appropriate Administrator.

DRESS CODE VIOLATION DETENTION

is to be served after school on the days and times provided later on in this section. An accumulation of three Dress Code Violation detentions will result in suspension from school.

SCHOOL DETENTIONS

are imposed for lateness to school, lateness to class, absent note violations, disciplinary infractions and other infractions as determined by the appropriate Administrator. School detentions are served according to the dates and times that follow in this section.

Students in violation of school rules and regulations will be assigned detention. Detention is held Monday through Friday from 2:30 to 3:30 PM. Students assigned weekday detention must serve the detention on the day of or the day after the detention is received. Failure to do so will result in additional detentions for each day that the detention goes un-served. Multiple detentions must be served on consecutive days until all detentions are completed. After-school activities or jobs are not acceptable reasons for failing to serve detention.

Exception: Students who receive detention for lateness to school or class may serve that detention in the morning from 7:15 to 7:55 AM.

Students may also be assigned Saturday detention from 9:00 A.M. to 12:00 Noon under certain circumstances.

There is no detention on days when the school is running a short schedule.

PROBATION:

A student may be placed on probation by the Administration either for academic or behavioral reasons. Students who fail to abide by the conditions of probation will be dismissed from St. Mary's. Two types of probation exist at St. Mary's:

ACADEMIC PROBATION

is in effect when a student fails three or more courses at the end of a marking period. The student and parents/guardians are notified and serious effort must be exerted during the following marking period with the goal of improvement and thereby removal from probation. Failure to do so may result in dismissal from St. Mary's.

DISCIPLINARY PROBATION

is imposed by the Administration, usually via the Deans of Discipline, for a significant infraction of the code of conduct. The terms of this probation are outlined at the conference with the student and parents/guardians and must be implemented immediately.

SMOKING:

Smoking is not permitted in the school building, on school grounds, on buses, bus stops or areas adjacent to the parish property at any time. No cigarettes or tobacco of any kind may be carried on one's person during school hours.

STEALING:

All students are expected to work towards the development of an atmosphere that encourages self-respect, trust, and respect for each other's person and property. Items that are found by students should be given to a teacher or turned in at the office IMMEDIATELY. Students found in possession of items that do not belong to them will be suspended and possibly expelled.

STUDENT ATTITUDE AND CONDUCT - EXTRAORDINARY EXCLUSIONS:

When students are admitted to St. Mary's, they thereby understand and agree that the school reserves the right to exclude them at any time if their conduct, attitude, or academic standing is regarded by the Administration as undesirable. It is understood that the Administration or faculty shall not be liable for any exclusion.

If there is any data pertaining to a student's educational and/or behavioral history that is withheld by the parent/guardian at the time of enrollment, the school retains the right to terminate its relationship with the student.

Students at St. Mary's are expected to maintain a standard of attitude and behavior that reflects positive human and Christian values. The school reserves the right to review students who consistently fail to meet these standards.

All students are expected to behave properly not only during school hours but before and after school as well. As students of St. Mary's, the behavior of each and every student off the property during non-school hours reflects on the entire St. Mary's community. In particular, improper behavior in the surrounding neighborhoods, on school buses, at the train station, on trains, or at school related activities will be dealt with accordingly.

STUDENT INTERACTIONS

FIGHTING:

St. Mary's students are expected to treat each other with courtesy and respect at all times. Fighting among students hinders the development of an atmosphere of respect for one another and also presents a hazard to the safety and well being of others. Any student who is in a fight on or off the property will face severe disciplinary action including suspension and possible expulsion.

HARASSMENT:

Harassment of any type is contrary to the basic principles of Christianity and is a violation of human dignity. Harassment is neither acceptable nor tolerated at St. Mary's High School. Harassment is defined as offensive, intimidating, or hostile behavior which has the intent or effect of unreasonably disrupting the school environment. This includes sexual, ethnic, and racial harassment as well as any other form of human meanness. All accusations of harassment will be investigated by the Administration and where there is a basis for the accusations, appropriate remedies, including expulsion, will be imposed.

HAZING:

Fraternity and clique activities, such as hazing, vandalism, intimidation, etc. are strictly forbidden in any form. Any breach of the aforementioned regulation is considered serious and merits severe disciplinary action, including suspension and possible expulsion.

WEAPONS:

Students who are discovered buying or selling, giving or receiving, using or sharing, or in the possession of a weapon before, during, or after school will be expelled. This includes possession on school grounds, in the proximity of this or any other school, public, private or district school buses and any school activity. It shall be unlawful for any person age sixteen

or older to knowingly possess any air-gun, spring-gun, or other instrument or weapon in which the propelling force is a spring, air, piston, or CO2 cartridge in or upon a building or grounds, used for educational purposes, of any school, college or university.

INAPPROPRIATE BEHAVIOR:

Excessive displays of affection between students are not permitted on or off school property. Students who do not comply with this rule will be dealt with accordingly.

NOTE PASSING/TEXTING:

The writing or passing of notes/letters or texting between students is forbidden. This distracts students in class and is an unproductive use of time. They can also create problems among students. Students writing, passing or receiving notes or texting will be subject to disciplinary action, including detention, suspension, and possible expulsion.

STUDENT CONDUCT:

A student whose conduct, whether inside or outside of school, is detrimental to the school and not keeping with the school's mission will face severe disciplinary action including suspension and possible expulsion.

SUSPENSIONS:

Students who are suspended lose the rights and privileges of being a student at St. Mary's.

Suspended students will not be readmitted to classes until the parents/guardians have spoken with an Administrator. Students who are suspended are expected to make up all class work and assignments missed during the time of suspension. Tests and quizzes will be made up at the teacher's convenience.

Students may not participate in or attend any athletic or social event that falls on the days of the suspension. In addition, the

student must make up the time he or she is suspended by serving a number of detentions (which may include Saturday detention) for each day of suspension. The number of detentions will be determined by the Assistant Principal for Students.

Suspended students are automatically placed on probation for the remainder of the school year.

USE OF SCHOOL'S TECHNOLOGY:

Students inappropriate use of St. Mary's computer/technology is not keeping with the school's mission will face severe disciplinary action including suspension and possible expulsion.

OTHER GUIDELINES

AFTER SCHOOL SUPERVISION OF STUDENTS:

Students will be supervised. At St. Mary's we provide teacher/coach supervision of our clubs, extra help sessions, detentions, campus ministry, library, sport teams and other teacher moderate activities. Therefore, it is important that students who do not belong to supervised activities leave the property immediately unless they are waiting for a ride or late bus. In this case, the students will go to Marist Hall basement floor where there is supervision. Unsupervised students may not loiter on school grounds, hallways or stairwells in either building. Any student violating this policy will be subject to disciplinary action. Parents/guardians who pick up their child are requested to do so within 30 minutes of school dismissal or release from supervised activities or detention.

ASBESTOS:

St. Mary's High School buildings have been re-inspected for any asbestos related problems as required by the AHERA Act. We conform to all guidelines put forward by this directive. The reports are available for your inspection in the Facilities Manager's Office. Please call (516) 627-2087 for an appointment to review these reports.

ATHLETIC ELIGIBILITY:

All student athletes will be subject to St. Mary's athletic eligibility policy.

AUDIO EQUIPMENT / CELL PHONE POLICY:

The use of any beepers, pagers, radios, cellular phones, CD, iPods, and any other like devices are not to be used in the school buildings. The school takes no responsibility for the safekeeping of any electronic equipment, cell phones or personal property in school.

The use of audio equipment or cellular phones is not permitted on school grounds from 7:30 AM until 2:20 PM (dismissal). If a student is found to be using any audio equipment or cell phone, it will be confiscated and turned into the Assistant Principal of Students. If a student has his/her property taken away, the Assistant Principal may call the parents/guardians and have them come to claim the property.

Should a family emergency arise during the school day, a parent must call the school and the student will be located in class. Likewise, if a student is not feeling well during the school day, he/she is to report to the nurse and the parent/guardian will be called by the school as necessary.

BOOKSTORE:

The bookstore is located on the second floor of Immaculata and Marist Halls and will be open before school from 7:45 to 8:00 AM during the first two weeks of each semester.

BUSES:

Safe and efficient school bus operation requires the full cooperation of both our students and their parents/guardians. Transportation to school by bus is a privilege, and each student is expected to respect the rights and safety of others on the bus. All school regulations apply as well to bus transportation, and any violation of these is subject to the normal disciplinary procedures.

CAFETERIAS:

The Cafeterias will be open each morning with a light breakfast menu. Students are to report to the cafeteria during their assigned lunch period. This is the only place food or beverage should be consumed. All students are expected to return their food trays and dispose of garbage in the receptacles provided.

CHILD FIND LAW:

The Manhasset School District is required by State regulations to annually identify all resident children with disabilities. The Manhasset School District is also responsible to provide this opportunity for all students who attend a school within their district. If you suspect that your child may have a disability, you may contact the school's Guidance Office, in order to initiate the process with Manhasset High School.

DAILY ANNOUNCEMENTS:

When the announcements are read over the P.A. system, students are required to maintain silence and listen to the announcements. The daily announcements will also be on the monitors in each building. All announcements to be read must be signed by a faculty member. Students are also requested to maintain silence during the daily news video presentations.

FIRE DRILLS:

Fire drills are called with and without prior notice. At the sound of the fire alarm, all work stops at once. Students nearest the windows will close the windows. The last person to leave the room turns off the lights and closes the door. Students are to move quickly and quietly without running. Absolute silence must be maintained throughout the entire drill.

GUIDANCE:

The purpose of guidance services is to help each student in his/her educational, vocational, and personal development. The counselor assists the student in solving problems of adjustment, in planning course selections, determining future plans and resolving student's issues.

In addition, the members of the Guidance Department offer their assistance to the parents/guardians of the students through various guidance programs, as well as through personal interviews.

Any student wishing an individual guidance appointment should leave his or her name and homeroom with the guidance secretary. Passes for appointments will be issued on the day of the appointment during homeroom. Any student receiving a pass should wait until the assigned time and then show that pass to his or her teacher. Students should also be aware that a guidance pass cannot be used during a period when a student has an examination. Once the student has completed his or her appointment, the Guidance Counselor will indicate on the pass the time the appointment was completed and the student should present that pass to the Main Office and then hand it to the teacher upon returning to their room.

LIBRARY:

The school library will be open from 7:30 A.M. to 3:30 P.M. during full school days. Students may use the library for individual study, research, recreational reading, and the borrowing of books and other materials. Materials taken from the library must be checked out with the librarian and students are required to return these materials before the specified due-date. The use of the library's computers for educational purposes is encouraged. Students should seek the librarian's assistance.

LOCKS AND LOCKERS:

The only locks which may be permitted in school, are official school locks purchased in the bookstore. Any other lock in use will be cut off. This applies to lockers in hallways and in the locker rooms. Students are not permitted to switch lockers and must use the locker assigned them at the start of the school year. Students should not share their combination with other students. Defective lockers should be reported to the Assistant Principal for Students. Nothing is to be written on the inside or outside of the locker. *Since lockers are designed for minimum*

security, students should not keep any valuables in lockers. The school assumes no responsibility for items taken from lockers.

Students needing a locker for physical education class may request one from the physical education instructor or from the Athletic Director. Students must use school purchased locks and all personal items must be securely locked in a locker during class.

Students on athletic teams MUST have a locker during their particular season. Athletes must report to the Athletic Director to be issued an athletic locker. Students should only be in the locker room during their assigned physical education class or when they are changing for team sports or intramurals.

LOST AND FOUND:

Lost items should be turned in to a teacher or to the Main Office immediately. Students should never have any item in their possession that does not belong to them. Lost items will be kept in the main office. Expensive items will be kept by the Assistant Principal for Students.

MEDICAL OFFICE:

Students who become ill may visit the medical office with their teacher's permission. If needed, the school nurse will contact the student's parent by phone. Students being sent home for medical reasons must be picked up by a parent or guardian.

Any student who is too ill or fatigued to follow the school program will be sent home. After consultation with the nurse, students mildly indisposed will return to class; those unable to do so will be sent home. In no case, however, may any student convalesce in the nurse's office and then return to class.

All 9th and 10th graders and new transfer students, regardless of grade level, are required to have a Medical Examination by their family physician. This report must be filed in the Health Office before the first day of school. In addition, all students

engaging in interscholastic athletic activities must submit a recent medical report prior to participation. Every new student at St. Mary's must submit a Certificate of Immunization before entry is permitted and such documentation must be signed and stamped by a New York State licensed physician and include complete dates.

All injuries, whether sustained in or out of school should be reported immediately to the school nurse. State law concerning medication is quite specific and clear. The school nurse may not prescribe any medication whatsoever, even aspirin. If a physician prescribes medication for a student which must be taken during the school day, the student may not carry the medication in school. Before first period, the student should bring the medication to the school nurse. This medication must be accompanied by the school's authorization form which is to be signed by the parent/guardian and the family physician, which indicates the correct dosage and frequency. The medication must be in its original container. At the proper time, the student may report to the Nurse's Office to take the medication.

OFFICE HOURS:

All school business is to be conducted between the hours of 7:30 A.M. and 3:30 P.M. Monday through Friday. Appointments to see Administrators or teachers should be made in advance.

PARENTAL/GUARDIAN RESPONSIBILITIES (DUTIES):

Parent/guardian cooperation is essential for the education of students. If, in the opinion of the Administration, parent/guardian behavior seriously interferes with the teaching or learning process, the school may require parents/guardians to withdraw their child(ren) and sever the relationship with the school.

Parental/guardian duties include support for the philosophy and mission of the school, cooperation with all the procedures and regulations of the school, regular supervision of written and study assignments at home, sending students to school dressed and groomed in compliance with the dress code,

timely payment of tuition and fees, attendance at parent conferences, especially when a student has failed one or more subjects, and providing the school office with current home, work and emergency telephone numbers.

Official change of address can only be made through the main office and requires the signatures of both parents/guardians.

PARENT RIGHTS:

Non-custodial parents will be given access to unofficial copies of student records upon written request unless a court order providing otherwise is filed with the school. Divorced parents should file a notarized copy of the custody section of the divorce decree with the school to help protect the rights of everyone in the family.

PHOTO RELEASE:

As parents/guardians, you hereby consent that any still or motion picture film or video images taken of your child(ren) during the normal course of his/her activities related to St. Mary's may be used by St. Mary's in whatever way St. Mary's deems it necessary for its communications, public relations, publicity, and advertising which may include but is not limited to print media, television, St. Mary's website and St. Mary's advertising. All such photographs and films shall become the property of St. Mary's. St. Mary's shall have the right to duplicate, reproduce and make multiple uses of such photographs and films as it deems necessary for its communications, public relations, publicity, and advertising, free and clear of any claim whatsoever on my part as parent/guardian.

PHYSICAL EDUCATION:

Physical Education classes are mandated by State Law; attendance is compulsory unless a note certifying physical disability is presented to the school nurse prior to first period on the day of the scheduled gym class. The mere presentation of a note does not guarantee an excuse from gym class. An

excuse from physical education classes for more than one day must be accompanied by a doctor's note. Students are expected to bring gym clothes and sneakers with them to class. Students who are unprepared may be required to make up class after school. Excessive non-participation in class will result in course failure. All students are required to have the official school gym uniform which can be ordered from the school.

SPORTS NIGHT:

Sports Night is a long-standing and valued tradition at St. Mary's High School. It involves all Junior and Senior girls and is considered part of their Physical Education program. Sports Night takes place over two evenings on a weekend in the spring. The program includes dance, aerobics, rhythmic and art among other activities. Participation in Entrance at Sports Night is mandatory. Seniors are permitted to miss one period of gym per cycle during the preparation for Sports Night. All juniors and seniors are expected to adjust their personal and work schedules to attend the evenings of Sports Night and its practices, especially the mandatory Entrance practices before Sports Night.

SCHOOL CLOSINGS:

When severe weather conditions or other unforeseen circumstances place the holding of regular classes in doubt, kindly visit the school's web site, www.stmary.ws/highschool, or watch News 12 (Long Island Cable channel.) in addition to the information above, parents/guardians will be contacted through the school's notification system.

Please do not call the Convent or the Brothers' residence. When possible, a recorded announcement will be placed on the school telephone (516-627-2711).

SCHOOL FACILITIES:

No student is permitted in the gymnasiums or locker rooms at any time unless under the supervision of a faculty member. When using the gym, sneakers must be worn. Students should

not be in the school buildings after school hours unless they are supervised by a faculty member.

SCHOOL OBLIGATIONS:

Report cards, diplomas, transcripts, and school records will not be released if school obligations have not been fulfilled. These obligations include, but are not limited to tuition and financial payments, textbook or library book returns, I.D. card returns, or detention obligations.

SCHOOL RECORDS:

If there is any pertinent data pertaining to a student's educational and/or behavioral history that is withheld by the parent/guardian at enrollment, the school retains the right to terminate its relationship with the student.

SCHOOL TRIPS:

All extracurricular trips, tours, and excursions must be approved by the Principal. All literature concerning trips will clearly indicate sponsorship by St. Mary's High School as well as the faculty moderator of the trip. All school regulations are in effect during school trips. Parental permission forms are required. All student rosters are to be presented to the Assistant Principal for Students for approval.

Students may not organize, publicize, or in any way solicit for non-sanctioned school trips while on school property.

SPORTS AND ACTIVITIES:

No student may participate in or attend any after school activity on any day that he or she has been absent. It is the responsibility of the coach or activity moderator to see to it that this rule is followed. No sport or club may meet if the coach or moderator is not present. Students may be suspended from participation in sports or activities for disciplinary or academic problems.

SPORTSMANSHIP/ZERO TOLERANCE:

Parents/Guardians/Spectators Behavior: St. Mary's has a Zero Tolerance policy regarding Parents/Guardians and Spectators in unsportsmanlike behavior. A Parent/Guardian or any other Non-St. Mary's personnel may not approach, call out to or otherwise communicate with a player while he/she is with the team. This includes before, during and immediately after all practices as well as athletic contests. A Parent/Guardian or any other Non-St. Mary's person may not approach or attempt to engage a coach before, during or immediately after a practice and/or athletic contest. Failure to abide by this policy will result in the student being removed for the team.

TUITION

PARISH MEMBERSHIP:

To be considered members of St. Mary's Parish, the student and his/her family must register with the parish and reside either:

- Within the geographic boundaries of St. Mary's Parish, which are approximately defined by USPS ZIP Code 11030: the area north of Northern State Parkway, east of Lakeville Road, west of Searingtown Road, and south of the LIRR on the west side of Manhasset Bay and south of Storytown Road on the east side of Manhasset Bay, or
- Reside within the boundaries of an adjacent parish (St. Peter of Alcantara, Port Washington; Our Lady of Fatima, Port Washington; St. Mary, Roslyn; Notre Dame, New Hyde Park; St. Aidan, Williston Park; St. Aloysius, Great Neck; or St. Anastasia, Douglaston), participate in Sunday Eucharist at St. Mary's and participate in the life of the parish.

We recognize that many families time a change in residence to the summer months to provide the least disruption to their children's schooling. Therefore, we will consider a family's registration in St. Mary's Parish to be retroactive to April 1 if they move to their new residence and register in the parish by August 31 of that year.

TUITION SETTING:

The tuition scheme for a school year is set in the spring preceding the start of the school year based on the schools' anticipated revenue needs for the school year. Three tuition levels are set for the school:

- Parish Supporting
- Non-Parish Supporting
- Non- Catholic.

Parish Supporting Family:

To be considered a Supporting Parishioner, a family must, in addition to meeting the Parish Membership requirements noted above, demonstrate their financial support of St. Mary's Parish through their weekly Stewardship Sacrificial Offering to the parish at the annual level as set from time to time by the Parish School Board. Currently, this level is set at an average offering of at least \$25.00 per week, totaling at least \$1,250.00 per year.

Only offerings made through the weekly envelope system, the parish monthly credit card offering program, or a yearly contribution to the Parish will be considered for this annual level.

The determination of whether or not a family has met this minimum annual support level will be made in April of each year, assessing a family's support record over the immediately preceding April through March.

A newly registered family cannot be given Parish Supporting Family status in the first school year following the date of their registering in the parish. E.g., a family who registers in the parish in June, 2010 is not eligible for Parish Supporting status until the 2011-2012 school year, regardless of the monies they contribute to the parish in the period June, 2010 through March, 2011.

Non-Parish Supporting Family:

- A family is considered Non-Parish Supporting for tuition setting purposes if any one of the following is true:
- The family is a registered member of St. Mary's Parish but not considered Parish Supporting,
- The family resides within the geographic guidelines identified above for parish membership but is not registered with St. Mary's Parish,
- The family is a registered member of a parish other than St. Mary's,
- The family identifies themselves as Catholic but is not a registered member of a parish.

Family:

A student's "family" as used in this policy statement is defined as the student and:

- The parents or surviving parent, with whom the student resides,
- Either the custodial parent with whom the student resides or the parent who has financial responsibility for the student if such a separation of responsibility exists, or
- Any adult(s) who has/have legally assumed the positions defined above.

TUITION COST OFFSETS:

The high school offers partial merit scholarships to students that will help off-set their tuition costs. These scholarships are administered by the school and are awarded in recognition of a student's performance on the Catholic High Schools Entrance Examination, academic performance in his/her elementary school, and/or academic accomplishments while a student at St. Mary's.

The high school occasionally receives grants and donations to be used to address unexpected financial hardships of school families. These "grants-in-aid" or "assistance grants" are administered by a review group consisting of the President, the Principal, an Assistant Principal for Academics, and the Bursar. These grants are not available for students in their first year of enrollment.

TUITION BILLING AND COLLECTION:

The school contracts the services of a tuition management company to provide operational support for the tuition billing and payment process.

All payers must be fully enrolled with this company with a payment plan selected in order for their child to be officially registered and admitted to classes.

TUITION DELINQUENCY:

In order to register for the up-coming school year and to activate the student's academic schedule, the parent, guardian, or other payer must be up-to-date with all tuition and fee payments due in the current year.

During the school year, all tuition and fees for the year are due and payable at the time and in the manner required by the payment plan selected by the parent, guardian or other payer when registering with the tuition management company.

Failure to pay tuition in a timely manner will be appropriately addressed by school administration enacting any or all of the following sanctions:

- The student being denied re-admittance to the upcoming school year
- The student being denied admission to classes at the start of a marking period
- The student not being permitted to take final examinations
- The student denied participation in sports and other co-curricular or extra-curricular activities
- Withholding of grades and records, including being denied copies of intermediate and final transcripts of high school records for other high school, college or university admission
- Denial of faculty recommendations
- Forfeiting of honors and awards
- Not attending graduation commencement exercises and receiving a diploma

- Unpaid tuition and fees will be forwarded to the attention of a law firm with whom the school has contracted for collection services.

INTERPRETATION AND APPLICATION OF POLICY:

It is understood that no policy statement can address all potential situations that may arise and which may call for the application of policy.

In instances where such a situation arises, the Pastor of St. Mary's Roman Catholic Church has the authority to interpret, amend or develop policy and apply such to the situation at hand.

VEHICLES AND PARKING:

All students are encouraged to make use of the school bus transportation provided by the local districts. Students are discouraged from driving to school, but if they do, they are not allowed to park on the school or church grounds. Vehicles may be parked in the Marist school lot starting 15 minutes after school dismissal. Students making use of the main lot must enter and leave via the Clapham Avenue gate. Vehicles are NEVER to be parked in any other location other than the main lot. Student vehicles are NEVER to be driven through the property and vehicles coming to and leaving school must never use the gate in the rear of the Clapham Avenue facility or the gate by the elementary school.

VISITORS:

All visitors to Saint Mary's must first report to the Main Office which is located on the first floor of both Immaculata and Marist Halls. Visitors waiting for students at dismissal are to wait off the school property unless otherwise authorized. No students from other schools are permitted in the building unless accompanied by an adult or an authorized school official from Saint Mary's.