



# PARENT/STUDENT HANDBOOK

Revised 7.26.2022

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## OVERVIEW

St. Maria Goretti Catholic High School *is a co-ed high school for grades 9-12.* St. Maria Goretti Catholic High School **reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.**

## 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 new location on Oak Hill Avenue and renamed St. Maria Goretti High School. 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. In 2019 our academic campus moved to our current location on Crestwood Drive.

## OUR PATRON SAINT

St. Maria Goretti Catholic 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 with an armful of white lilies as a peace offering. Maria Goretti led a simple life, personally offering her forgiveness. In spite of her simplicity, her great faith and love for God made her truly extraordinary.

## MISSION STATEMENT

Our mission is to provide a Catholic college prep education inspiring academic excellence, spiritual growth, leadership and service.

## VISION STATEMENT

Our vision is to equip students to lead faith-filled lives of significance in the 21st century.

## **SACRED PURPOSE**

To challenge, cultivate, and empower the students of St. Maria Goretti Catholic High School to grow into servant leaders who will create a culture of mission and ministry to impact the greater community.

## **PHILOSOPHY**

St. Maria Goretti Catholic 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 ensuring 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.

## **ADMINISTRATION**

Dr. Joseph Padasak - President

Dr. Amy Summers - Principal

Mr. Ryan Cascio - Assistant Principal/Theology Teacher

Mrs. Stephanie Roccograndi - Director of Finance

Mr. David Blenckstone - Athletic Director

Mr. Sidney McCray - Dean of Students/Registrar

Mrs. Robin Handler - Director of Guidance/Counselor

Ms. Makayla Solomon - Admissions Officer

## **SUPPORT STAFF**

Mrs. JoAnne Farrell - Cafeteria Manager

Mrs. Mary Grove - School Secretary

Mrs. Wendy Shanholtz - Custodian



Mrs. Patti Maerten-Hicks - Executive Administrative Assistant

**FACULTY**

Mrs. Gillian Austin - Fine Arts (Music)

Mr. Sam Little - Fine Arts (Visual Arts/Theater)

Mr. Brandon Nasuti - Social Studies

Ms. Kathryn Vergara - English

Mr. Warner James - English/Social Studies

Mrs. Hilary Elmerraji - World Language (French)

Mrs. Wenda Castro -World Language (Spanish)

Ms. Meghan Cordell - Math

Ms. Megan Zuvich - Math

Mrs. Heather Nees - Campus Minister/Theology

Mrs. Mary Martino - Theology

Mr. David Duh - Science (Chemistry/Physics)

Mrs. Brandi Farmer - Science (Biology)

Mrs. Ellen Heilman - Science (Earth Science/Technology)

Mr. Major Warren III - Physical Education

Mr. Nathanael Tremba - English/Math

**SCHOOL BOARD MEMBERS**

Dr. Robert Cirincione, Chairperson

Dr. Emmett Burke, Secretary

Mr. Michael Morrell, Treasurer

Msgr. J. Bruce Jarboe, Canonical Representative

Deacon David Galvin

Mr. Brooks McBurney

Mr. Robert F. Fennel

Mr. Arthur Schneider

Mrs. Kathleen Muldowney Murray

Mrs. Pam Tetlow

Mr. Timothy Shanklin

Honorable W. Kennedy Boone III

## **ACCREDITATION**

St. Maria Goretti Catholic High School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. Maria Goretti Catholic High School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

## **CAMPUS MINISTRY**

### **CATHOLIC IDENTITY**

The liturgical programs at St. Maria Goretti Catholic 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 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 must wear the Mass uniform and display the proper reverence and respect during all liturgical services. 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.

**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.

### ***Pastoral Care***

Assistance with issues and concerns of a spiritual nature may be directed to the Campus Minister.

### ***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 each year they attend Goretti. These hours must consist of 25 hours given to a non-profit organization or community service activity with prior approval. Service hours are a Pass/Fail component of the second semester Theology classes. For a student to receive credit for his/her second-semester Theology course 25 service hours must be completed. All service programs are under the guidance and approval of the Campus Minister. The 200 Club recognizes students with 200+ hours of service.

## **ADMISSIONS**

### **ADMISSIONS POLICY**

Students are considered for admission after completing an application form available online. The administration approves or disapproves applicants based on an interview and previous school records.

### **Documents Needed for Admission**

1. Child's birth certificate
2. Child's immunization records and other pertinent health data including a Health Inventory Form and a Maryland Immunization Certification Form. Students in the state of Maryland must be immunized against smallpox, tetanus, diphtheria, poliomyelitis, pertussis, and rubella. The school will inform parents of the child whose immunization record is incomplete. The child will be excluded from school if these records are not furnished within a month.
3. Permission for the school officials to obtain records from the child's previous school.

4. Emergency information and permission enabling the school to act on the child's behalf in an emergency.

## **ATTENDANCE**

### **ABSENCES**

*Regular attendance is considered essential for learning at St. Maria Goretti Catholic High School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 7:45 a.m. and 8:30 a.m. to report the reason for absence. All absences and tardiness become part of a student's permanent record. Absence from school during the academic year due to family vacations is strongly discouraged. Completion of missed work and assignments must be prearranged.*

*Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, drama productions, etc.*

*When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district. Per Student Policy 1.0 More than 20 days absent in one school year is considered excessive and cause to deny credit. When a student has a chronic or intermittent health problem, parents should contact administration.*

*A student who accumulates six or more days of absence in a given quarter, unless they are extended absences made necessary by medical circumstances, will require a meeting with administration. Administrative decisions regarding absences will be made on a case by case basis accounting for unique circumstances.*

### **Procedures Regarding Absences**

Parents must notify the school if their child will be absent or tardy. All information regarding tardiness and/or absences must be directed to Mary Grove at 301-739-4266, or [mgrove@goretti.org](mailto:mgrove@goretti.org).

- **A written or emailed excuse from 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 three or more days from school, he/she is required to obtain a **Notification of Extended Absence form** from the office at least one week 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 make-up tests and assignments missed during the absence.**

### **Truancy**

*Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.*

### **Lateness/Assignments**

*Students may enter their homerooms at 8:10 a.m. Students should arrive by 8:05 in order to place belongings in lockers and prepare for the day. The school day begins at 8:15 a.m. and students must be in their homeroom by that time. Any student arriving after 8:15 a.m. is considered tardy and must report to the office for a late slip. Students will not be admitted to homeroom or class without a pass. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom or classroom teacher to receive the necessary communication or work that may have been missed due to lateness.*

*After **four** tardies, students who arrive late will be assigned lunch detention (excluding medical appointments). Each subsequent tardy in a quarter will result in a lunch detention. We will be*

*accommodating of traffic issues that arise on a case-by-case basis. After eight tardies, a parent conference with administration is required.*

**Any student who is tardy or absent may not participate in co-curricular activities for that day.** Any exceptions to this policy can only be granted by the administration.

### ***Early Departure/Late Arrivals***

*The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.*

When an early dismissal is necessary, a note from the parent/guardian explaining the reason must be submitted to the school secretary before first period on the day of early dismissal. Students must come to the office and sign out before leaving. 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 and must see the school secretary to seek parental permission in order to leave school grounds during the school day (**8:15 a.m. – 2:45 p.m.**). Students must ask permission from the main office to go to the parking lot and be accompanied by a staff member.

A student is marked half day absent if they arrive after 11:00 a.m. or leave before 12:00 p.m. On an early dismissal or delayed start student if students are present for five periods it will be considered a full day present. If students are present for only one to four periods it is considered a half day absence.

**Regular Dismissal** – School dismissal begins at 2:45 p.m. Bus riders will be dismissed at 2:45 p.m. All others will be dismissed at 2:50 p.m.

**Early Dismissal Days** – On early dismissal days, bus riders will be dismissed at 11:55 a.m. All others will be dismissed at 12:00 p.m.

### **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 absent. **The student's parent/guardian must submit the college visit form provided by the guidance office three days prior to the absence** to notify the school of the visit. The completed form must be brought to the Director of Guidance for approval. If the form is not completed and approved the student will be marked absent.

## **DISCIPLINE**

*St. Maria Goretti Catholic High School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.*

The discipline policy of St. Maria Goretti Catholic 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. **The discipline policy is really about self-discipline.** *Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.*

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 Goretti 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 Goretti 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.**

Inappropriate postings on internet sites and social media, such as Facebook, Snapchat, TikTok, Twitter or Instagram may result in disciplinary action. Similarly, derogatory social media postings about Goretti may result in disciplinary action. ***When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action relative to in-school discipline.***

*Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:*

## **BEHAVIOR**

*To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:*

***Disrespect in manner and/or language***

***Rowdiness***



***Using the property of others without permission***

***Dishonesty***

***Disruptive Behavior***

***Failure to have necessary supplies for class work***

***Dangerous Play***

***Rudeness***

***Vulgarity***

***Dress code violations***

***Gum***

***Harassment of any kind by word or manner***

***Possession or consumption of any drug or look-alike drug while at school or while attending a school function***

***Possession or consumption of alcohol while at school or while attending a school function***

***Possession of knives/weapons or look-alike knives/weapons***

***Possession of pornographic material(s)***

***Smoking/using matches/vaping/gummies***

***Willful destruction of school property***

***Leaving school property without permission***

***Theft or extortion***

***Fighting or threats of violence***

***Harassment***

***After school activities, while riding on buses to sports games or other such activities are included in the definition of on-campus conduct.***

## ***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. TEACHER RESOLUTION:**

Matters of classroom discipline and management remain the responsibility of the individual teacher. Students may be assigned lunch detention for habitually incomplete work or inappropriate behavior, and a discussion may take place to try to understand why this behavior is happening.

3. **LUNCH DETENTION:** Students who exhibit inappropriate behavior, dress code violations, or excessive tardiness will serve lunch detention on our academic campus.

4. **AFTER SCHOOL DETENTION:** Students who exhibit inappropriate behavior or accumulate four or more lunch detentions may be assigned after school detention. After school detention will be served on Tuesday from 2:45 to 3:45. Two after school detentions in one school year will cause a student to be put on Disciplinary Probation.

5. **SUSPENSION:** Suspension is a serious penalty imposed for major violations of school policies and rules. For this reason, some colleges require applicants to report any suspensions. Suspensions may be served in or out of school, as designated by the Principal. 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 leaving school without permission, destruction of school property, disrespectful behavior toward other students, teachers or staff, or certain violations of Goretti's Drug and Alcohol policy. If a student is suspended they may be ineligible to hold leadership positions during the academic year of the suspension. If a student is suspended they cannot participate in or attend any school sponsored events on the day(s) that they serve the suspension.

*While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the*

*student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.*

**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. A student on disciplinary probation is ineligible to participate in co-curricular activities, receive any awards, or run for or serve in an elected position.

**6. EXPULSION POLICY** The Principal has the authority to expel any student from St. Maria Goretti Catholic High School 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 Catholic High School are off limits to any student who is expelled.

**REVIEW OF EXPULSION** *An expelled student forfeits all privileges of the St. Maria Goretti Catholic High School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.*

**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 Catholic High School, the Committee may recommend that the student be placed on disciplinary probation or be ineligible to reenroll.

***For all lunch detentions parents will receive a communication regarding the incident. For after school detentions and suspensions parents and students will receive oral or written charges regarding the incident.***

*The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.*

## **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. The school has a zero tolerance policy for any drug paraphernalia such as: vaping pens, electronic cigarettes, pipes, glass ware, rolling papers, tobacco products, nicotine, lighters or matches. Any alcohol or drug 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.

## **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 Catholic 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 Catholic 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.

### **SEARCH AND SEIZURE**

*St. Maria Goretti Catholic High School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.*

### **CONFLICT SITUATIONS**

*Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.*

### **DRESS CODE**

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.

**Uniform Company - all uniforms must be ordered through this Company**

Flynn O'Hara

Address: 10905 Dutton Road, Philadelphia, PA 19154

Website: [www.flynnohara.com](http://www.flynnohara.com)

School Code: MD066

Phone Number: (800) 441-4122

## General Dress Code Information

- Students will be expected to know when Mass/Liturgy days are and dress appropriately in Mass uniform 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 should 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 Goretto crest. Shirts may not be bloused.
- Belts/waistbands must be clearly visible when standing.
- All dress slacks must have belt loops, and a belt should 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.
- The school recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the school to permit individual families to decide the appropriate cared for hairstyle for their children. ADM 8.0
- **Extreme or unusual** hair color and hair accessories 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.
- Girls may not roll the waistband of their skirts; skirts must be properly fitted and worn fully zipped. Skirts should be no more than 3 inches above the knee. **Please note:** Girls who persist in violating the dress code regarding skirt length will be required to wear the girls’ uniform pants instead.
- Excessive and/or inappropriate makeup and jewelry, including nose jewelry (may not be covered with a band-aid) and tongue studs, may not be worn.
- Students may not have visible tattoos.
- Only Goretto-approved sweaters, fleeces, zips, quarter zips may be worn with the uniform. Goretto hoodies may only be worn on Fridays.

- Outerwear, such as coats and parkas must be placed in student lockers at the beginning of the school day.
- No hats, head wraps or headbands are permitted.
- Any changes in the uniform code due to inclement weather will be made and announced by the Principal.

### ***Girl's Uniform***

#### **Mass Uniform** (worn on all Mass and Liturgy days)

- Shirt—white Oxford dress, short or long sleeve
- Skirt—plaid skirt worn no higher than 3 inches from the top of the knee.
- Pants—khaki slacks
- Socks—navy dress socks, navy knee-hi socks, or navy tights
- Shoes—**Sperry style or leather dress shoe (No more than 1 inch heels and black/brown solid color)**
- 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** (first day of school until **October 31**; **April 1** until last day of school)

- 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 skirt, worn no higher than 3 inches above the top of the knee
- Shorts—khaki walking shorts
- Pants—khaki slacks
- Belt—plain brown or black leather dress belt, should be worn with pants or shorts
- Socks—(must be worn) white, navy blue, or black athletic, easily visible
- Shoes—**Sneakers (white/black/gray solid color) or Sperry style or leather dress (No more than 1 inch heels and black/brown solid color)**

#### **Winter uniform** (worn from **November 1—March 31**)

- Shirts—Oxford dress, white or powder blue, or short or long or navy banded bottom polo w/Goretti crest or navy performance polo w/Goretti crest (must be worn tucked into skirt or pants)
- Skirt —plaid or gray skirt, worn no higher than the top of the knee.
- Pants—khaki slacks
- Socks—(must be worn) white, navy blue, or black athletic
- Shoes—**Sneakers (white/black/gray solid color) or Sperry style or Leather dress (No more than 1 inch heels and black/brown solid color)**

- OPTIONAL— Sweater: V-neck, cardigan, or vest w/Goretti crest; Goretti microfleece zip jacket or ¾ zip fleece or non-hooded athletic gear that has Goretti logo

### ***Boy's Uniform***

#### **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) or bow tie
- Socks—(must be worn) navy, black, or brown dress socks
- Shoes—**Sperry style or Leather dress (black/brown solid color)**
- OPTIONAL—Sweater—navy V-neck, cardigan or vest w/Goretti crest or blue blazer  
No other outerwear is permitted in the Church.

#### **Summer uniform** (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, navy blue, or black athletic, easily visible
- Shoes—**Sneakers (white/black/gray solid color) or Sperry style or Leather dress (No more than 1 inch heels and black/brown solid color)**

#### **Winter uniform** (worn from November 1—March 31)

- Shirts—Oxford dress, white or powder blue—short or long sleeve or navy polo with Goretti crest (short or long sleeve) or navy performance polo w/Goretti crest
- Pants—khaki slacks
- Belt—plain brown or black leather dress belt—must be worn
- Tie—Goretti tie must be worn with Oxford dress shirt (tied correctly, extending to waist)
- Socks Shoes—**Sneakers (white/black/gray solid color) or Sperry style or Leather dress (No more than 1 inch heels and black/brown solid color)**
- Sweater— V-neck, cardigan, or vest w/Goretti crest Goretti microfleece zip jacket or ¾ zip fleece or non-hooded athletic gear that has Goretti logo



### ***Friday Uniforms***

On Friday, if it is a non-Mass or Liturgy day, students may wear Goretti hoodies or hooded zip-ups over their oxford or polo shirts. Uniform pants or skirt, socks, and shoes are still as written above.

### ***Physical Education Uniform***

Students who attend a physical education class must bring a change of clothes. Students may wear shorts, t-shirts (midriffs and shoulders must be covered), and leggings for physical education. Students must wear non-marking athletic shoes. Apparel must not contain inappropriate graphics or wording as outlined in Goretti's Out-of-Uniform Days policy below.

### ***Out-of-Uniform Days***

On occasion, there may be out –of- uniforms days scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature. In addition the following items are not permitted: tank tops, halter or crop tops, bare midriffs, leggings unless covered by a longer shirt, spandex (shorts or pants), cut-offs, baggy pants, ripped jeans or pants that expose the skin, 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 out-of-uniform days students must follow “basic” uniform rules, i.e., boys must be clean shaven; all students must wear socks. Jeans may be worn, but should be in good condition. No rips or tears that expose skin.

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).

### ***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 may have an ‘out-of-uniform’ day. On Tag Days, students must follow “basic” uniform rules, i.e., boys must be clean shaven; all

students must wear socks. Jeans may be worn, but should be in good condition. No rips or tears that expose skin.

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.

### ***Spirit Day***

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.

### ***Game Days***

On days that Gorette athletes have a game, at the coaches discretion, the athletic jersey may be worn over the uniform shirt and tie..

### ***Used Uniform Closet***

We maintain a used uniform closet at Gorette. Please feel free to donate gently used uniforms or browse the closet and take uniforms as needed.

## **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. For the 2022-2023 school year seniors may wear a college sweatshirt on Wednesdays. The required uniform shirt must be worn under the sweatshirt.

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.

## **ACADEMICS**

### **ACADEMIC PROGRAM 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.

### **REQUIREMENTS ARE AS FOLLOWS (effective class of 2025):**

#### **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

Earth Science

Chemistry

**SOCIAL STUDIES** 3 CREDITS

REQUIRED COURSES

U.S. History

U.S. Government

World History

**FOREIGN LANGUAGE** 2 CREDITS

**RELIGIOUS STUDIES** 4 CREDITS

Yearly retreats are required

**PHYSICAL ED** .5 CREDIT

**HEALTH** 1 CREDIT

**FINE ARTS** 1 CREDIT

**TECHNOLOGY** 1 CREDIT

**ELECTIVES** 3.5 CREDITS

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**TOTAL** 27 CREDITS

### ***Course Placement***

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

### ***Course Changes***

Selection of courses will be done only after careful consultation with students, parents, teachers, and counselors. Once a student chooses courses, these choices will be verified by the student and parent and receive approval by the Administration. All course changes must be done by the end of the second week of the course. The Student Class/Course Transfer Form must be completed to initiate a drop/change.

## ***Course Levels***

### **Course levels offered are:**

- College Prep (CP)
- Honors (H)
- Dual Enrollment
- 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 AND 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
- Bring a charged Chromebook to 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 can 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***

Assignments lose their effectiveness when work is not turned in on time. Major Project/Assignment grades will be reduced by 5 points a day. The maximum number of points that will be deducted for lateness is 30.

### ***Grading Communications***

St. Maria Goretti Catholic High School subscribes to an online service, FACTS, to which all students and parents have access. This online gradebook allows teachers to post grades, assignments, and class information online. Students and parents/guardians have access to this information at any time. The Administration requires all teachers to update grades weekly.

### ***Grading Policy***

Students are issued report cards quarterly. Report cards will be emailed 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 three or more grades below 69% are in danger of academic ineligibility. (See Academic Ineligibility) We recognize that student academic success is a team effort. Teachers will communicate concerns of academic progress with parents. Parents/guardians are expected to cooperate in helping to remedy academic concerns expressed by teachers.

#### **Semester based courses are calculated by:**

- Each quarter represents 90% of the final grade
- Semester exam represent 10%

#### **Year-long courses are calculated by:**

- Each semester represents 45% of the final grade (90%)
- Midterm and final exams represent 5% each (total 10%)

**Midterm 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 only if approved in advance by the Principal in writing. Students who are absent from an exam will be considered excused only with a doctor’s note.

**THE HONOR CODE**

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 Catholic High School Honor Pledge***

I HAVE NEITHER GIVEN NOR RECEIVED ANY UNAUTHORIZED HELP ON THIS

\_\_\_\_\_

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

\_\_\_\_\_

Student signature

**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 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**

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 Department of Catholic Schools.

**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.**



## GRADUATION REQUIREMENTS

Students in 12th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. A 12th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

### GRADE POINT AVERAGE: METHOD 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.

- Dual Enrollment = GPA factor of 1.15
- Advanced Placement = GPA factor of 1.15
- 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 (used to determine GPA)

GRADE POINT CONVERSION CHART (used to determine GPA)

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 approved 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. **A student must have attended St. Maria Goretti Catholic 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 UP 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.

### ***Academic Ineligibility***

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

**Two or more failing grades (below 65%) OR three or more grades below 69%**

If a student is academically ineligible they may practice but not participate in games or performances. Students may become eligible on a rolling basis. If at that time the student has improved and does not have two or more failing grades (below 65%), or three grades below 69%, he/she may participate in the co-curricular activity.

### **DUAL ENROLLMENT COURSES**

Juniors and Seniors who wish to take dual enrollment courses through our partner colleges/universities must have a 3.0 GPA or meet the college's eligibility criteria. Dual enrollment courses may be taken on or off Goretti's campus. Transportation is the responsibility of the student. Students must complete Goretti's Dual Enrollment Approval form prior to enrollment and receive approval. Students are responsible for the fees and materials associated with the approved course. Only approved courses will be reflected on the transcript. Students must earn a C or better in the course or reimburse Goretti for the tuition that was paid. Dual enrollment courses will not be recorded on report cards. Please see the Dual Enrollment Approval Form for more details.

### **FAILURE POLICY**

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

### **TESTING PROGRAM**

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

### **Measures of Academic Progress (MAP)**

The MAP Assessment will be administered three times a year to measure academic growth.

### **PSAT**

The PSAT will be given in October and results will be shared with families.

### **ACRE**

*All students in grades 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.*

## CURRICULUM AND INSTRUCTION

The Archdiocese of Baltimore Curriculum is designed to prepare students to be College and Career Ready. Each course of study fosters students' Catholic identity, shaping them to be models of Christian living for others. We provide students with a curriculum that is rigorous and rich in various disciplines. By continuing to implement new standards that are challenging, we work to fulfill the promise of quality Catholic education that educates the whole child: mind, body and soul.

Operating under the Archdiocese of Baltimore Department of Catholic Schools, St. Maria Goretti Catholic High School follows the Course of Study developed by this educational entity. This curriculum meets and exceeds the curriculum requirements for the Maryland State Department of Education. We offer students a core foundational sequence of courses with the opportunity to take a variety of electives.

### TEXTBOOKS

The use of textbooks varies by course and teacher. In some courses textbooks are available for rent and in some courses students must purchase textbooks. When textbooks are to be purchased, the books will be pre-purchased by the school and the student's FACTS account will be billed.

### STUDENT RECORDS

*Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.*

#### ***Records Policy (Family Educational Rights and Privacy Act)***

*St. Maria Goretti Catholic High School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of [school name] are as follows:*

- *Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] a written request that identifies the record(s) they wish to inspect. The School will make*

*arrangements for access and notify the parent of the time and place where the records may be inspected.*

- *Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Amy Summers, Principal, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.*
  
- *Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:*
  - *To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.*
  - *To other schools to which a student is transferring.*
  - *In connection with financial aid under certain circumstances.*
  - *To specified officials for audit or evaluation purposes.*
  - *To organizations conducting certain studies for or on behalf of the school.*
  - *To accrediting organizations.*
  - *In order to comply with a judicial order or lawfully issued subpoena.*
  - *To appropriate officials in cases of health and safety emergencies.*

*The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.*

*The School has designated the following as directory information*

- o Student's name*
- o Participation in officially recognized activities and sports*
- o Address*
- o Telephone listing*
- o Weight and height of members of athletic teams*
- o Electronic mail address*
- o Photograph*
- o Honors and awards received*
- o Date and place of birth*
- o Dates of attendance*
- o Grade level*

*Parents who do not want the School to disclose the above directory information without their prior written consent must notify Amy Summers, Principal in writing by September 15, 2022.*

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.***
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Maria Goretti Catholic High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.*

## **VOLUNTEERS**

All volunteers are required to partake in the Virtus Program and have a background check.

## **PARTNERSHIP WITH PARENTS**

*In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:*

- 1. to be a partner with the school in the education of your child*
- 2. to understand and support the Catholic mission and identity of the school*
- 3. to read all communications from the school and to request clarification when necessary*
- 4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings*
- 5. to discuss concerns and problems with the person (s) most directly involved*
- 6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible*
- 7. to promote your school and to speak well of it to others to include, but not limited to, social media platforms.*
- 8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible*
- 9. to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.*
- 10. to be respectful of students, staff, and the surrounding community at all Gorette activities, including sporting events, drama productions, social functions, etc.*

## **PARENTAL SUPPORT/COMPLIANCE**

*In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.*

## **HOME AND SCHOOL ASSOCIATION**

The Goretti Parent Organization (GPO) is composed of parents, teachers, and administrators who work together to support the organization of students at Goretti. Meetings are held the second Monday of each month at 7 p.m. in Seton Hall. All parents are encouraged to be involved in the organization.

## **PARENT/TEACHER CONFERENCES**

St. Maria Goretti Catholic High School values family involvement in the education process. Teachers and administration are always available to schedule a time to meet with families to discuss student progress or concerns. To best accommodate everyone, please provide at least 24 hours notice. Parent Teacher Conferences will be held on November 7, 2022 from 3 p.m. to 7 p.m.

### ***Change in Address***

When there is a change in address or contact information, the school is to be notified immediately and that information is immediately changed in FACTS.

### ***Change in Name or Family Status***

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

### ***Communication to Parents***

*In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet.*

The school uses text alerts, email, and the FACTS App to communicate with parents/guardians. To ensure that you are receiving all of this important information it is essential to keep contact information updated.



*Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school has this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.*

### **Non-Custodial Parent**

*Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.*

*Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.*

*(N) School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.*

## **ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS**

*Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.*

*It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.*

*Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.*

*The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.*

*All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.*

**Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- *Respect the privacy and property rights of others and the well-being of the School*
- *Are consistent with Roman Catholic values and morals*
- *Treat technology tools and computer equipment with respect.*

**Unacceptable** uses of the Internet and technology tools include but are not limited to:

- *Violating the rights or privacy of others, including by photographing or filming an individual without consent*
- *Posting or distributing videos or photographs without consent of the persons depicted and the School*
- *Using technology to send profanity, obscenity, or other offensive or harmful language*
- *Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)*
- *Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)*
- *Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols*
- *Revealing personal information beyond what is required for login while using Internet or web-based resources*
- *Responding to inappropriate messages from others (which should be reported to the School)*
- *Downloading or copying information onto disks or hard drives without prior teacher approval*

- *Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)*
- *Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)*
- *Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)*
- *Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.*
- *Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.*
- *Accessing or searching files, directories, or folders for which the user does not have authorization*
- *Intentionally erasing, renaming, or disabling of anyone else's files or programs*
- *Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor*
- *Violating School conduct rules or the law.*

*Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values.*

*Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").*

*Parents are responsible for:*

- *Reviewing and discussing this policy with their child as well as supporting the School in its enforcement*
- *Partnering with the School in monitoring their child's technology use*
- *Modeling appropriate Internet behaviors for their child*
- *Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.*

*Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.*

## WEB-BASED SERVICES

*The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child’s participation in the School’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.*

## COMPUTER USE INTERNET ACCESS POLICY

St. Maria Goretti Catholic 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 may 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.**

### **Chromebook**

Students are issued a Chromebook and charger at the beginning of each school year. Students must bring their charged Chromebook to school each day. Please refer to the Chromebook Policies Information Handbook posted on our website for specific details about Chromebooks.

## **CRISIS INTERVENTION PLAN AND CRISIS INTERVENTION TEAM**

The safety of Goretta students is of primary importance. Our Crisis Intervention Plan outlines our crisis response in more detail and our Crisis Response Team reviews this plan annually.

### **FIRE AND SAFETY DRILLS**

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 homeroom 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.

Each year we will conduct safety drills in accordance with Archdiocesan and State of Maryland requirements. In the event of an intruder we use the Run, Hide, Fight protocol.

### **EMERGENCY & WEATHER-RELATED CLOSINGS/ DELAYED OPENINGS**

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. Weather-related closings and delays will also be announced on local media and on the school social media, as well as parent alerts sent. In the event of an early dismissal, the time of closing will be determined by the Principal.

## NON-DISCRIMINATION STATEMENT

The State of Maryland requires the following statement in the Student Handbook:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
  - 1) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
  - 2) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
  - 3) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school’s religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

***Requests for reasonable accommodations for a student with a disability may be directed to Ryan Cascio, Assistant Principal, or Robin Handler, Counselor.***

***Religion is required for each year a student attends St. Maria Goretti Catholic High School. All students enrolled in St. Maria Goretti Catholic High School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.***

## HARASSMENT POLICY

### Policy

*It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.*

### Scope

*This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.*

### Prohibited Conduct

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:

- i.) Has the purpose or effect of creating an intimidating, hostile or offensive environment;*
- ii.) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or*
- iii.) Otherwise adversely affects an individual's educational opportunities.*
  - a. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color,*

*sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.*

## Procedure

- a. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- b. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- c. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- d. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

## **BULLYING POLICY STATEMENT**

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of 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 bullying prevention, intervention, and response.



Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

*“Bullying, harassment, or intimidation”* means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. 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:
  - i. 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
  - ii. Is sexual in nature; or
  - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

*Electronic technology* means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

*Retaliation* means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school’s website.

## **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, Stephanie Roccograndi at 301-739-4266 with any questions regarding your financial obligations.

## **2022-2023 COST OF TUITION: \$16,550**

**ACTIVITY FEE: \$300** (this covers athletic participation, music/drama participation, day retreats, day field trips, lab fees, art fees, and technology use)

If there are outstanding financial obligations, progress reports, report cards, transcripts, diplomas, and educational records may be withheld. If students have an outstanding financial obligation, reenrollment is at the discretion of the school administration.

### **Payment Schedule**

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

Annually: Families who pay tuition in full will receive a 1% discount.

Quarterly: There will be no discounts or fees assessed for quarterly payments.

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. A 1% service charge is included in each monthly payment.

### **Other Fees**

- Electronic textbook subscriptions and/or physical textbooks 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 Gorette teacher's account for instructional purposes.

### **Reenrollment**

Prior to March 1st the enrollment fee is \$120. The price increases to \$220 after March 1st.

### **Tuition Assistance/Tuition Grants**

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.

**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](mailto:mrsshaper@myactv.net) or by phone at 301-665-1365 (home) or 301-730-4694 (cell).

### **Withdrawals**

Administration must be informed in writing if the decision is made to withdraw a student from St. Maria Goretti Catholic High School. All financial obligations must be met. Transcript requests should be submitted by the school the student is transferring to.

## **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 SMGCHS 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 Catholic 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 President, Dr. Joseph Padasak, 301-739-4266.

**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 President Dr. Joseph Padasak, 301-739-4266.

**Fundraising:** All clubs, sports teams and organizations in the SMGHS community planning fundraisers must have approval from the Executive Director of Institutional Advancement & Admissions.

**All contributions to SMGCHS should be made through the President, Dr. Joseph Padasak, 301-739-4266.**

## **HEALTH AND SAFETY**

*AHERA – 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 secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. 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 activities that are planned or are in progress. The plan is kept in the business manager's office and may be viewed upon request during normal business hours.*

### **Maryland School Immunization Requirements**

*A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.*

### **Dispensing of Medication**

*The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of*

prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

**Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.**

### **Communicable Diseases**

**Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:**

<i>Measles – regular or German (Rubella)</i>	<i>Tuberculosis</i>
<i>Meningitis</i>	<i>Whooping</i>
<i>Cough (Pertussis)</i>	
<i>Hepatitis</i>	<i>Rocky</i>
<i>Mountain Spotted Fever</i>	
<i>Food Poisoning</i>	<i>Human</i>
<i>Immune Deficiency</i>	
<i>Mumps</i>	<i>Virus Infection</i>
<i>(AIDS and all</i>	
<i>Adverse reactions to Pertussis Vaccine</i>	<i>other</i>
<i>symptomatic infections)</i>	
<i>Lyme disease</i>	<i>Animal bites /</i>
<i>Rabies</i>	
<i>Chicken Pox (varicella)</i>	<i>Influenza</i>
<i>Covid 19</i>	

**Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for**

***readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.***

### **Health Room Visits**

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 Catholic 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 SMGCHS 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.

### **Health Records**

*Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information.*

*The school must be notified of any changes that occur during the school year.*

### **Head Injury**

*If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.*

### **Insurance**

*The school provides the option for parents to purchase health insurance for their children.*

### **Allergies**

*Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.*

### **Bloodborne Pathogens**

*A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.*

### **Vision/Hearing Screening**

*The school follows the directives of Washington County Health Department and responds to parent's requests for individual testing.*

***This testing is usually done for:***

- 1.) All new students who have not provided documentation for screening in the past year;***
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9;***
- 3.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.***

## **Child Abuse and Neglect Reporting Policy Procedures**

*Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be*

*protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.*

### **Visitors**

*In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.*

## **PARKING, TRANSPORTATION, AND CAMPUS ACCESS**

### **Transportation**

When students use bus services or are transported in Gorette owned vehicles they are expected to uphold the same behavioral expectations as they would on school grounds.

### **Transportation Procedures**

*Students will only be released to custodial parents or those adults listed on emergency contact forms. Students will not be allowed to leave school in an UBER, Lift, or with any private transportation company. Students may not transport other students, other than siblings, in personally owned vehicles, without written permission from both the parent/guardian of the driver and passenger.*

Due to safety concerns, all students who are dropped off or picked up are to use the back parking lot space along the courtyard at the school's back entrance.

### **Parking**

All students who drive to school must park in the school parking lot in their assigned parking space. Students must apply for a parking pass each year and display this parking pass on their vehicle at all times. 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.



Visitors, faculty, and staff will park in designated areas and the students will park in our back parking lot. The school parking lot is off limits to students during school hours (**8:15 am – 2:45 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.

### **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 building 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. Any student waiting for pick-up after 3:15 PM must wait in the front office. **St. Maria Goretti Catholic 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 are no longer the responsibility of St. Maria Goretti Catholic High School.

### **Supervision Responsibilities Before and After the Official School Day**

*Students may arrive at school no earlier than 7:45 AM unless prior arrangements have been made with a teacher. Students must report to Seton Hall upon arrival and remain there until 8:10 AM. Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times.*

## **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 Principal two days before the visit.

## **HONOR ROLL AND HONOR SOCIETIES**

### **Honor Roll**

Students who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria: Honor roll will be calculated and awarded at the end of each semester.

**DISTINGUISHED HONORS:** A weighted GPA of 3.7 or higher.

**HONORS:** A weighted GPA of 3.25 or higher.

### **National Honor Society**

Enrollment in the 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 3.75 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.

### **NHS SELECTION PROCESS:**

- Eligible students notified of candidacy by faculty advisor.
- Candidate packets distributed to eligible students.
- Eligible students complete and submit candidate packets.
- Faculty feedback regarding candidates is solicited.
- Faculty committee meets to review candidate packets and select new members.
- Faculty advisor submits a list of selected candidates to the Principal for approval.
- Faculty advisor submits draft(s) of non-selection letter(s) for Principal approval.
- Faculty advisor meets with candidates to inform them of selection status.
- New members are inducted at an 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.

### **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 10<sup>th</sup> 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 co-curricular organizations outside of the classroom, beginning in the freshman year.

### 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 co-curricular activities.

### Student Dances

One of the school's objectives is to provide co-curricular 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: The school reserves the right to use a breathalyzer at school functions.
8. No outside food or beverage will be allowed.
9. No gum will be allowed in the gym.
10. All food and beverages provided at the dance must stay in the foyer of the gym.

### **ATHLETICS**

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                  Swimming          Lacrosse  
Soccer                                  Track & Field

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

### **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 tardy policy regarding athletic participation policy following a late arrival to school.

## **STUDENT LIFE**

### **Food Services**

Students may purchase 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. A classroom may be designated for supervised, quiet study during each lunch period.

**There is no food allowed to be opened/consumed in the hallways. Only water may be consumed on campus. It must be secured with a lid that screws on in a clear bottle.**

### **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.

### **Cell Phones**

Student cell phone use (or audio devices connected to cell phones such as ear buds, air pods or Bluetooth headphones) is prohibited during instructional time at St. Maria Goretti. Cell phones will be permitted in Seton Hall during lunch. We know that cell phones have many advantages in our day to day lives, however during the school day, cell phones continually disrupt instruction and inhibit student learning. Smart watches may be worn but if they become a distraction to instruction, it will be addressed on an individual basis.

First Offense: Student may retrieve phone at the end of the school day from administration.

Second Offense: Parents must retrieve the phone during school hours from administration.

Third Offense: A parent conference and they must retrieve the phone during school hours from administration.

Fourth Offense or more: A parent conference and disciplinary consequences will occur.

### **Backpacks**

Students are permitted to bring backpacks to school. Backpacks need to remain in the student's locker or locker room area. This includes athletic gear and bags. Students are permitted to use a sleeve to carry their Chromebooks in.

### **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.**

## **STUDENT SERVICES**

### **IEP Process**

*If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.*

*If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.*

*If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.*



## **Field Trips**

*Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.*

*If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.*

*All chaperones are required to complete Virtus training.*

## **PBIS**

*The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.*

## **Guidance and Counseling**

St. Maria Goretti Catholic 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.

## **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.