



**STUDENT/PARENT HANDBOOK  
2020 - 2021**

**\*The information in this book was the best available at press time. Any changes in information or additions will be announced through daily school announcements and posted at [www.goretti.org](http://www.goretti.org).**

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## **INTRODUCTION**

### **HISTORY**

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

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

### **MISSION STATEMENT**

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.

## **NON-DISCRIMINATION POLICY**

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

## **ACCREDITATION AND GOVERNANCE**

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

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

## **BOARD OF TRUSTEES**

- Mr. James Marshall, Chairperson
- Dr. Robert Cirincione, Vice Chairperson
- Dr. Emmett Burke, Secretary
- Mr. Michael Morrell, Treasurer
- Msgr. J. Bruce Jarboe, Canonical Representative
- Ms. Cathy Ashley-Cotleur
- Deacon Dave Galvin

- Mr. Brooks McBurney
- Mr. Robert F. Fennel
- Mr. Arthur Schneider
- Mrs. Christin Kinman
- Mrs. Kathleen Muldowney Murray
- Dr. Kevin Hogan
- Mr. Timothy Shanklin

#### **ADMINISTRATION**

- Mr. Christopher Cosentino, President
- Dr. Shannon Storch, Principal
- Ms. Maggie Ballantyne-Director of Admissions & Enrollment Management
- Mr. David Blenckstone, Director of Athletics
- Mrs. Jennifer Carbaugh, Executive Director of Institutional Advancement & Enrollment
- Mr. Rashad Curtis, Director of Guidance
- Director of Finance
- Mrs. Terra Williams, Educational Technology Specialist

#### **ADMINISTRATIVE SUPPORT STAFF**

- Mrs. Jacqueline Curtin, Bookkeeper
- Mrs. JoAnne Farrell, Cafeteria Manager
- Mrs. Mary Grove, School Secretary
- Mr. Sidney McCray, Registrar and Substitute Management

#### **FACULTY (Update)**

- Mrs. Gillian Austin, Fine Arts
- Mr. Brandon Nasuti, Social Studies
- Ms. Megan Zuvich, Math
- Mr. Matthew Richardson, English/Theology
- Ms. Maya Massey, English
- Mrs. Hilary Elmerraji, World Language
- Ms. Keysi Valencia, World Language
- Mrs. Doreen Hamm, Math
- Mrs. Kathy Lilly, Theology
- Mr. Marc Peterson, Math
- Mr. Evan Moser, Social Studies
- Mrs. Heather Nees, Campus Minister, Theology

- Ms. Kristen Adams, English
- Mrs. Teresa Rainey, Science
- Ms. Erin Ruff, Fine Arts
- Mrs. Andrea Shephard, Science
- Mrs. Beth Sherwin, Science

### **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 classes, assemblies, and athletic events begin with a prayer. All students are expected to stand reverently during prayer.

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

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

### **SCHOOL LITURGIES**

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



## **PASTORAL CARE**

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

## **SERVICE LEARNING PROGRAM**

All requirements for service learning are included in the service handout that each student receives upon becoming a student at Goretti. Students must complete a minimum of 25 hours for each year they attend Goretti. These hours must consist of 15 hours given to one non-profit organization and 10 flex hours given to any community service activity. **During the COVID-19 pandemic, these service hour requirements will be modified.**

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

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

## **COMPLETION OF SERVICE HOURS IS REQUIRED FOR GRADUATION.**

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

**Please note:** Students must complete 25 service hours per year.

## **FINANCIAL INFORMATION**

### **WAYS TO GIVE**

**Matching Gifts** – Many businesses and corporations match personal gifts to educational institutions made by employees, retirees, and their family members. Your own company's Human Resources office will be happy to provide you with information about its matching gift program.

**Memorial and Honorary Gifts** - Your memorial gift to 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 Executive Director of Institutional Advancement & Admissions, [301-739-4266](tel: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 Executive Director of Institutional Advancement & Admissions Please contact for further information, [301-739-4266](tel: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 must be made through the Executive Director of Institutional Advancement & Admissions.**

## **FINANCIAL AID PROGRAMS**

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

**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).

## **FINANCIAL OBLIGATIONS (Update the payment dates)**

Families are expected to pay all financial obligations in a timely manner. Financial obligations include tuition and assessed fees. Please contact the Director of Finance at 301-739-4266 ext. 2147 with any questions regarding your financial obligations.

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

1. **Annual:** Families who pay tuition in full will receive a 1% discount.
2. **Quarterly:** . There will be no discounts or fees assessed for quarterly payments.
3. **Monthly:** Payment is due on a twelve (12) month schedule for grades 9 - 11. Payment for grade 12 is on an eleven (11) month schedule. A 1% service charge is included in each monthly payment.

#### **Additional Fees**

- Athletic Participation Fee (per student): 1<sup>st</sup> sport - \$150; 2<sup>nd</sup> sport - \$75; 3<sup>rd</sup> or more sport - \$25
- Electronic textbook subscriptions for certain courses may be purchased by the school on behalf of the student and billed to the student's account. This allows the student's subscription to be linked to the Gorette teacher's account for instructional purposes.
- Lab fees will be charged for certain science courses - \$75-\$150 depending on the course
- Art fee - \$35 for each elective arts class

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

- Receive report cards or official transcripts
- Receive diplomas

#### **PURCHASE OF TEXTBOOKS**

Students must purchase books before the start of classes. Students may purchase textbooks through <https://gorette.org/resources/bookstore>. Additional information may be obtained from the Principal. We are highly recommending that students purchase an electronic version of their textbooks this year.

### **STUDENT INFORMATION POLICIES**

#### **STUDENT RECORDS DISCLOSURE POLICY**

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

It is thus the policy of St. Maria Goretti Catholic High School to not disclose personally identifiable information from a student's educational records to third parties without the student's (or if the student is a minor, his or her parent's or guardian's) prior written consent, except as otherwise permitted by FERPA. Notwithstanding, the School may disclose at its discretion the following "directory information" without prior written consent: name, address, telephone number, date and place of birth, photograph, courses completed or in progress, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors received, and the most recent previous educational institution attended. Students who do not wish to have any or all of the above items disclosed must submit to the Director of Guidance a written notice, signed by the student's parent or guardian if the student is a minor, to that effect. Such notice must be received no later than two weeks before the beginning of each academic year.

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

#### **HEALTH AND MEDICINE POLICY**

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

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

#### **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:

Measles – regular or German (Rubella)

Tuberculosis

Meningitis

Whooping Cough (Pertussis)

Hepatitis

Rocky Mountain Spotted Fever

Food Poisoning

Human Immune Deficiency

MumpsVirus Infection (AIDS and all Adverse reactions to Pertussis Vaccineother symptomatic infections)

Lyme disease

Animal bites / Rabies

Chicken Pox (varicella)

Influenza

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

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.

### **ASBESTOS MANAGEMENT PLAN**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and high secondary schools. These regulations require schools to inspect for friable (easily crumbled) and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. These regulations assign schools many responsibilities. Our program for fulfilling these responsibilities is outlined in our Asbestos Management Plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance and re-inspection activities that are planned or are in progress. You can

review this plan at the Archdiocese of Baltimore Administrative Office, The Catholic Center, 320 Cathedral St., Baltimore, MD, during normal business hours. The plan is also available for review at St. Maria Goretti H.S., Hagerstown, MD, with three (3) working days' notice for a request. If you have any questions, please contact Mr. Rick Baer, Facilities Director, at (301)739-4266.

## **LEGAL STATUS OF STUDENTS POLICY**

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

## **ATTENDANCE POLICIES**

Maryland law requires regular school attendance. Students are expected to attend school daily unless ill or otherwise excused. Students must be in compliance with the state department of education attendance requirements, which state that **“missing more than 12 un-excused days/classes, or 16 total excused or unexcused days/classes, is cause to deny credits.”** For a one-semester course, **six un-excused absences or eight total excused or unexcused days may result in denial of credit.** Attendance becomes part of a student's permanent record and transcript.

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

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

## **PROCEDURES REGARDING ABSENCES**

- **Parents must notify the school if their child will be absent or tardy.** All information regarding tardies and/or absences must be directed to Mary Grove at 301-739-4266, or [mgrove@goretti.org](mailto:mgrove@goretti.org).
- **A written excuse signed by the parent/guardian,** stating the dates and reasons for absence, is mandatory upon return to school. For an extended absence of **3 or more days a physician's note is required** along with a note from the parent.
- In case of extended illness, contagious diseases, or hospitalization, please notify the school office at once. A physician's note should be obtained, indicating when the child may return to school.
- **All absences will be listed as unexcused until a parent note or physician's**

**note is submitted.**

The Administration has discretion to determine whether credit will be awarded to a student who has had excessive absences, even if a medical excuse from a doctor has been provided for those absences.

- Family vacations or trips are strongly discouraged during the school year when school is in session. If a student must miss two or more days from school, he/she is required to obtain a **Notification of Extended Absence form** from the office at least two weeks in advance of the absence. The request will be reviewed by the Administration prior to the absence. **Please note: Students who take an unapproved, extended absence may forfeit the opportunity to makeup tests and assignments missed during the absence.**

## TARDINESS

The daily first bell sounds at **8:00 a.m.**, signaling that students should report to their A period class, prepared for the academic day to begin at **8:04 a.m.** Any student arriving at **8:04** or later must report to the Main Office to sign in and receive a tardy pass. Students will not be admitted to their A period class after **8:04 a.m.** without a pass.

**Students who are tardy, whether excused or unexcused, more than three times in a quarter, will be administered a lunch detention.** On the tenth offense in a semester, the student will be placed on probation and will not be admitted to class pending a parental conference with the Principal.

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

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

## EARLY DISMISSAL

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

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



Students must have permission from the Principal and must see the school secretary to seek parental permission in order to leave school grounds during the school day (**8:00 a.m. – 3:00 p.m.**). Students must ask permission of an administrator and sign out in the Main Office to go to the parking lot for any reason during the school day.

## **COLLEGE VISITS**

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

## **SCHOOL CLOSINGS**

In the event of inclement weather, the school will abide by the decision of Washington County Public Schools for delayed openings, early dismissals, and/or closures. Weather-related closings and delays will also be announced on local media and on the school website, <http://goretti.org>. The school answering machine also will be updated. In the event of an early dismissal, the time of closing will be determined by the Principal.

## **PARKING AND TRANSPORTATION**

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

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 (**8:00 am – 3:00 pm**) without permission from the main office.

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

## **DROP-OFF or PICK-UP OF STUDENTS**

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

## TRAVEL POLICY

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

## CAMPUS CURFEW

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

## SCHOOL HOURS

No students may be unsupervised in the school buildings and/or gymnasium at any time. **The school building is officially closed at 4:00 pm daily.** Students remaining on school grounds after 4:00 PM must be with a teacher/coach for a specific purpose. **St. Maria Goretti 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.

## 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.

## EMERGENCY PROCEDURES

The safety of Goretti students is of primary importance. In the unlikely event that an emergency evacuation of the school is necessary, the full cooperation of the students is expected. Fire exit signs and planned routes are posted in each classroom. Upon the sounding of a fire signal or a smoke detector, students will proceed out of the building **quickly and silently**. When students have left the building and reached the safety zone, they are to **meet their classroom teacher** in the assigned area and stand in a **single silent**

**line**, one for each class, where **attendance will be taken**. No student or faculty is to return to the building until the “All Clear” signal has been given.

## ACADEMICS

### ACADEMIC PROGRAMS/REQUIREMENTS

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

#### REQUIREMENTS ARE AS FOLLOWS:

<b>ENGLISH</b>	4 CREDITS
REQUIRED COURSES	
Intro to Literature & Composition	
American Literature	
World Literature	
British Literature or AP English Literature	
<b>MATH</b>	4 CREDITS
REQUIRED COURSES	
Algebra I	
Geometry	
Algebra II	
Please note: Students must take a Math course each year while enrolled at Goretti.	
<b>SCIENCE</b>	3 CREDITS
REQUIRED COURSES	
Biology	
Chemistry	
<b>SOCIAL STUDIES</b>	3 CREDITS
REQUIRED COURSES	
U.S. History	
U.S. Government	
World History	
<b>FOREIGN LANGUAGE</b>	3 CREDITS
<b>RELIGIOUS STUDIES</b>	4 CREDITS
Yearly retreats are required	
<b>PHYSICAL ED</b>	½ CREDIT
<b>HEALTH</b>	½ CREDIT
<b>FINE ARTS</b>	1 CREDIT
<b>TECHNOLOGY</b>	1 CREDIT

<b>ELECTIVES</b>	4 CREDITS
<b>TOTAL</b>	<b>28</b>

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### **COURSE PLACEMENT**

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

### **POLICY REGARDING COURSE CHANGES**

Selection of courses should be done only after careful consultation among students, parents, teachers, and counselors. Once a student chooses courses, has these choices verified by the student and parent, and receives approval for these by the Administration, the student will not be permitted to change course selections unless extreme circumstances are determined to exist. If a course is to be dropped it must be done before the first midterm of the course.

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

### **COURSE LEVELS**

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

- University Prep (UP)
- Honors (H)
- Advanced Placement (AP)
- Early-to-College (ETC)

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

### **STUDENT RESPONSIBILITY FOR COURSE WORK**

#### **The student is expected to:**

- Complete all assigned work on time
- Arrive at class on time
- Be responsible for assignments missed because of absence

- Be attentive and respectful in class at all times
- See a teacher during his/her office hours if help is needed
- Actively participate in class
- Bring required materials to each class

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

### **HOMEWORK AND MAKE – UP WORK**

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

In cases of absences, assignments, tests, projects, and quizzes must be made up within the number of days equal to the absence.

Students 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**

Routine homework loses its effectiveness when not turned in on time.

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

### **GRADING COMMUNICATIONS**

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

### **GRADING POLICY**

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

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

**Semester grades are calculated by:**

- Each quarter represents 45% of the final grade (90%)
- Semester exams represent (10%)

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

Examinations are given at the end of each semester. At the teacher's discretion, a student **may be** exempted from the final exam in a year-long course provided that the student has maintained an average that may be no lower than 90%. The teacher may opt to require a minimum year-long average higher than 90% in order for students to qualify for exemption.

**SEMESTER AND FINAL EXAMINATIONS**

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

**AP EXAMS**

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

**ACADEMIC PERFORMANCE**

**DISTINGUISHED HONORS**

- A weighted GPA of 3.7 or higher.

**HONORS**

- A weighted GPA of 3.25 or higher.

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

**GRADE POINT AVERAGE: METHODS OF CALCULATION**

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

- Advanced Placement/Early to College = GPA factor of 1.15
- Honors = GPA factor of 1.07
- University 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 Received	Grade Points	Grade Received	Grade Points	Grade Received	Grade Points
65	1.0	75	2.0	85	3.0
66	1.1	76	2.1	86	3.1
67	1.2	77	2.2	87	3.2
68	1.3	78	2.3	88	3.3
69	1.4	79	2.4	89	3.4
70	1.5	80	2.5	90	3.5
71	1.6	81	2.6	91	3.6
72	1.7	82	2.7	92	3.7
73	1.8	83	2.8	93	3.8
74	1.9	84	2.9	94	3.9
				95-100	4.0

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

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

**VALEDICTORIAN / SALUTATORIAN STANDING**

The graduating class Valedictorian and Salutatorian will be determined by career GPA calculations at the end of the second semester of the senior year.

**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 end of the first quarter, at the end of the first semester, and at the end of the third quarter. Students are ineligible to participate in cocurricular activities if they have:

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

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

### **INDEPENDENT STUDY & ONLINE COURSES**

Prior to enrollment in a course, the course curriculum must be presented in a timely manner, to the principal for review.

### **ESSENCE PROGRAM**

Seniors who wish to take a course at HCC through the ESSENCE Program will need to have it approved by the Principal by May 15 for the following Fall semester and



November 15 for the following Spring semester. Approval will be based not only on content but also on whether the time the course is offered can be coordinated with St. Maria Goretti's master schedule. Approved courses receive dual credit (HCC & SMG), and show on transcripts with the course title, grade, and Early to College designation. ESSENCE courses will be weighted as Honors-level courses for GPA calculations.

## **COURSE REMEDIATION**

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

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

## **FAILURE POLICY**

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

## **HYBRID LEARNING & TECHNOLOGY**

In a socially distanced hybrid learning mode, schools will be teaching the AOB curriculum while adhering to health and safety guidelines. Teachers will maximize classroom and facility space to distance students. Inventive teaching strategies will be used to allow for physical distancing while still encouraging discussion, collaboration, exploration, discovery, socialization, and movement. Personnel will be reassigned as necessary to limit exposure and to maximize teaching effectiveness. Students regardless of the mode of instruction (e.g. in-person or remote) must adhere to school policies regarding the use of technology. Unacceptable uses of technology include violating the rights or privacy of others by photographing, recording or filming an individual without consent.

## **TECHNOLOGY POLICY**

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

### **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.**

## THE HONOR CODE

### THE PRINCIPLES

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

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

*St. Maria Goretti 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.**

## **ARCHDIOCESE OF BALTIMORE / ST. MARIA GORETTI CATHOLIC HIGH SCHOOL STUDENT HARASSMENT POLICY**

### **Policy Statement**

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

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

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

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

### **Definitions:**

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

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

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

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

### **Compliance Coordinator**

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

Dr. Shannon J. Storch  
301-739-4266  
[sstorch@goretti.org](mailto:sstorch@goretti.org)

### **Dissemination**

A copy of this Policy will be included in all student/parent handbooks and given to parents who are new to the school.

## **DRUG AND ALCOHOL POLICY**

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

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

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

## **DISCIPLINE**



## **DISCIPLINE POLICY**

The discipline policy of St. Maria Goretti 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.**

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

## **DISCIPLINARY MEASURES**

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

1. **WARNING:** A reminder to follow school policies/procedures.
2. **TEACHER RESOLUTION:** Matters of classroom discipline and management remain the responsibility of the individual teacher. Students may be required to remain in

for lunch 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 or excessive tardiness will serve lunch detention throughout the day at our academic campus.

3. **SUSPENSION** Suspension is a serious penalty imposed for major violations of school policies and rules. For this reason, it is common for colleges to require applicants to report any suspensions. Suspensions may be served in or out of school, as designated by the 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 school, disrespectful behavior toward other students, teachers or staff.

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

4. **SOCIAL PROBATION** Social probation may be issued in addition to a suspension when deemed warranted by the Principal. Social probation prohibits a student from participating in co-curricular activities. Social probation may be issued for up to three days for a single (one-day) suspension or a week for students who have had repeated suspensions.

**The Principal's decision in this matter is final.** The parent/guardian may request a review by the Superintendent of the Department of Schools of the Archdiocese of Baltimore. (See Review of Expulsion)

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

6. **EXPULSION POLICY** The Principal has the authority to expel from St. Maria Goretti Catholic High School any student who commits an intolerable act of misconduct or who has manifested a persistent unwillingness to abide by the rules and discipline code of the school. Students who are expelled are ineligible for any academic credit for the current term, and no refund (whole or partial) will be made for any tuition paid. The grounds of Saint Maria Goretti Catholic High School are off limits to any student who is expelled.

7. **REVIEW OF EXPULSION** A parent may request that the decision to expel a student

be reviewed by the Superintendent of the Department of Catholic Schools of the Archdiocese of Baltimore. The review must be requested within five (5) days of written notification of the Principal's decision and should be limited to the issue of whether the school followed the disciplinary procedures as outlined in this handbook.

**8. 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 to the Assistant Principal that the student be placed on disciplinary probation or expelled.

### **DISCIPLINE CODE VIOLATIONS**

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

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

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

### **WEAPONS POLICY**

In accordance with the Archdiocese of Baltimore Department of Schools policy, a student in possession of or carrying a dangerous or deadly weapon on school property or to school-related activities immediately will be removed from classes and/or

school-sponsored activities. Parents/guardians and local law enforcement will be contacted. A student who violates the weapons policy is subject to immediate expulsion from St. Maria Goretti 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.**

## STUDENT SERVICES

### FOOD SERVICE

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.

Eating in hallways or entryways is prohibited. Eating in classrooms is prohibited unless sanctioned by the Administration and only for a special circumstance. Water is the only beverage students may carry during school hours.

### GUIDANCE DEPARTMENT SERVICES

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.

### GYMNASIUM/ WEIGHT ROOM

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

## **IDENTIFICATION (ID)**

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

## **LOCKERS**

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

## **LOST AND FOUND**

The Lost and Found is located in the Main Office. It is advisable that students have their names on their belongings. It is not the responsibility of the office to notify students to claim lost articles. Items left in the Lost and Found at the end of the school year become the property of the school.

## **HONOR SOCIETIES**

### **NATIONAL HONOR SOCIETY**

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

### **NHS NOMINATION:**

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

### **NHS SELECTION PROCESS:**

- Eligible students notified of candidacy by faculty advisor.
- Candidate packets distributed to eligible students.
- 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 list of selected candidates to Principal for approval.
- Faculty advisor submits draft(s) of non-selection letter(s) to Principal for approval.
- Faculty advisor meets individually with candidates to inform them of selection or non-selection.
- New members are inducted at official induction ceremony during the Fall semester.

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

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

### **ART HONOR SOCIETY**

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

### **SPANISH/FRENCH HONOR SOCIETY**

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

### **THESPIAN HONOR SOCIETY**

The Goretti Thespian Troupe is an honor society for students involved in drama and theater activities, including the Goretti Drama Club. Students are eligible for induction after 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.

### DANCE POLICY AND REGULATIONS

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.
9. No outside food or beverage will be allowed.
10. No gum will be allowed in the gym.
11. All food and beverages provided at the dance must stay in the foyer of the gym.

## ATHLETICS

### PHILOSOPHY

Athletics are a vital part of student life at Goretti. As an extension of the academic classroom and traditional school day, many valuable lessons are learned through athletic participation. The objective of athletics is to foster an environment where young people reach their fullest potential intellectually, emotionally, and physically.

Goretti encourages students to vary their athletic experiences in order to enhance the diversity of learning. Goretti athletics are dedicated to teaching the principles of participation, excellence, discipline, loyalty, self-confidence, dealing with success and failure, respect for authority, and getting along with others.

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

Goretti offers the following sports:

Boys:	<u>Fall</u> Cross Country Golf Soccer	<u>Winter</u> Basketball Swimming	<u>Spring</u> Baseball Lacrosse Track & Field
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Girls:	Cross Country Golf Soccer Volleyball	Basketball Swimming Track & Field	Lacrosse
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## **PHYSICIAN'S HEALTH FORM**

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

## **ATHLETIC DISMISSAL TIMES**

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

## **GENERAL PARTICIPATION GUIDELINES**

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

## **UNIFORM GUIDELINES**

### **UNIFORM INFORMATION FOR ALL STUDENTS**

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

### **UNIFORM CODE**

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

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

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

- All students are to wear the proper type of shirt. Any tee shirts worn underneath 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 Goretti crest. Shirts may not be bloused.

Belts/waistbands must be clearly visible when standing.

- All dress slacks must have belt loops, and a belt must be worn at all times. Pant legs may not rest on the floor, may not be slit, frayed, cut-off, or patched, and pants must be worn above the hips.
- No “layered” pants may be worn under the uniform skirt, i.e. pajamas, sweats, etc.
- No “layered” shirts may be worn where a long-sleeved shirt shows under a short-sleeved shirt.
- No undergarments may be visible outside the clothes at any time, including out-of-uniform days.
- Socks and appropriate footwear must be worn at all times. Flip flops, slip-on shoes, or other unsecured footwear are not permitted at any time, including all out-of-uniform days.
- Students may not write on any part of their uniform, including the shoes.
- Students may not write on any part of their skin or allow others to write on them.

## **GIRLS’ UNIFORM**

### **GENERAL INFORMATION**

**Masks:** All students must wear masks that are school appropriate and cover a student’s mouth and nose. Students may wear masks that are comfortable for them, but no bandanas.

- 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.
- **Extreme or unusual** hair color, hairstyles, or hair accessories are not permitted.
- Students may not have visible tattoos.
- Only Goretti-approved sweaters may be worn with the uniform.
- Girls may not roll the waistband of their skirts; skirts must be properly fitted and worn fully zipped.

**Please note:** Girls who persist in violating the dress code regarding skirt length will be required to wear the girls’ uniform pants instead.

- Outerwear, such as coats and parkas, must be left in the student's locker at the beginning of the school day
- Any changes in the uniform code due to inclement weather will be made and announced by the Principal.

**Mass Uniform** (worn on all Mass and liturgy days)

- Shirt—white Oxford dress, short or long sleeve

- Skirt—solid gray or plaid skirt, worn no higher than the top of the knee
- Socks—navy knee-hi or navy tights
- Shoes—**Sperry style or Leather dress (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** (worn from the first day of school—**October 31**; **April 1**—last day of school year)

- Shirt—navy banded bottom polo w/Goretti crest or navy performance polo w/Goretti crest (must be worn tucked into skirt, shorts, or pants)
- Skirt—solid gray or plaid skirt, worn no higher than the top of the knee
- Shorts—khaki walking shorts
- Pants—khaki slacks
- Belt—plain brown or black leather dress belt, must be worn with pants or shorts
- Socks—(must be worn) white or black athletic, easily visible
- Shoes—**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 Skirt —solid gray or plaid skirt, worn no higher than the top of the knee. Pants—khaki slacks, socks—(must be worn) Shoes—**Sperry style or Leather dress (No more than 1 inch heels and black/brown solid color)**. Girls may wear shoelaces and socks of their choosing.
- OPTIONAL— Sweater: V-neck, cardigan, or vest w/Goretti crest; Goretti microfleece zip jacket or fleece or athletic gear that has Goretti logo

#### **PHYSICAL EDUCATION UNIFORM**

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

#### **BOYS' UNIFORM**

#### **GENERAL INFORMATION**

- Hair length must be above the collar at all times and appropriately styled. Hair must be cut above and around the ears, and there must be a minimum of space the width of the student's finger between the eyebrows and the hair.
- Extreme or inappropriate hair colors/styles (e.g., mohawks) 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.
- Earrings, nose jewelry, tongue studs, etc., are not permitted.
- Students may not have visible tattoos.
- Only Goretti-approved sweaters may be worn with the uniform.
- Outerwear, such as coats and parkas, must be placed in student lockers at the beginning of the school day.
- No hats, or head bands are permitted.
- Any changes in the uniform code due to inclement weather will be made and announced by the Principal.

**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

No other outerwear is permitted in Church.

**Summer uniform** (worn from the 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—students may wear socks of choice
  - Shoes—**Sperry style or Leather dress (black/brown solid color)**

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

- Shirts—Oxford dress, white or powder blue—short or long sleeve Pants—khaki slacks Belt—plain brown or black leather dress belt—must be worn, Tie—Socks Shoes—**Sperry style and Leather dress,**
- Sweater— V-neck, cardigan, or vest w/Gorette crest Gorette microfleece zip jacket or fleece or athletic gear that has Gorette logo

## **TAG DAYS**

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

On Tag Days, students must follow “basic” uniform rules, i.e., boys must be clean shaven; all students must wear socks. Jeans may be worn, but should be in good condition.

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

Students who do not pay for Tag Day but have come to school out of uniform must make every effort to pay the fee immediately upon arrival at school. Failure to do so represents an Honor Code violation.

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

## **SPIRIT DAYS**

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

## **SENIOR PRIVILEGES**

Seniors, at the discretion of the Principal, may be eligible for privileges following a

meeting between the administration and the senior class president. These privileges will be presented in writing to the seniors. Senior privileges may be invoked and revoked at the discretion of the Principal.

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.

## **HARASSMENT POLICY**

**Harassment or abuse of any kind is not acceptable behavior in St. Maria Goretti Catholic High School and will result in disciplinary action up to and including suspension/expulsion.**

### **Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, 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.)

#### **I. 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.

#### **II. Prohibited Conduct**

A. 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, 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.
- B. 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. "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.

### **III. 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.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap 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.



## **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.

### **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 Dr. Storch 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

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

- 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.

### **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.

### **RIGHT TO AMEND HANDBOOK NOTICE**

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