



## STUDENT/PARENT HANDBOOK 2018 - 2019

**\*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).**

### TABLE OF CONTENTS

INTRODUCTION	6
HISTORY	6
OUR PATRON SAINT	6
MISSION STATEMENT	6
PHILOSOPHY	7
NON-DISCRIMINATION POLICY	7
ACCREDITATION AND GOVERNANCE	7
BOARD OF DIRECTORS	7
ADMINISTRATION	8
ADMINISTRATIVE SUPPORT STAFF	8
FACULTY	8
CATHOLIC IDENTITY	9
SCHOOL LITURGIES	9
PASTORAL CARE	10
SERVICE LEARNING PROGRAM	10

FINANCIAL INFORMATION	10
WAYS TO GIVE	10
FINANCIAL AID PROGRAMS	11
FINANCIAL OBLIGATIONS	12
PURCHASE OF TEXTBOOKS	13
STUDENT INFORMATION POLICIES	13
IDENTIFICATION (ID)	13
STUDENT RECORDS DISCLOSURE POLICY	13
HEALTH AND MEDICINE POLICY	14
EPI-PEN PROGRAM	15
ASBESTOS MANAGEMENT PLAN	15
LEGAL STATUS OF STUDENTS POLICY	16
ATTENDANCE POLICIES	16
PROCEDURES REGARDING ABSENCES	16
TARDINESS	17
EARLY DISMISSAL	17
COLLEGE VISITS	18
SCHOOL CLOSINGS	18
PARKING & TRANSPORTATION	18
DROP-OFF or PICK-UP OF STUDENTS	19
TRAVEL POLICY	19
CAMPUS CURFEW	19
SCHOOL HOURS	19
SCHOOL VISITORS	20
EMERGENCY PROCEDURES	20
ACADEMICS	20

ACADEMIC PROGRAMS/REQUIREMENTS	20
COURSE PLACEMENT	21
POLICY REGARDING COURSE CHANGES	22
COURSE LEVELS	22
STUDENT RESPONSIBILITY FOR COURSE WORK	22
MAKE – UP WORK	23
LATE WORK POLICY	23
GRADING COMMUNICATIONS	23
GRADING POLICY	23
SEMESTER AND FINAL EXAMINATIONS	24
AP EXAMS	24
ACADEMIC PERFORMANCE	24
GRADE POINT AVERAGE: METHOD OF CALCULATION	25
GRADE POINT CONVERSION CHART	25
VALEDICTORIAN / SALUTATORIAN STANDING	25
TRANSFER STUDENT GPA CALCULATION	26
AQUINAS LEARNING PROGRAM	26
AFTER-SCHOOL IMPROVEMENT	26
ACADEMIC INELIGIBILITY	26
SUMMER COURSES	27
COLLEGIATE COURSEWORK OPTIONS	27
REMEDIAL COURSES	28
FAILURE POLICY	28
TECHNOLOGY POLICY	28
COMPUTER USE INTERNET ACCESS POLICY	28

MOBILE DEVICES	29
THE HONOR CODE	30
THE PRINCIPLES	30
THE HONOR COMMITTEE	30
HONOR CODE VIOLATIONS	30
REPORTING HONOR CODE VIOLATIONS	31
DISCIPLINE FOR HONOR CODE VIOLATIONS	31
ARCHDIOCESE OF BALTIMORE / ST. MARIA GORETTI HIGH STUDENT HARASSMENT POLICY	32
TOBACCO, ALCOHOL, AND DRUG POLICY	33
WEAPONS POLICY	34
DISCIPLINE	35
DISCIPLINE POLICY	35
DISCIPLINARY MEASURES	35
STUDENT SERVICES	39
FOOD SERVICE	39
GUIDANCE DEPARTMENT SERVICES	40
GYMNASIUM/ WEIGHT ROOM	40
LOCKERS	40
LOST AND FOUND	40
HONOR SOCIETIES	41
NATIONAL HONOR SOCIETY	41
ART HONOR SOCIETY	42
SPANISH/FRENCH HONOR SOCIETY	42
THESPIAN HONOR SOCIETY	42
STUDENT ORGANIZATIONS & ACTIVITIES	43

STUDENT GOVERNMENT	43
DANCE POLICY AND REGULATIONS	43
ATHLETICS	44
PHILOSOPHY	44
PHYSICIAN'S HEALTH FORM	45
ATHLETIC DISMISSAL TIMES	45
GENERAL PARTICIPATION GUIDELINES	45
UNIFORM GUIDELINES	46
UNIFORM INFORMATION FOR ALL STUDENTS	46
UNIFORM CODE	46
GIRLS' UNIFORM	47
BOYS' UNIFORM	48
TAG DAYS	50
SPIRIT DAYS	51
SENIOR PRIVILEGES	51
RIGHT TO AMEND HANDBOOK NOTICE	51

## **INTRODUCTION**

### **HISTORY**

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

### **OUR PATRON SAINT**

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

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

### **MISSION STATEMENT**

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.

## **PHILOSOPHY**

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

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

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

## **NON-DISCRIMINATION POLICY**

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

## **ACCREDITATION AND GOVERNANCE**

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

## **BOARD OF DIRECTORS**

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

- Mr. Fred Genau
- Mr. David Karn
- Mrs. Christin Kinman
- Mr. Tim Shanklin

## **ADMINISTRATION**

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

## **ADMINISTRATIVE SUPPORT STAFF**

- Mrs. Jacqueline Curtin, Bookkeeper
- Mrs. Mary Grove, School Secretary
- Mrs. Theresa Kline, Guidance Assistant
- Ms. Marie McEwen, Executive Assistant
- Mr. Harry Turner, Custodial Staff

## **FACULTY**

- Mrs. Gillian Austin, Fine Arts
- Mr. Jared Baranowski, Social Studies
- Mr. Keith Bell, Mathematics\*
- Mr. David Bottini, Fine Arts\*
- Mr. Kevin Carlston, English, Social Studies
- Mr. Samuel Cuthbert, English\*
- Mr. Stephen Davis, Theology
- Mrs. Hilary Elmerraji, World Languages
- Mrs. Laurel Whitley Gouker, World Languages
- Mrs. Kathy Lilly, Theology\*
- Mr. James Martin, Mathematics
- Mrs. Laura Martin, Director of Theatre Program
- Mrs. Genie Massey, Social Studies\*

- Mrs. Heather Nees, Campus Minister, Theology
- Mrs. Teresa Rainey, Science
- Mr. Joseph Rosinski, English
- Mrs. Andrea Shephard, Science\*
- Mrs. Beth Sherwin, Science
- Mrs. Margarita Unger, World Languages \*

\*Department Chairperson

## **CATHOLIC IDENTITY**

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

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

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

**RETREAT** – Student retreats are an integral part of our overall spiritual program. Students are required to attend a grade-level 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 all school liturgies. In regard to Eucharistic liturgies, all students are invited to participate as readers, gift bearers, and ushers. Catholic students who wish to serve as Altar Servers or Extraordinary Ministers of Holy Communion may do so after appropriate training.

## **PASTORAL CARE**

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

## **SERVICE LEARNING PROGRAM**

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

Service hours are a Pass/Fail component of all semester-long 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.

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

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

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

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

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

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

## **FINANCIAL AID PROGRAMS**

Financial aid is offered to help defray the cost of tuition. Parents/guardians 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/guardians may receive financial aid by applying directly to their local parish.

**Bingo** – Our bingo program helps to contribute almost \$100,000 towards our operating budget, thus helping to lower the cost of tuition for all. Parents/guardians who volunteer for Bingo, and show a demonstrated financial need, are eligible to receive financial assistance from a separate financial aid pool from Bingo operations. For more information about volunteering for Bingo, contact Ms. Valerie Green or Mrs. Linda Becker at [Bingo@goretti.org](mailto:Bingo@goretti.org).

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

## **FINANCIAL OBLIGATIONS**

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

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

1. Annual: Families who pay tuition in full will receive a 1% discount. Payment will be due **July 8, 2018**.
2. Quarterly: Payment will be due **July 8, 2018, October 8, 2018, January 8, 2019 and April 8, 2019**. There will be no discounts or fees assessed for quarterly payments.
3. Monthly: Payment is due on a twelve (12) month schedule for grades 9 - 11. Payment for grade 12 is on an eleven (11) month schedule. Payment is due by the eighth (8<sup>th</sup>) of each month beginning in July. 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 - \$30 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 **MBSDirect.net**. Additional information may be obtained from the Assistant Principal.

## **STUDENT INFORMATION POLICIES**

### **IDENTIFICATION (ID)**

Each student is issued a picture ID early in the school year.

### **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 Gorette 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, or legal guardian(s) unless the School is provided with a court order or other legal document that prohibits a parent's access to the student's records or otherwise denies a parent the right to information concerning the student's education.

## **HEALTH AND MEDICINE POLICY**

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

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

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

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

## **EPI-PEN PROGRAM**

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

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

## **ASBESTOS MANAGEMENT PLAN**

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

working days' notice for a request. If you have any questions, please contact Mr. Rick Baer, Facilities Director, at (301)739-4266, Ext. 127

## **LEGAL STATUS OF STUDENTS POLICY**

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

## **ATTENDANCE POLICIES**

Maryland law requires regular school attendance. Students are expected to attend school daily unless ill or otherwise excused. Students must be in compliance with the Maryland State Department of Education attendance requirements, which state that **“missing more than 12 unexcused days/classes, or 16 total excused or unexcused days/classes, is cause to deny credits.”** For a one-semester course, **six unexcused 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/guardians must notify the school if their child will be absent or tardy.** All information regarding tardies and/or absences must be directed to Mary Grove at 301-739-4266, Ext. 0, or [mgrove@goretti.org](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 warning bell sounds at **8:02 a.m.**, signaling that students should report to their A period class, prepared for the academic day to begin at **8:05 a.m.** Any student arriving at **8:05 a.m.** 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 **8:05 a.m.** without a pass.

**Students who are tardy, whether excused or unexcused, more than three times in a quarter, will be required to serve detention after school for each additional instance of tardiness.** On the tenth offense in a semester, the student will be placed on probation and will not be admitted to class pending a parental conference with the Principal or Assistant Principal. **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 or Assistant Principal. and must see the school secretary to seek parental permission in order to leave school grounds during the school day (**8:05 a.m. – 2:55 p.m.**). Students must ask permission of a school official 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. The school uses text alerts and email to communicate weather-related closings and delays, which also will be announced on local media and the school website, <http://goretti.org>. In the event of an early dismissal, the time of closing will be determined by the Principal.

## **PARKING AND TRANSPORTATION**

Students who drive to school must register their vehicle(s) with the Assistant Principal.

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 for all vehicles in the parking lot is 10 MPH. Any student whose driving or behavior interferes with the safety of the lot may be denied parking privileges and be subject to disciplinary measures.

Students must park in their assigned parking space. The school parking lot is off limits to students during school hours (**8:05 am – 2:55 pm**) without permission from the main office.

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 administration in order to have their vehicle remain on school grounds overnight.

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

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

## **TRAVEL POLICY**

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

## **CAMPUS CURFEW**

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

## **SCHOOL HOURS**

**The school building is officially closed at 4:00 pm daily.** Students remaining on school grounds after 4:00 PM must be with a teacher/coach for a specific purpose. St. Maria Goretti High School will not be responsible for students remaining on school grounds after 4:00 pm.

Students are discouraged from leaving school grounds and returning after hours. Parents/guardians should be aware that students leaving school grounds are no longer the responsibility of St. Maria Goretti High School.

## **SCHOOL VISITORS**

All visitors, including parents/guardians 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 Assistant 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, 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. This includes collegiate coursework taken during senior year.

**REQUIREMENTS ARE AS FOLLOWS:**

<b>THEOLOGY</b>	4 CREDITS
Yearly retreats are required	
<b>ENGLISH</b>	4 CREDITS
<b>REQUIRED COURSES</b>	
Intro to Literature & Composition	
American Literature	
World Literature	
British Literature or AP English Literature	
<b>MATH</b>	4 CREDITS
<b>REQUIRED COURSES</b>	
Algebra I	
Geometry	
Algebra II	
Please note: Students must take a Math course each year while enrolled at Goretti.	
<b>SCIENCE</b>	3 CREDITS
<b>REQUIRED COURSES</b>	
Biology	
Chemistry	
<b>SOCIAL STUDIES</b>	3 CREDITS
<b>REQUIRED COURSES</b>	
U.S. History	
U.S. Government	
World History	
<b>WORLD LANGUAGES</b>	3 CREDITS
<b>PHYSICAL ED/HEALTH</b>	1 CREDIT
<b>FINE ARTS</b>	1 CREDIT
<b>TECHNOLOGY</b>	1 CREDIT
<b>ELECTIVES</b>	3-4 CREDITS
<b>TOTAL</b>	<b>27</b>

**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/guardians, teachers, and counselor. Students will not be permitted to change course selections after the start of the academic year unless extreme circumstances are determined to exist. The following reasons for course changes will not be considered:

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

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

## **COURSE LEVELS**

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

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

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

## **STUDENT RESPONSIBILITY FOR COURSE WORK**

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

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

- Bring required materials to each class

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

## **MAKE – UP WORK**

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

## **LATE WORK POLICY**

Routine homework will not be accepted late.

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

## **GRADING COMMUNICATIONS**

St. Maria Goretti H.S. subscribes to PlusPortals, an online service to which all students and parents/guardians have access. PlusPortals will allow teachers to post grades, assignments, and class information online, and students and parents/guardians 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. A minimum of 50% of each quarter grade is based on summative assessments. Report cards are available online at the conclusion of each marking period.

Notices of academic deficiencies for course grades below 70% are sent to parents/guardians 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 as follows:

- 45% first quarter
- 45% second quarter
- 10% midterm or final examination grade

The average of Semester I and Semester II is used to determine a year-long course grade. Examinations are given at the end of each semester.

## **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 Assistant 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 strongly encouraged to take the AP exam for that course. There will be a fee for each exam taken.

## **ACADEMIC PERFORMANCE**

### **DISTINGUISHED HONORS**

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

### **HONORS**

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

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

## GRADE POINT AVERAGE: METHOD OF CALCULATION

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

- Advanced Placement = GPA factor of 1.15
- Honors = GPA factor of 1.07
- College Prep = GPA factor of 1.0

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

### GRADE POINT CONVERSION CHART

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

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

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

## **VALEDICTORIAN / SALUTATORIAN STANDING**

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

<b>Grade Received</b>	<b>Grade Points</b>	<b>Grade Received</b>	<b>Grade Points</b>
95	4.0	98	4.03
96	4.01	99	4.04
97	4.02	100	4.05

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

## **TRANSFER STUDENT GPA CALCULATION**

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

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

## **AQUINAS LEARNING PROGRAM**

The mission of the Aquinas Learning Program is to provide the support needed to allow all students to become successful learners. The Aquinas Learning Program offers assistance to students with identified learning differences as well as those experiencing challenges in the transition to a college preparatory curriculum.

## **AFTER-SCHOOL IMPROVEMENT**

A student who has received a grade below 70% for any course during any quarter or mid-quarter marking period is required to meet with the course instructor for additional help. The student must meet with the teacher(s) a minimum of once per week for each course where there is a deficient grade.

## **ACADEMIC INELIGIBILITY**

Eligibility to participate in cocurricular activities initially is determined by students' first-quarter grades. Students' eligibility status will continue to be evaluated at each required portal posting. Decisions regarding eligibility status will be made by the Principal.

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 evaluation periods. While ineligible, students may practice but not participate in cocurricular events (such as games or performances).

## **SUMMER COURSES**

Depending on student interest, St. Maria Goretti High School may offer a core sequential Mathematics course on campus during the summer. Students will receive one credit for the course, and the grade will be factored in their GPA.

## **COLLEGIATE COURSEWORK OPTIONS**

St. Maria Goretti High School has partnered with several area universities to offer students opportunities to earn collegiate credit. Our current dual enrollment partner schools include Hagerstown Community College, Mount St. Mary's University, and Wilson College. HCC and Wilson College offer classes at their respective campuses. Goretti students may attend select Mount St. Mary's classes via teleconferencing in Goretti's Distance Learning Classroom.

Students wishing to take dual enrollment courses must meet the individual college's specific entrance requirements. Students are responsible for transportation to and from any off-campus class locations. Tuition for dual enrollment courses is in addition to Goretti's annual tuition rate.

St. Maria Goretti High School typically grants one credit (equivalent to a year-long high school course) for a completed semester-long college course. Collegiate courses will be weighted as Honors-level courses for GPA calculations.

**Please note: Collegiate coursework must be approved in advance by the Principal. The school is not obligated to accept credit for any college class, independent study, or online course that has not been approved in advance by the Principal.**

## **REMEDIAL COURSES**

Students needing remedial coursework after a course failure may be required to take an online class via Educere, the school's remedial course provider. Not all courses are available via Educere, and some students may need to repeat a course during a subsequent academic year as part of their daily schedule. Grades for remedial coursework will bring the failing grade to a minimum passing grade of 65 on the student's transcript, regardless of the numeric grade earned for the remedial class. All remedial coursework must be approved in advance by the Principal.

## **FAILURE POLICY**

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

## **TECHNOLOGY POLICY**

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

## **COMPUTER USE INTERNET ACCESS POLICY**

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

Students who are authorized to use the Internet will be expected to use the Internet in a courteous, responsible, ethical, and legal manner, consistent with the school’s educational mission. Unacceptable uses include any illegal activity or the communication of slanderous, threatening, abusive, sexually oriented/explicit, or obscene language or material. It is understood that although filters are in place, it is impossible to restrict all access. **Improper use of the Internet will merit appropriate disciplinary action.**

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

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

## **MOBILE DEVICES**

Students may not use mobile phones or other electronic devices (such as Apple watches) to talk, text, take pictures, create videos, or play games during the school day. Students may use these devices to contact parents/guardians, but only with permission and while in the Main Office

## THE HONOR CODE

### THE PRINCIPLES

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

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

*St. Maria Goretti High School Honor Pledge*

I HAVE NEITHER GIVEN NOR RECEIVED ANY  
UNAUTHORIZED HELP ON THIS

\_\_\_\_\_

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

\_\_\_\_\_ Student signature

### THE HONOR COMMITTEE

The Honor Committee is composed of seven students who are advised by a faculty member serving as Chairperson. The committee members serve year-long terms. Three members automatically are appointed to serve on the committee: the President of the Student Government Association, the President of the Senior Class, and the President of the National Honor Society. The four remaining at-large members are chosen by the Principal and Vice Principal from nominations submitted by faculty and staff. At-large members may be invited to serve on the committee for subsequent terms.

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

## **HONOR CODE VIOLATIONS**

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

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

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

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

**Stealing** is simply defined as taking the property of another.

## **REPORTING HONOR CODE VIOLATIONS**

Students have an obligation to report any infractions of the Honor Code to a teacher/staff member or member of the Honor committee. Appropriate action will be taken, and parents/guardians will be informed.

## **DISCIPLINE FOR HONOR CODE VIOLATIONS**

Following the deliberations of the Honor Committee, the committee Chairperson will communicate the recommended disciplinary action to the Assistant Principal. 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.

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

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

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

### **Policy Statement**

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

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

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

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

### **Definitions:**

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities or performance, or with a

student's physical or psychological well-being and is: motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or threatening or seriously intimidating; and, occurs on school property, at a school activity or event, or on a school bus; or, substantially disrupts the orderly operation of a school.

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

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

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

#### **Compliance Coordinator**

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

Mrs. Bridget Bartholomew  
301-739-4266 ext. 124  
[bbartholomew@goretti.org](mailto:bbartholomew@goretti.org)

#### **Dissemination**

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

## **TOBACCO, ALCOHOL, AND DRUG POLICY**

Possession, distribution, or use of tobacco, cigarettes, or electronic smoking devices (e.g. JUUL devices or other 'vaping')

devices) on or about the school or at any school-sponsored event will not be tolerated. Violation of this policy will result in disciplinary action

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. Violation of this policy will result in disciplinary action, which may include expulsion, even for a first time offense.

Possession, distribution, use, or being under the influence of drugs on or about the school or at any school-sponsored event will not be tolerated. Violation of this policy will result in disciplinary action, which may include expulsion, even for a first – time offense. Possession or use of illegal drugs will be reported to the authorities.

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

## **WEAPONS POLICY**

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

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

# DISCIPLINE

## DISCIPLINE POLICY

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

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

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

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

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

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

5. **SATURDAY DETENTION** Saturday detentions are scheduled as needed throughout the school year. A student who has received a Saturday detention must report to school with a parent by 8:00 a.m. The student must be signed into the detention by a parent. Saturday detention concludes at noon. Failure to report to an assigned Saturday detention will result in an in-school suspension, and a parent conference will be held. This suspension will be noted on a student's permanent record.
  
6. **SUSPENSION** Suspension is a serious penalty imposed for major violations of school policies and rules. For this reason, it is common for colleges to require applicants to report any suspensions. Suspensions may be served in or out of school, as designated by the Assistant 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.

8. **DISCIPLINARY COMMITTEE** The Principal may instruct the Assistant Principal to convene the Disciplinary Committee to examine the circumstances of a particular incident or the discipline history of a student. The committee will consist of the Assistant Principal and three faculty members. The student(s) involved, with parents/guardians present, will appear before the Committee and will be permitted to make statements or ask questions relevant to the circumstances of the incident. The Assistant Principal will report the Committee's recommendation to the Principal.

The Disciplinary Committee may recommend to the Assistant Principal, without limitation, any disciplinary sanction, including:

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

such as athletic events and dances.

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

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

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

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

## **STUDENT SERVICES**

### **FOOD SERVICE**

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

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

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

## **GUIDANCE DEPARTMENT SERVICES**

St. Maria Goretti High School offers guidance services for all grade levels. A college search and application process is required for all junior and senior students and their parents/guardians. Short-term support for students experiencing personal difficulties or crisis is available with the Direct of Guidance.

## **GYMNASIUM/ WEIGHT ROOM**

**Students may only be in the gym or weight room in the presence of a supervising adult.**

## **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**

Students are expected to be responsible for their own belongings. It is not the responsibility of the school to notify students to claim lost articles. Unclaimed items at the end of each semester become the property of the school.

## **HONOR SOCIETIES**

### **NATIONAL HONOR SOCIETY**

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

#### **NHS NOMINATION:**

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

#### **NHS SELECTION PROCESS:**

- Eligible students notified of candidacy by faculty advisor.
- Candidate packets distributed to eligible students.
- List of potential candidates given to Assistant Principal.
- Assistant Principal meets with any students with disciplinary records and informs parents/guardians of the content of these conversations.
- Eligible students complete and submit candidate packets.
- Faculty feedback regarding candidates is solicited.

- Assistant Principal confers with faculty advisor regarding disciplinary infractions that may impact candidacy of individual students.
- Faculty committee meets to review candidate packets and select new members.
- Faculty advisor submits list of selected candidates to Principal for approval.
- Faculty advisor submits draft(s) of non-selection letter(s) to Principal for approval.
- Faculty advisor meets individually with candidates to inform them of selection or non-selection.
- New members are inducted at official induction ceremony during the Fall semester.

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

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

## **ART HONOR SOCIETY**

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

## **SPANISH/FRENCH HONOR SOCIETY**

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

## **THESPIAN HONOR SOCIETY**

The Goretti Thespian Troupe is an honor society for students involved in drama and theater activities, including the Goretti Drama Club. Students are eligible for induction after 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 freshman year. Some of the many activities and organizations include:

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

### **STUDENT GOVERNMENT**

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

### **DANCE POLICY AND REGULATIONS**

As a Catholic school, St. Maria Goretti High School maintains 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 at all dances. Guests are 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.

#### Dance regulations:

1. Students with non-Goretti guests must submit a completed guest form prior to the dance.
2. Dress codes will be published prior to all dances. The minimum standard will be the school policy for out-of-uniform days.
3. 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. No outside food or beverage will be allowed. Any food or beverages provided by the school at the dance must stay in the foyer of the gym.
8. Students at any dance (including Prom) or school event who are suspected of possession or use of tobacco/electronic smoking devices, alcohol, or drugs will be dealt with in accordance with student handbook policies. Students will be remanded to the custody of parents/guardians, and local law enforcement may be notified if alcohol or drug use is suspected.

Note: The school reserves the right to use a breathalyzer at school functions.

## **ATHLETICS**

### **PHILOSOPHY**

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

self-confidence, dealing with success and failure, respect for authority, and getting along with others.

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

Goretti offers the following sports:

Boys:	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
	Cross Country	Basketball	Baseball
	Golf	Swimming	Lacrosse
	Soccer		Tennis
			Track & Field
Girls:	Cross Country	Basketball	Lacrosse
	Golf	Swimming	Tennis
	Soccer		Track & Field
	Volleyball		

## **PHYSICIAN'S HEALTH FORM**

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

## **ATHLETIC DISMISSAL TIMES**

Members and managers of teams may have early dismissal times for away games and some home games. The dismissal time will be determined by the Athletic Director and communicated to the school office. Students are NOT allowed to leave class prior to the established dismissal time. Students must notify their teachers in advance of an early dismissal and 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 17 for the participation policy following a late arrival to school. Please refer to page 26 for the academic eligibility policy.

## UNIFORM GUIDELINES

### UNIFORM INFORMATION FOR ALL STUDENTS

Please read and become thoroughly familiar with our dress code rules and regulations. The following guidelines are not intended to be an exhaustive list of uniform requirements, but should serve as examples. If in doubt, please consult the Assistant Principal or any member of the faculty. **The Assistant Principal has the final decision in all dress-code related issues.**

### UNIFORM CODE

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

Students are expected to arrive at school in proper and complete **uniform** and remain appropriately dressed for the entire school day. Students will be expected to know when the liturgy/Mass days are scheduled and dress accordingly.

Please note:

- Any tee shirts worn underneath must be plain white, without print or slogans.
- A belt must be worn at all times with the uniform pants or shorts. Belts/waistbands must be clearly visible when standing. 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.
- Students may not write on any part of their uniform, including the shoes.

- Students may not write on any part of their skin or allow others to write on them.

## **GIRLS' UNIFORM**

### **GENERAL INFORMATION**

- Excessive and/or inappropriate makeup and jewelry, including nose jewelry (may not be covered with a band-aid) and eyebrow or tongue studs, may not be worn.
- Extreme or unusual hair color, hairstyles, or hair accessories are not permitted.
- Students may not have visible tattoos.
- 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.
- Any changes in the uniform code due to inclement weather will be made and announced by the Assistant Principal.

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

- Shirt—white Oxford dress, short or long sleeve
- Skirt—plaid kilt, worn no higher than the top of the knee
- Socks—white, navy, or black crew length, no logo; or navy or black opaque tights
- Shoes—Sperry school shoe (Authentic Original two-eyelet Boat Shoe available from Flynn & O'Hara

#### OPTIONAL—

Blazer—navy blue, no emblem

Sweater—navy V-neck, cardigan, ¼-zip, or vest w/Goretti crest

No other outerwear is permitted in Church

### **Summer uniform** (worn from first day of school—October 31;

April 1—last day of school year)

- Shirt—navy banded bottom polo w/Goretti crest  
or  
navy performance polo w/Goretti crest (must be worn tucked into skirt, shorts, or pants)
- Skirt—plaid kilt, worn no higher than the top of the knee
- Shorts—khaki walking shorts

- Pants—khaki slacks
- Belt—plain brown or black leather dress belt, must be worn with pants or shorts
- Socks—white, navy, or black, crew length, no logo.
- Shoes—Sperry school shoe (Authentic Original two-eyelet Boat Shoe available from Flynn & O’Hara

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

- Shirts—Oxford dress, white or powder blue, short or long sleeve (long sleeves may not be rolled)
- Skirt —plaid kilt, worn no higher than the top of the knee.
- Pants—khaki slacks
- Belt—plain brown or black leather dress belt must be worn with pants
- Socks—white, navy, or black, crew length, no logo; or navy or black opaque tights
- Shoes—Sperry school shoe (Authentic Original two-eyelet Boat Shoe available from Flynn & O’Hara  
Girls may wear shoelaces of their choosing.

OPTIONAL—

Sweater—navy V-neck, cardigan, ¼-zip, or vest w/Goretti crest  
Goretti microfleece zip jacket

**PHYSICAL EDUCATION UNIFORM**

- T-shirt
- Athletic, basketball-style shorts
- Sneakers
- No inappropriate writing or images 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 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 with uniform pants or shorts.
- Nose jewelry, earrings of any type, eyebrow or tongue studs, etc., are not permitted.
- Students may not have visible tattoos.
- No hats, headbands, or hair bands are permitted.
- Any changes in the uniform code due to inclement weather will be made and announced by the Assistant 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
- Tie—Goretti Mass tie (tied correctly, extending to waist)
- Socks—white, navy, or black socks, crew length, no logo
- Shoes— school shoe

OPTIONAL—

Sweater—navy V-neck, cardigan, ¼-zip, or vest w/Goretti crest  
No other outerwear is permitted in Church.

**Summer uniform** (worn from first day of school—October 31;

April 1—last day of school year)

- Shirt—navy polo with Goretti crest (short or long sleeve)  
or navy performance polo w/Goretti crest  
Polos must be worn tucked into shorts or pants.
- Shorts—khaki walking shorts
- Pants—khaki slacks
- Belt—plain brown or black leather dress belt
- Socks—white, navy, or black, crew length, no logo
- Shoes—Sperry school shoe (Authentic Original two-eyelet  
Boat Shoe available from Flynn & O’Hara

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

- Shirt—Oxford dress, white or powder blue—short or long sleeve (long sleeves may not be rolled)
- Pants—khaki slacks
- Belt—plain brown or black leather dress belt
- Tie—Goretti Mass tie or any four-in-hand tie of tasteful design (tied correctly, extending to waist)
- Socks—white, navy, or black, crew length, no logo
- Shoes—Sperry school shoe (Authentic Original two-eyelet  
Boat Shoe available from Flynn & O’Hara

OPTIONAL—

Sweater—navy V-neck, cardigan, ¼-zip, or vest w/Goretti crest  
Goretti microfleece zip jacket

**PHYSICAL EDUCATION UNIFORM**

- T-shirt
- Athletic, basketball-style shorts
- Sneakers
- No inappropriate writing or images allowed on clothing

**TAG DAYS**

Tag Days are held 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:**

- apparel with inappropriate writing or graphics
- tank tops, halter tops, bare midriffs
- spandex shorts or pants
- cut-off shorts
- baggy pants
- sleeveless shirts
- revealing or inappropriate clothing items
- flip-flops or other unsecured footwear

Shorts may be worn during summer uniform months but hems may not be higher than that of 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.

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

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

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

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

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

## **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**

The Senior Class officers may meet with the Principal and Assistant Principal to request class privileges. Approval of Senior Class privileges and any changes in approved privileges are at the discretion of the Principal and Vice Principal and will be communicated to the Senior Class leadership.

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

## **RIGHT TO AMEND HANDBOOK NOTICE**

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

### **ST. MARIA GORETTI HIGH SCHOOL 'SCHOOL SONG'**

St. Maria Goretti High School  
Proudly ever we cheer thy  
name

Bearing ever your torch of  
wisdom  
Landing ever your noble fame

Marching ever beneath your  
banner  
Sons and daughters will ever  
strive  
To be worthy of you forever  
St. Maria Goretti High  
Hail to Thee, our Alma Mater

We salute Thee one and all  
Guide us ever mighty patron  
Lest in darkness we should fall  
Time can never dim your glory  
Loyal always we will be  
Ever proud to tell your story  
Alma Mater, S.M.G.