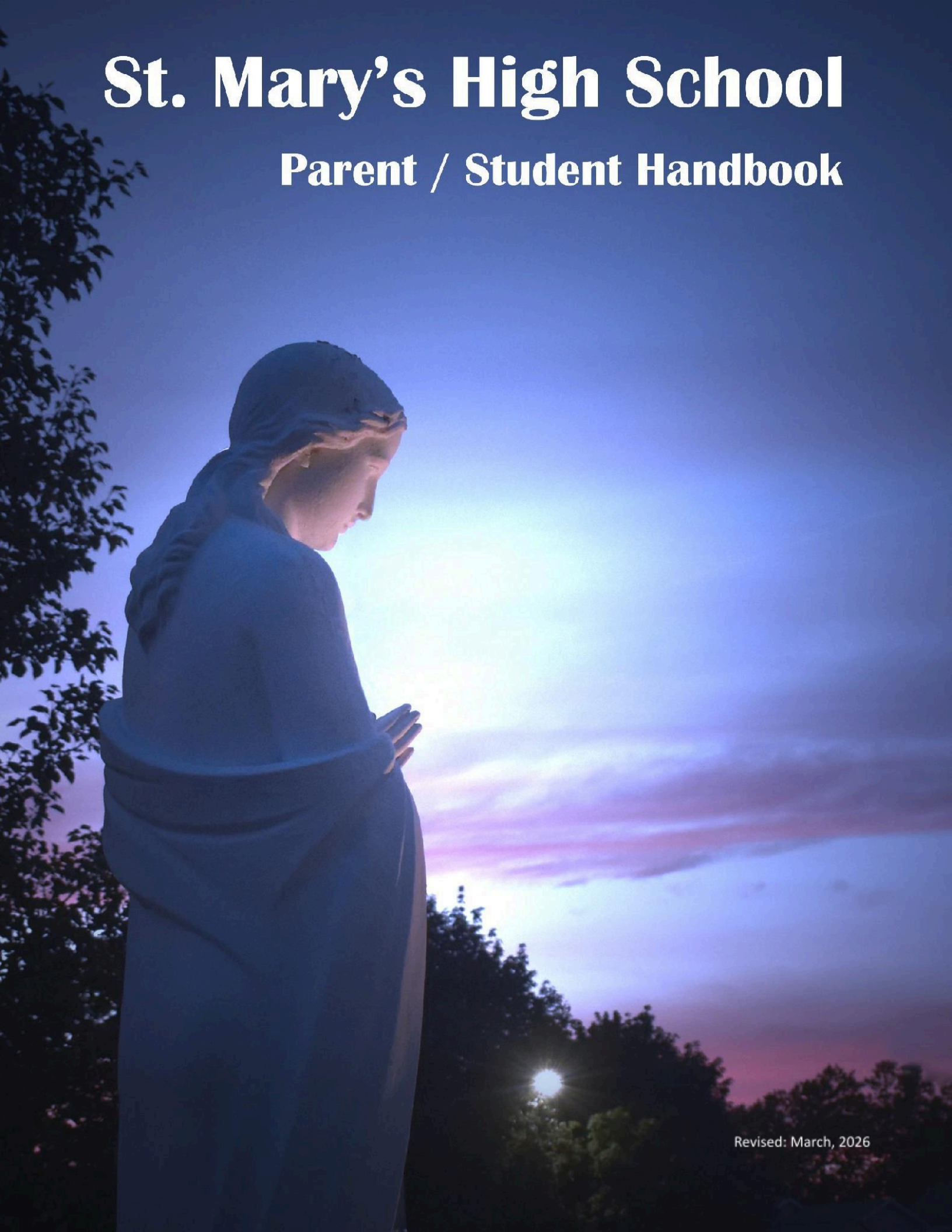
St. Mary's High School

Parent / Student Handbook



Revised: March, 2026

St. Mary's High School

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Asst Principal	Mr. Matthew Ard
Dean of Enrollment & Student Life	Mrs. Andrea Drabik
Director of Athletics	Mr. Regan Steele

School Information

Emblem Straight as an arrow, swift as a lance, with singleness of purpose and under the protection of the Mother of God, the students of St. Mary's High School pursue learning and seek wise discipline of purpose to the attainment of everlasting life.

Colors	Navy Blue, Carolina Blue and White
Motto	Bonitatem et disciplinam et scientiam doce me. (Teach me goodness, discipline, and knowledge)
Patron	The Blessed Mother, under the title of Immaculate Heart of Mary
Nickname	Lancers

ST. MARY'S HIGH SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK. NOTICE OF ANY CHANGES TO SAID HANDBOOK WILL BE MADE KNOWN TO PARENTS/STUDENTS VIA THE SCHOOL WEBSITE.

REVISED – August 2026

Table of Contents

School Information....3
Our Vision....5
Our Mission....5
Profile of a St. Mary's Graduate....5
Our Philosophy....5
Diversity Statement....5
Non-Discrimination Policy....6
Academics....6
St. Mary's High School Honor Code....9
Religious Commitment - Campus Ministry Program....10
Athletics....11
Discipline....13
Assemblies....13
Absentee / Attendance Policy....13
Tardiness....15
Early Dismissal / Off-Campus Procedure....15
College Visitation....16
Vacation Policy....16
Student Parking....16
Cell Phones....16
Earbuds / AirPods, etc....16
Damage....16
Dress Code....17
Field Trips....19
Fire Drills....19
Emergencies / Code Blue....19
Bullying, Harassment and Hazing....19
Lockers....21
Weapons / Fireworks....21
Services and Resources....21
Student Organizations....23
Tuition....26
Acceptable Use Policy for Technology and the Internet....26

Our Vision

Our Vision as a Catholic, private, college preparatory school, is to be a beacon of academic rigor, spiritual growth, and character development. We envision a nurturing community that fosters intellectual curiosity, moral leadership, and a commitment to service. Guided by our faith, we aim to empower students to excel academically, embrace diversity, and cultivate a lifelong love of learning. Our vision is to graduate compassionate and ethical individuals poised to thrive in college and beyond, making a profound difference in their communities and the world.

Our Mission

The mission of St. Mary's is to provide a transformative education that nurtures the spiritual, academic, and personal growth of each student. Rooted in Catholic values and teachings, we cultivate a dynamic learning environment that fosters intellectual curiosity, moral integrity, and a commitment to service.

Through rigorous academics, innovative teaching, and a supportive community, we empower our students to become critical thinkers, compassionate leaders, and responsible global citizens. We strive to instill a lifelong love of learning, preparing our students to succeed in higher education and to contribute meaningfully to a diverse and ever-changing world.

At St. Mary's, we embrace diversity, uphold dignity, and cherish the individuality of each student, fostering an inclusive community that celebrates faith, scholarship, and service. Our mission is to inspire and equip our students to lead purposeful lives guided by faith, integrity, and a dedication to excellence.

Profile of a St. Mary's Graduate

A St. Mary's High School Graduate will demonstrate all of the following skills…

- Compassionate Leadership – group dynamics
- Responsible Global Citizens – understanding the world around us and our place in it
- Critical Thinkers – Questioning the world around us
- Problem Solvers - solve problems using the content given
- Research Methodology – back up what you say, understand bias
- Upper-Level Thinking Skills – Creation, evaluation, and analysis
- Communicate Effectively – In both oral and written traditions. Public speaking, email, talking to authority, formal and informal written communications

The skills possessed by our graduates will be taught, expected, and required of our students in every classroom, at every grade level, and by every adult in the building.

Our Philosophy

As a Christian educational community, we accept and emphasize the Catholic faith. We believe that each person is created by God to honor and serve Him. We believe that Jesus' message is to love. Guided by the Holy Spirit, we accept the call to live and teach as Jesus did.

As an educational community, we believe that every individual is a unique and valuable person who learns through his/her experiences. We provide opportunities, both in and out of the classroom, which help every individual achieve academic excellence and full potential in life.

As a community, we believe that people have a responsibility to each other; that in realizing and accepting our talents and limitations, we can work together in a loving and giving community to bring a fuller and richer meaning to life.

Diversity Statement

As a Catholic School, we believe that our commitment to diversity is an ongoing process dedicated to achieving fairness and justice in our school community. Since a component of a quality education is to prepare students for the multicultural world in which they live, we encourage each other to value alternative viewpoints and be sensitive to the life experiences, feelings, hopes, and challenges of others. It is our intention to empower individuals and discourage stereotypes and prejudices.

Recognizing that our differences give us opportunities for understanding, St. Mary's High School strives to promote respect, acceptance, and sensitivity to all.

Non-Discrimination Policy

At St. Mary's High School, we believe that every person is created in the image and likeness of God and deserves to be treated with dignity, respect, and compassion.

St. Mary's High School does not discriminate on the basis of race, color, national origin, age, disability, or any other characteristic protected by law. We are committed to providing a safe, welcoming, and respectful environment where all students have the opportunity to learn, grow, and succeed.

Bullying, harassment, discrimination, or any behavior that demeans or excludes others has no place in our school community and is contrary to our Catholic values. All members of the St. Mary's community are expected to treat one another with kindness, respect, and Christian charity.

Academics

Curriculum

Students at St. Mary's generally exceed the state graduation requirements. For example, students are required to take four years of mathematics and a minimum of two years of a foreign language.

In partnership with St. Bonaventure University, students have the opportunity to earn college credit through courses in World History, U.S. History, Political Science, Comparative Political Systems, Effective Communication and Presentation, Calculus I and II, and Spanish.

Honors-level courses are offered in Chemistry, English, Mathematics, Religion, Social Studies, and Spanish. Students are recommended for College Level and Honors classes by their current teachers based on their ability and academic work in that subject area.

Course Selection / Registration

Students are scheduled for 7½ credits each school year. Student course selections for the following school year take place during the second semester. The procedure is as follows:

- The course description catalog is given to students to take home and posted on-line so that parents and students can discuss courses.
- Course selection sheets are completed during a meeting with the student's Counselor and signed by a parent/guardian.
- Preliminary schedules are completed.
- Preliminary schedules are reviewed by students. (Registration deposits must be paid in order to review the preliminary schedule.)
- Requests for changes to the schedules may be submitted by August 1. No requests for changes will be honored after August 1.
- Final schedules, including locker numbers, are given to students on the first day of school.

Course Withdrawal Policy

Once the school year has begun, there will be no withdrawal from any course. A student may be changed to a different course level if extenuating circumstances exist and the subject teacher, Department Chairperson, Counseling Center, and parents concur that a change is needed. The principal has final approval on all course withdrawals or changes. A student's failing grade, a grade of Incomplete, or discipline issues are not considered extenuating circumstances.

Grading and Promotion

Students receive a numerical grade for each subject. A grade of 65 or higher is considered passing.

For the first half of a course, the lowest average grade that can be recorded on a report card is 55. In a full-year course, this applies to the average of the first and second quarters. In a semester course, it applies only to the first (or third) quarter. All remaining quarter grades and the final exam grade will be recorded as the actual grade earned.

To pass a course and earn credit, students must have an overall course average of 65 or higher and earn at least a 55 on the final exam.

Incompletes

An Incomplete may be granted for valid medical reasons. Academic departments may also have their own policies for granting Incompletes, which must be approved by the Administration and will be outlined in each teacher's Course Expectations.

Students are responsible for completing all missing work by the assigned deadline. Department-issued Incompletes count toward Academic Ineligibility (see the Academic Ineligibility section of this Handbook). If the required work is not completed by the end of the ineligibility period, the student will remain academically ineligible.

Any Incomplete grades that are still outstanding at the end of the fourth quarter will result in a failing grade for the course, and no credit will be awarded.

Weighted Quarter Grades

Final quarter grades are weighted to reflect the level of each course. While your report card will show the actual grade earned in each class, weighted grades are used to calculate your overall quarter average.

- College-Level courses are weighted by a factor of 1.09.
- Honors courses are weighted by a factor of 1.03.

This means students earn additional recognition in their overall average for successfully completing more rigorous coursework.

Passing Required Courses / Maximum Summer School Courses

All students must be current on graduation requirements to return to St. Mary's each September. This means that if a required course or final exam is not passed during the school year, it must be passed in the summer.

Please note: A student may not have more than six summer-school courses to earn a St. Mary's diploma.

Math Course Requirement

All students must take a math course during each year of attendance at St. Mary's.

Sophomore STEAM Challenges

St. Mary's is pleased to continue to offer the Sophomore STEAM Challenge. In the program, members of the sophomore class will meet regularly with the STEAM Coordinator to work on a series of STEAM Challenges; projects focusing on science, technology, engineering, art, and/or math. From the list of several potential projects, sophomores are required to complete a minimum of two challenges. See the STEAM Coordinator for more information.

Report Cards

Report cards are available online using parents PowerSchool access. At any point throughout the year, parents can view their students' grades. Please note, PowerSchool data access is not available to parents or students when a tuition issue exists.

Standardized Testing

Standardized tests are an important part of the educational program at St. Mary's. These assessments help students better understand their academic strengths, interests, and areas for growth, while also providing valuable information about the effectiveness of the school's instructional programs.

School counselors work closely with students to prepare them for these exams and to help them understand and use their results as they plan for college and future career opportunities.

Testing Schedule

- Freshmen and Sophomores take a standardized assessment each October as part of the PSAT Suite of Assessments.
- Juniors take the PSAT/NMSQT® (Preliminary SAT/National Merit Scholarship Qualifying Test) each October.

Juniors are also encouraged to take the SAT and/or ACT during the spring of their junior year and again in the fall of their senior year as part of the college admissions process. These assessments provide students with valuable practice, feedback, and opportunities to prepare for future academic and college entrance exams.

Diploma Types and Requirements

In order to meet the course credit requirements to earn a St. Mary's High School Diploma, students must earn a minimum of 30 credits. Each student will earn one of the following diplomas:

Liberal Arts Core

English	4
Social	4
Math	3
Science	3
Religion	4
Foreign Language	1
Total	19

Life Core

Public Speaking	½
Leadership	½
Personal Finance	½
Writing for Adulthood	½
Computer Technology	½
Total	2-½

College Applications and Mid-Year Reports

Counselors are bound by the ethical guidelines set forth by the National Association of College Admissions Counselors (NACAC). In completing a college application or mid-year report, counselors may be asked questions regarding academic achievement, academic potential, character, or extracurricular activities and may be asked to give an overall rating of a student. NACAC Statement of Principles of Good Practice, Best Practices, Phase II of the steering committee's work states: III.A.8: "report, if requested, any significant change in a candidate's academic status of qualifications, including personal school conduct record, between the time of recommendation and graduation, where permitted by applicable law."

Letters of Recommendation

Counselor or teacher letters of recommendation are confidential. Recommendation letters are intended to be honest and sincere assessments of student performance, potential, and character. Teachers communicate the student's performance in their class and may offer additional insight about the student as a coach or club moderator. Counselors discuss students in an overall way, having personal as well as academic knowledge of the student in all classes. In both cases, teachers and counselors strive to offer an accurate portrait of the student, highlighting his or her strengths. Discussion of family and personal circumstances written in a recommendation letter are with the permission of parents and/or students.

St. Mary's High School Honor Code

As members of a Catholic school community, we recognize that our actions reflect not only on ourselves but also on our families, our school, and our faith. St. Mary's High School students should demonstrate honesty, respect, and integrity in all that we do.

This Honor Code guides our behavior in the classroom, at sporting events and beyond. It reflects our commitment to creating a community rooted in faith.

As a Student of St. Mary's High School, I Pledge To:

Faith and Character

- Treat every person with dignity, respect, and compassion.
- Demonstrate Christian values through my words, actions, and decisions.
- Respect the traditions, teachings, and mission of the Catholic Church and St. Mary's High School.
- Serve others with kindness, humility, and generosity.

Academic Integrity

- Complete my own work unless collaboration is specifically permitted.
- Be honest in all assignments, assessments, and academic activities.
- Give proper credit to the ideas and work of others.
- Refrain from cheating, plagiarism, falsification, or any form of academic dishonesty.
- Use technology responsibly and according to school guidelines.

Respect for Others

- Treat classmates, teammates, competitors, faculty, staff, coaches, and visitors with courtesy and respect.
- Refrain from bullying, harassment, intimidation, discrimination, or exclusionary behavior.
- Resolve conflicts peacefully and respectfully.
- Use language that reflects good character and respect for others.

Responsibility and Citizenship

- Follow school rules and policies.
- Accept responsibility for my choices and actions.
- Respect school property and the property of others.
- Contribute positively to the learning environment.
- Represent St. Mary's High School with pride and integrity at school, online, and in the community.

Digital Citizenship

- Use social media and technology in ways that reflect Christian values and respect for others.
- Avoid posting or sharing content that is harmful, disrespectful, inappropriate, or damaging to the reputation of others or the school.
- Protect the privacy and dignity of all members of the school community.

Commitment

Students and parents understand that membership in the St. Mary's High School community is both a privilege and a responsibility. By enrolling in and attending St. Mary's High School students commit to upholding these principles and contributing to a school culture built on faith, trust, respect, and excellence.

Procedures for Violations of the Honor Code

Personal and Academic integrity are core values at St. Mary's High School. Behavior unbecoming a St. Mary's High School student in any form is considered serious violations of our community standards and could result in one or more of the following consequences:

- Consequences as outlined in an individual teacher's course policies and expectations.
- Consequences as outlined by coaches or club moderators.
- Disciplinary action assigned by the Administration.
- Parent/guardian notification.
- A reduced grade or failure of the assignment, assessment, or course.
- Academic or school probation.
- A recommendation for counseling or other support services.
- Dismissal from St. Mary's High School.

Consequences will be determined based on the nature and severity of the violation, as well as any previous incidents. Our goal is not only to uphold high academic standards but also to help students learn from their mistakes and grow in honesty, responsibility, and integrity.

Religious Commitment - Campus Ministry Program

St. Mary's philosophy states that we are a Christian educational community emphasizing the Catholic faith. We believe that each person has been created, uniquely, by God to honor and serve Him and His community. Guided by the Holy Spirit we accept the challenge to live and teach as Jesus did.

Daily prayer, liturgies, Eucharistic Adoration, class retreats, and community service are required of all students. Students are encouraged to find unity in the diversity of their experiences, while responding to the changing needs of society. The opportunity to participate in the sacrament of Reconciliation is offered twice each year. In addition, students are challenged to own their faith by participation in liturgical planning, music ministry, prayer services, the Living Stations of the Cross, and prayer groups.

Senior class students are offered a Religion Honors Class. This class combines the senior Religion curriculum with Peer Ministry.

The Campus Ministry program encourages students, faculty, and staff to participate in the above-mentioned activities. We aspire to be holy men and women of God by modeling the character and lifestyle of Jesus Christ as exemplified in the Gospels. It is also our credence that participating in Catholic activities is not the same as living a Catholic lifestyle. We strive to accomplish this goal in all situations by reaching out to others with love, mercy, respect, and compassion.

Liturgies

To achieve a sense of unity in the celebration of important moments in the life of the St. Mary's community and to deepen our awareness of the Catholic faith, all students will attend all school liturgies and prayer services. On days when a liturgy is scheduled, students must follow the rules for "Liturgy Day Dress" as outlined in this Handbook.

Any student asked to leave or causing a disruption during liturgy or other religious events will be referred to the Discipline Office.

Religious Studies Policy for Non-Catholics

St. Mary's will follow the policy set forth by the Diocese of Buffalo: It is expected that every student who is enrolled in a Catholic school will take the Religion courses offered in that school. The complete curriculum, including Religion, is mandated for those attending Catholic schools.

Retreats

Class retreats are mandatory for all students at St. Mary's High School. Students who fail to attend their class retreats will not pass their Religion class. (Seniors must attend their class retreat to graduate.) If a student must miss a retreat due to a family emergency, they will be given an alternate assignment by their religion teacher.

Service Hours

Service to others is a cornerstone of Christianity. By reaching out to others we increase our understanding, knowledge, and empathy for the world around us. We also respond to our Lord's plea to "Love one another as I have loved you." As stated in the St. Mary's High School Philosophy Statement; "As a community we believe people have a responsibility to each other."

The minimum Service Hour Requirement for all grade levels is as follows

St. Mary's High School Diploma

Freshmen	10 Hours
Sophomores	20 Hours
Juniors	30 Hours (15 of these MUST be completed off-campus)
Seniors	40 Hours (20 of these MUST be completed off-campus

Service hours for the 2026-2027 school year can be started on June 30, 2026, and must be completed by May 1, 2027, for Seniors and June 1, 2027, for Underclassmen. Students need to complete all their mandatory service hours in order to pass their religion course. Seniors will not be allowed to graduate with unfinished service hours.

Marian Honors Diploma

Freshmen	20 Hours
Sophomores	30 Hours
Juniors	40 Hours (20 of these MUST be completed off-campus)
Seniors	50 Hours (25 of these MUST be completed off-campus)

Service to others does not include any service that benefits you personally. For example, if your softball team sponsors a garage sale and you work the event, you cannot count that for service hours; the proceeds are benefiting you and your team. The goal of service hours is to benefit others and to experience new opportunities and situations.

Chores for family members, babysitting or housesitting, do not count as service hours.

Athletics

Athletics are an important and growing part of the St. Mary's High School community. We encourage all students to demonstrate good sportsmanship, teamwork, respect, and school pride throughout the year. While we strive for team success, we also celebrate individual effort and achievement.

Students, athletes, and spectators are expected to represent St. Mary's in a positive manner at all games and events. Good conduct, respect for others, and school spirit should always be displayed.

St. Mary's is a member of the Monsignor Martin Catholic High School Athletic Association, which includes Catholic and private schools throughout Western New York.

FALL	
Men's	Women's
Cross Country	Cheerleading
Football	Cross Country
Golf	Golf
Soccer	Soccer
	Swim
	Tennis
	Volleyball

WINTER	
Men's	Women's
Basketball	Basketball
Hockey	Cheerleading
Indoor Track	Hockey
Wrestling	Indoor Track
	Wrestling

SPRING	
Men's	Women's
Baseball	Flag Football
Lacrosse	Lacrosse
Track	Softball
	Track

Athlete Physical / Health Requirements

To participate in a school sport, all student-athletes must have a current physical examination on file in the Health Office. Physicals must be completed within one year of the first day of the sports season.

Free sports physicals are offered each spring for students planning to participate in athletics during the following school year. Students who choose to have their physical completed by their own doctor are responsible for submitting all required forms to the Health Office at least two weeks before the start of the season.

Before each sports season, a parent or guardian must also complete an Interval Health History Form. This form helps determine a student's eligibility to participate for that season.

If a student has experienced an injury, undergone surgery, or has a medical condition that may affect participation, additional written clearance from a family physician and/or the school physician may be required before the student can attend tryouts or practices.

All required forms must be completed and submitted to the Health Office before a student may participate in tryouts or practices.

Please refer to the current health forms for specific deadlines and requirements. To be cleared for participation the following day, all paperwork must be received by the Health Office by 8:00 a.m.

For Winter and Spring sports:

- Forms submitted before the end of homeroom and medically approved will allow the student to participate the following day. Eligibility begins 24 hours after the forms are reviewed.
- Forms submitted after homeroom but before the end of the school day will be processed as if they were received the next school day. Eligibility will begin 24 hours after that next-day review.

Athletic Injuries

IMPORTANT! PARENTS - PLEASE READ CAREFULLY!

If a student-athlete is injured during a practice or game, the following procedures must be followed:

The athlete must report to the School Nurse as soon as they return to school. An accident report will be completed at that time.

If medical treatment is received, the athlete may not participate in practices, games, Physical Education classes, or other athletic activities until a written release is provided by the treating physician. The release must state that the student is cleared to return to participation.

If medical treatment is not sought, a parent or guardian may provide written permission for the student to return to athletic activities. This release must be submitted to the School Nurse, who will notify the coach and/or Athletic Director.

These procedures help ensure the safety and well-being of all student-athletes.

EXCEPTION

Any student-athlete who sustains a head injury or shows signs or symptoms of a concussion during a practice or game must be removed from participation immediately.

The student-athlete may not return to practice, competition, Physical Education classes, or any other athletic activity until written medical clearance is provided by a licensed healthcare provider.

For the safety of our students, parent or guardian permission cannot be used to clear a student-athlete to return to play following a head injury or suspected concussion.

Insurance

All doctor and hospital bills must be processed through the family's insurance company FIRST. Any part of the bills rejected by the family's insurance policy will be eligible to be processed through School Insurance.

The school carries an insurance policy for every student. It is a secondary insurance policy supplementing the family's own medical plan and pays only a portion of the remaining expenses after the family plan has been utilized. Forms can be obtained through the main office.

The school, upon the parent request of such a form, will provide a claim form from the school insurance company to you and will complete Part A, the school section; it is the parent's responsibility to complete Part B, the Parent section, and mail directly to the Insurance Company.

Discipline

"Among the values children should be taught are respect for others, beginning with the child's own parents and family; respect for the symbols of faith and the patriotic beliefs of others; respect for law and order; respect for the property of others; respect for authority. … Without discipline, children will not respect either the rules of the home or of society."

– A Thousand Threads of Love, James E. Faust

Statement of Expectation

Students are expected to conduct themselves in a manner that reflects the values and mission of St. Mary's High School, both on and off campus. Respectful behavior, good judgment, honesty, and personal responsibility are expected at all times.

Actions or behavior that are inconsistent with the values of the school or that negatively affect the reputation of St. Mary's may result in disciplinary action.

The Administration reserves the right to address situations on an individual basis and may modify disciplinary responses when circumstances warrant.

Disciplinary Actions

Detention

For minor problems, the student will be required to serve a detention under the supervision of the Discipline Office.

Detention may be held during a student's lunch period or after school. For transportation purposes, the students are given one day's notice.

If a student requires detention rescheduled, his or her parent or guardian must call the Discipline Office before 9 a.m. on the day of the detention. An excused detention will be rescheduled. The only valid reasons for having a detention rescheduled are:

- Doctor or dental appointment
- Teacher request
- Family need
- Academic class/tutoring (with teacher verification)

Suspensions / Expulsions

For more serious infractions, consequences can range from suspension to expulsion.

If a student is suspended, he or she may not participate in any after-school activities on the day(s) of the suspension. Suspensions may be in or out of school and can range from one to five days. The severity and/or the history of the individual student will guide the determination as to whether a suspension or expulsion is in order.

Assemblies

Assemblies are an important part of the school community. Students are expected to sit with their assigned class and conduct themselves in a respectful and appropriate manner based on the purpose of the assembly. Respect should be shown to presenters,

guests, faculty, staff, and fellow students at all times. Students should listen attentively and avoid behaviors that disrupt the program or distract others.

All students must remain at the assembly until they are officially dismissed by the Administration, faculty, or staff member in charge. Students who are removed from an assembly for inappropriate behavior may be subject to disciplinary action, and parents or guardians may be notified.

Absentee / Attendance Policy

Regular attendance is essential for academic success. Students are expected to attend all classes and arrive on time each day. If a student will be absent from school, a parent or guardian must notify the school by 8:00 a.m. and provide the reason for the absence. Absences may be reported by calling 716-684-4824 or by emailing attendance@smhlancers.org. The message should include the student's name, the name of the parent or guardian reporting the absence, and the reason for the absence.

If the school has not been notified by 8:00 a.m., school personnel will contact a parent or guardian to verify the student's absence and obtain the reason. If a reason for the absence is not provided within 24 hours, the absence may be considered unexcused, and the student may be subject to disciplinary action.

Participation in Extracurricular Activities

Students who are absent from school, who arrive after 10:00 a.m., or leave school early without a doctor's note on a given day are not eligible to participate in extracurricular activities, including athletics, clubs, field trips, performances, dances, or other school-sponsored events, unless approved by the Administration. Continued absences will lead to a removal from extracurricular activities as a whole.

Truancy

Students who are absent from school without a valid excuse are considered truant. Truancy may result in disciplinary consequences, including detention or suspension.

Attendance Expectations

A student who accumulates six (6) unexcused absences in a course during a single quarter may fail that course for the quarter. This may also affect the student's academic eligibility for extracurricular activities.

Students who miss more than half of a class period will be considered absent for the entire class period.

Parents or guardians may receive written notification when a student has accumulated four (4) or more absences in a course.

Missed Assignments

When students return from an absence, they are responsible for contacting their teachers about any missed classwork, notes, assignments, quizzes, tests, or homework. Teachers will give students a reasonable amount of time to complete missed work, and students are expected to meet all assigned deadlines.

If a student has a medical absence that lasts a week or longer, a parent or guardian should contact the Counseling Center to discuss the situation. The Counseling Center will coordinate with teachers to collect missed assignments and materials. Once the work has been gathered, arrangements will be made for students to pick up assignments, as well as any needed textbooks, notebooks, or other materials from their locker.

For short-term absences (a few days), students are encouraged to contact a classmate in each of their classes. This is often the quickest and most effective way to stay up to date on missed work.

Absences that DO NOT Count Against You

In accordance with New York State attendance guidelines, the following are considered excused absences:

- Medical or dental appointments with proper documentation
- Snow days declared by a student's home school district
- Funeral services
- College Visits with proper documentation
- Court appearances with documentation

Documentation for medical appointments must be submitted on the day the student returns to school. Verification should be provided by the medical or dental office.

All attendance documentation for a quarter must be submitted before the end of that quarter. Once final grades have been posted, attendance-related grade changes will not be made.

Absences that DO Count Against You

The following are considered unexcused absences:

- Participation in Take Your Child to Work Day
- Road tests
- Learner's permit tests
- Absences due to transportation issues caused by non-weather-related school district closures

Students are expected to attend St. Mary's whenever school is in session. Families should make alternate transportation arrangements when a home school district is closed for reasons other than weather.

Leaving Campus

For student safety, students may not leave campus after arriving at school unless permission has been granted by a parent or guardian and approved through the school's attendance procedures.

Weather-Related Closings

If a school district is closed due to weather, students are legally absent. Even for weather-related district closings, parents are required to report their students absent by 8:00 a.m. However, if a student comes to school, it is our expectation that they will remain until the end of the school day. Students who are absent from school are not allowed to participate in any extracurricular activities on that day. If a district closes during the day, students will be released only to district transportation or a designated parent or guardian. We will not release students to ride with other students or other parents, with the exception of siblings.

If a parent or guardian decides it is necessary to pick a student up during the day, it is necessary to contact the school and request early dismissal in order for the student to be released.

Families will be notified of school closings/delays through the mass-notification system. In addition, information on school closings will be available on Channels 2, 4, or 7, and WBEN-Radio 930.

Tardiness

Part of the educational process is preparing our students for their futures. College professors and employers place great value on attendance and punctuality. To assist our student body in cultivating punctuality and positive attendance habits, St. Mary's High School has implemented the following policies.

- Students will be called to their first period class at 7:50 a.m.
- Students are required to be in their first period classroom no later than 7:55 a.m.
- Students arriving after this time must report to the main office to turn in their excuse and be signed into school. (Oversleeping, missed buses, car problems and employment are not considered valid excuses.)

Consequences for Missing Class

Students are expected to arrive at school and class on time each day.

Students are expected to attend all of their classes each day.

- After three (3) unexcused late arrivals or early dismissals, a student will receive a lunch detention.
- Each additional tardy or unexcused dismissal will result in an additional lunch detention.
- After a student receives three (3) lunch detentions, after-school detentions will be assigned.
- After three (3) after-school detentions, the student may be assigned a suspension, and a meeting with a parent or guardian may be required.
- Students who accumulate three (3) suspensions could face expulsion.

Consistent punctuality is important for maintaining a positive learning environment.

Early Dismissal / Off-Campus Procedure

In accordance with New York State Education Law, students may not leave campus during the school day without parental permission. In addition, approval from the St. Mary's High School Administration is required for any early dismissal.

Requesting an Early Dismissal

Written notice from a parent or guardian must be submitted on or before the day the early dismissal is needed. Requests should include the reason for leaving early.

Commonly accepted reasons include:

- Medical or dental appointments that cannot be scheduled outside of school hours
- A funeral involving an immediate family member or school representation
- Job or college interviews scheduled by appointment that cannot be arranged at another time
- School-related activities approved by a moderator or administrator

Parent Communication

Parents should call in every time your child will miss or be late to school so to communicate that you know your child is absent from school.

PARENT COMMUNICATION DOES NOT EXCUSE AN ABSENCE

Sign-Out Procedure

Before leaving campus, students must sign out in the Main Office. When returning to school, students must sign back in at the Main Office.

Approval and Restrictions

The Administration may deny an early dismissal request if a student is at risk of failing a course or is not on track for graduation. Parents or guardians will be notified if a request is denied for this reason.

Attendance and Eligibility

Students who leave campus without permission will be considered truant and will receive appropriate disciplinary action.

Students who leave early or are absent from part of the school day may be ineligible to participate in after-school activities unless proper documentation is provided.

Students who arrive late or leave early must provide a doctor's note in order to participate in after-school activities that same day.

College Visitation

St. Mary's High School encourages seniors to visit colleges they are considering as part of the college search process. Whenever possible, students should schedule visits during school vacations or on the designated College Visitation Day in October to avoid missing valuable class time.

If a college visit must take place during the school day, students are expected to keep the number of visits to a reasonable level and ensure that their absences do not negatively affect their academic performance. School administration reserves the right to deny a college visit request if a student is experiencing academic difficulties or appears to be misusing this privilege.

To receive an excused absence for a college visit, students must submit parent/guardian permission before the visit. After the visit, students must provide the Attendance Office with documentation from the college, on official college letterhead, verifying that they visited the campus on that date.

Vacation Policy

Parents must make the request at least two weeks in advance to the principal. Even if the individual teachers have been notified of a student's vacation, parents must still make the request to the principal.

The principal will inform the parent that: The time requested cannot be granted and it must then become their decision. If parents then choose to do so, it is recorded on the student's permanent attendance record as an illegal absence with parental permission.

Students are responsible for all work missed during their time of absence.

Student Parking

Students may use the front parking lot if they have purchased a parking pass from the Main Office. If a pass is lost, it can be replaced for a small fee. Parking passes must be clearly displayed in the vehicle whenever it is on school property. Students should bring everything they need into school at the beginning of the day, since they are not allowed to access their vehicles during school hours.

Students should not leave valuables in their cars. St. Mary's High School is not responsible for any lost, stolen, or damaged items. Parking on campus is at your own risk.

Driving and parking on campus is a privilege, not a right. The school may take away parking privileges if a student drives or parks in an unsafe or irresponsible way. No refunds will be given for lost or revoked parking passes.

Cell Phones

St. Mary's values student growth in social and emotional development as well as in academics. We have found that frequent use of cell phones, earbuds, and similar devices during the school day distract from building positive connections with others as well as from learning. For this reason, limits on device use are in place to help students stay engaged with their classes and the school community, not as a form of punishment.

Students are not permitted to use or have personal electronic devices turned on during class time. This includes, but is not limited to, cell phones, smartphones, tablets (such as iPads), watches, glasses, air pods, ear buds, and similar devices. In addition, students may not use any technology in a way that violates the privacy of other students, staff members, volunteers, or visitors.

Expectations are that students will check their cell phones at the beginning of each class period in the designated pockets at the front of each classroom.

If caught in violation of this policy consequences will be rendered accordingly

Students may use these devices during their lunch period.

Earbuds / AirPods, etc.

Earbuds, AirPods, Headphones, etc., are strictly forbidden from 7:50 a.m. until 2:20 p.m. In the event of emergencies, students need to be able to hear the announcements being made and instructions being given.

Damage

Students who damage school property will be responsible to pay for the cost of repairing such damage. The student could also be subject to disciplinary action. The student could also be subject to legal action at the discretion of the Administration.

Dress Code

At St. Mary's High School, our dress code is designed to help students understand how to dress appropriately for different situations and to take pride in their appearance. It also encourages responsibility, good personal hygiene, and respectful self-expression. While styles and trends may change over time, our goal remains the same: to maintain a positive, respectful, and focused learning environment. Administration has the final decision regarding dress code expectations and interpretations.

The dress code is in effect from the start of first period until dismissal each school day. Teachers will check for dress code compliance during attendance, and any concerns will be addressed directly with the student. Students who choose not to correct a dress code issue may be referred to the Discipline Office. Students are expected to wear clothing that is clean, appropriately sized, in good condition with shirts tucked in. Students who are not in dress code may not attend class until the issue is resolved.

The dress code also applies during January and June exams unless otherwise announced.

For dress code purposes, the official St. Mary's High School colors are **Navy Blue, Carolina (Light) Blue, and White**.

Regular Dress Code

On days designated as a "Regular Dress Code" day, students are expected to follow the guidelines below:

Tops:

All tops must have an official SMHS logo.

Approved tops includes:

- Polos

- Appropriately sized sweatshirts
- Quarterzips
- Long or Short sleeved t-shirts

Bottoms:

- Dress or "Golf Style" Pants in Khaki, Navy Blue or Grey. All pants and shorts must have belt loops and belts must be worn with the pants.
- Skirts or Skorts of an appropriate length in Khaki, Navy Blue, Grey, White or Black Watch plaid.

Footwear:

All footwear must be close-toed and have a back to them.

Approved footwear includes:

- Low top sneakers (SMHS colors)
- Low heeled dress shoes
- Flats
- "Sperry" style boat shoes.

The following footwear is **prohibited**:

- Open-toed shoes, slides, flip-flops, work boots, army boots or any shoe resembling a slipper.

Liturgy Days

Liturgy Days require the standard uniform to be taken to a more formal level.

Tops:

Polo shirts, sweatshirts, and t-shirts are prohibited. All tops must be in a solid St. Mary's color **or** have a St. Mary's Logo.

Approved tops include:

- Oxford style buttoned shirts
- Sweaters

Bottoms include:

- Dress or "Golf Style" Pants in Khaki, Navy Blue or Grey.
- Skirts or Skorts of an appropriate length in Khaki, Navy Blue, Grey, White or Black Watch plaid

Footwear:

Casual footwear such as sneakers are not allowed on Liturgy Days, in addition to regular footwear restrictions.

Approved footwear includes:

- Loafers
- Low heeled dress shoes
- Flats
- "Sperry" style boat shoes.

Ladies:

- If wearing a sweater, a collared shirt must be worn beneath.

Gentlemen:

- Necktie or Bowtie must be worn.

- Navy blue sports coat, sweater or ¼ zip.

Dress Down Days

Dress down days are the most flexible of days, students are allowed to wear modest, respectful clothing. Tops should not be overly tight or revealing, crop tops and thin-strapped tops for ladies are not allowed. No clothing should advertise or promote the consumption of alcohol, drugs, tobacco, etc.

If the Dress Down Day is themed students have the option of participation in the theme or being in Regular Dress Code. Dress Down attire out of theme will result in consequences.

Additional Expectations

Hair styles for both ladies and gentlemen should have a clean, neat appearance. Gentlemen are expected to keep facial hair neatly groomed.

Hair Color: Hair must be a color found naturally in human hair. Unnatural colors such as blue, green, purple or pink, in whole or in part, are not permitted. This includes streaks, tips, highlights and temporary dyes or sprays.

Conservative use of jewelry and make-up is expected.

Guidelines for St. Mary's Dances

General Information & Guests

Throughout the school year, a variety of student groups sponsor dances and special events for the St. Mary's community. Tickets may only be purchased by St. Mary's students. Students may bring one guest who is not currently enrolled at St. Mary's High School. Guests must be under 21 years of age and must be registered by the host student using a Dance Guest Form available in the Main Office. Completed forms must be submitted no later than the school day before the event. Students who bring a guest are responsible for making sure their guest understands and follows all school rules and event expectations.

Attire for dances and school events should be neat, appropriate for the occasion, and consistent with the theme of the event, whether it is dress-down, semi-formal, Hawaiian-themed, or another style. Students are encouraged to choose clothing that reflects good judgment, respect for themselves and others, and the values of the St. Mary's community.

If a student's attire is determined to be inappropriate for the event, school staff will address the situation privately, and a parent or guardian may be contacted.

Time

Most school dances are held from 7:00 p.m. to 10:00 p.m. Students must arrive no later than 7:30 in order to be admitted and should make transportation arrangements in advance and ensure that their ride is at the school by 10:00 p.m. for pick-up.

Students are expected to remain at the dance until at least 9:45 p.m. Any exception to the arrival or departure times must be approved in advance through written permission signed by a parent/guardian and a member of the school administration.

Expectations and Guidelines

To help ensure that everyone has a safe and enjoyable experience, students and guests are expected to follow these guidelines at all school dances:

- Students may not gather or remain in vehicles or the parking lot before, during, or after the dance.
- Outside beverages, including water bottles, sports drinks, and other drink containers, are not permitted inside the school and will be collected upon entry.
- All backpacks, purses, handbags, coats, and other personal belongings must be checked into the coatroom. The coatroom is available from 7:00–7:30 p.m. and again from 9:45–10:00 p.m.
- Student lockers are not accessible during dances and may not be opened.
- Refreshments purchased or provided at the event may be consumed in the cafeteria.

For the safety of everyone attending:

- Any student or guest who appears to be under the influence of alcohol, drugs, or other prohibited substances will not be admitted to the dance. Parents/guardians and, when appropriate, law enforcement may be contacted.

- Acts of vandalism, fighting, or other unsafe behavior will result in disciplinary consequences and may also involve parent/guardian notification and law enforcement.

Students are expected to dance and interact with others in a manner that demonstrates respect for themselves, their partners, and everyone attending the event. Behavior that is inappropriate, offensive, excessively suggestive, or disruptive to the school environment is not permitted. Students who do not meet these expectations may be asked to leave the dance floor, and parents/guardians may be contacted. Repeated or serious violations may result in the loss of the privilege to attend future school dances.

The administration reserves the right to make final decisions regarding these and all other dance-related matters.

Field Trips

In trying to provide the best possible educational experience, St. Mary's will have occasion to take students outside of the building on field trips. As students will be representing St. Mary's High School, all rules of St. Mary's apply.

The Administration has the sole right to decide which students can attend field trips based on:

- The recommendation of the instructor / field trip moderator
- Current academic / disciplinary status
- Past behavior on field trips

Policies regarding Academic Ineligibility and field trips will be contained in the individual permission slip for each field trip.

If a student is banned from a field trip for any of the above reasons, the student may be held responsible for visiting the site on his or her own time to complete any assignments related to the field trip.

The field trip moderator will let students know what the dress code is for the trip. If a student fails to comply with those guidelines, that student may be held back from attending the trip and will be subject to disciplinary action.

Fire Drills

To help keep everyone safe, all students and staff should know the fire drill procedures posted in each classroom and instructional area. Fire drills will be held throughout the school year so everyone knows what to do in an emergency.

When the fire alarm sounds, students and teachers should leave the building quickly, calmly, and quietly using the assigned exit route. Everyone should move to the designated safe area away from the building and remain there until given further instructions. For safety reasons, running and talking are not permitted during fire drills.

Emergencies / Code Blue

In the event of an emergency situation, a "Code Blue" will be called over the PA system. When this happens, all students, faculty and staff are to remain in a Shelter in Place. This will allow for the hallways to be clear for any needed emergency personnel as well as provide privacy for those involved.

Bullying, Harassment and Hazing

St. Mary's High School is committed to creating a safe, respectful, and welcoming environment for all students and staff. Every member of our school community deserves to be treated with dignity and respect.

The NYS "Jack Reid Law: Protect All Students Act" was signed into law by Governor Hochul on October 23, 2025. This bill protects all elementary, middle school and high school students in New York from harassment and bullying by other students. Our school has the following policies in place that meet the requirements of this law.

Anti-Bullying and Harassment Statement

Our school strives to provide a safe environment for all individuals. All students and employees are to be treated with dignity and respect. Bullying or harassment of any kind will not be tolerated on school property or at school functions**.**

Anti-Bullying and Prevention Programming

Our school maintains an environment that reflects the values of dignity, respect, and the inherent worth of every person created in the image and likeness of God. In accordance with the *Jack Reid Law: Protect All Students Act*, our school has implemented an anti-bullying and harassment policy that applies to all students. We also have an **anti-bullying and prevention program** designed to:

- Promote awareness among staff, students, and families.
- Provide training and resources for recognizing, reporting, and responding to bullying and harassment.
- Establish a safe and inclusive environment that supports the ongoing mission of preventing and eliminating bullying behavior.
- Offer ongoing opportunities for education and restorative practices.

Annual staff training is provided to recognize, report, and respond to student bullying and harassment.

Bullying

Bullying is repeated behavior that intentionally hurts, intimidates, or targets another person through words, actions, or other forms of conduct. It involves a real or perceived imbalance of power that makes it difficult for the person being targeted to defend themselves.

This definition includes three important characteristics:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Bullying behaviors that are not tolerated include, but are not limited to:

- Verbal put downs based on a student's appearance, academic or athletic ability or performance, ethnicity, gender, religion, sexual orientation, and/or disabilities of any kind.
- Threats or verbal intimidation of any kind, including those made through the internet, cell phones, or other electronic or social media outlets.
- Physical intimidation or acts of violence.
- Purposeful exclusion of any kind, which has as its goal the ostracizing of one or more individuals.

Any individual involved in such activities is subject to severe disciplinary action up to and including expulsion.

Harassment

Harassment is the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

Any incidents of bullying or harassment that occur on school property—including school buildings, grounds, or vehicles—or at school-sponsored events, activities, or extracurricular programs, whether on or off campus, will be taken seriously and addressed by the school.

Bullying and harassment include **physical, emotional, social, or cyber** forms of harm, such as:

- Physical: intentional harm to another student's body or property
- Emotional: intentional harm to another student's emotional well-being
- Social: intentional harm to another student's group acceptance or relationships
- Cyber: bullying or harassment that occurs through any form of electronic communication

Examples of behavior that may constitute bullying or harassment when they meet the definitions (repeated, power imbalance, harmful impact; would reasonably be expected to cause a student to fear for their physical safety, or cause physical injury or

emotional harm) may include, but are not limited to: teasing, using derogatory nicknames or slurs, spreading rumors or demeaning stories, social exclusion, intentional destruction of property, or sharing demeaning content online.

- Note: Age-appropriate conflict, isolated incidents, or mutual disagreements do not automatically constitute bullying or harassment; these will be addressed through appropriate behavioral or restorative responses.

Definition of Retaliation

- Inappropriate behavior toward any individual who in good faith reports bullying or harassment or assists in any investigation of suspected bullying or harassment.

Students of St. Mary's High School are expected to represent the school with respect and integrity at all times. Behavior that occurs outside of school, including online or in the community, may also be subject to school review and discipline if it negatively impacts the school community or reflects poorly on the values and reputation of St. Mary's High School.

Hazing

Hazing is a form of harassment and is strictly prohibited. Hazing occurs when a person is pressured, required, or coerced to participate in an activity that could cause physical, emotional, or psychological harm as a condition of joining, participating in, or remaining a member of a team, club, organization, or group.

Hazing also includes requiring, encouraging, or pressuring another student to take part in any activity that violates school rules or local, state, or federal law.

Students cannot avoid responsibility for hazing by claiming the activity was a tradition, a joke, or voluntary.

Any student involved in hazing will face disciplinary action, which may include suspension and possible expulsion.

Reporting, Investigation, and Documentation of Bullying, Harassment or Hazing:

Any student who believes they have been a victim of these behaviors, or who witnesses these behaviors, should report it as soon as possible to a teacher, counselor, Principal, Assistant Principal, or any trusted member of the faculty or staff. Reports may be made in person or in writing.

Faculty and staff members who witness any of these behaviors or receive information about such, are required to report it promptly to the Principal or Assistant Principal. Anonymous reports will be reviewed whenever possible; however, disciplinary action cannot be based solely on an anonymous report.

How to Report Incidents of Suspected Bullying and/or Harassment

All reports of bullying or harassment will be taken seriously and addressed promptly.

- Any student who believes they are a target of bullying and/or harassment or has witnessed another student they believe is being bullied or harassed by another student or students should immediately tell any school employee about the incident(s) either verbally, by email, or in writing.
- Parents who have heard reports of student bullying or harassment from their child or have witnessed incidents that could be student bullying or harassment should report the incidents to any school employee verbally or in writing as soon as they are made aware of the incident.
- Any suspected incidents of student bullying and/or harassment shared with or witnessed by a school employee will be shared with the [principal, head of school, principal's/head of school's designee] by the end of the next school day.

Investigation Process

- Upon receiving a report of suspected student bullying, harassment, or retaliation, the [principal, head of school, principal's/head of school's designee] will investigate the incident promptly by interviewing all parties separately.
- The parents of all students involved will be notified.
- If it is determined that student bullying or harassment has occurred, the child who bullied or harassed another student is subject to consequences as the school deems appropriate. The [principal, head of school, principal's/head of school's designee] will take immediate steps and appropriate follow-up action reasonably calculated to ensure that any confirmed bullying and/or harassment conduct will stop and ensure the safety of the student or students, including retaliation against any individual who in good faith reports such bullying or assists in the investigation.

- The [principal, head of school, principal's/head of school's designee] shall notify the targeted student and his/her parent/guardian of the outcome of the investigation in an age-appropriate manner.
    - If bullying/harassment occurred, any specific consequences given to the student(s) who bullied or harassed the targeted student will not be shared.
- Parents should be advised to contact the appropriate law enforcement agency, if warranted. If determined necessary, the principal should contact law enforcement.
- Referral to counseling should be made for all parties if deemed necessary.
- The [principal, head of school] must follow up to see that the offending conduct has stopped.
- All students will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.
- Any proven bullying or harassment incidents will be reported to the Superintendent's office, including any escalation to law enforcement.

Documentation of Suspected Incidents

- Any school employee who witnesses or receives a report of suspected student harassment or bullying, either verbally or in writing, will submit a written report of the incident to the [principal, head of school, principal's/head of school's designee].
- Documentation of all reported incidents, investigations, and responses related to suspected bullying or harassment will be created by the [principal, head of school, principal's/head of school's designee].

False Reports:

- Any student who falsely reports bullying or harassment may be subject to disciplinary action, which may include suspension or expulsion, and, if warranted, referral to local authorities.

Lockers

Each student is assigned a locker at the beginning of the school year and may only use that assigned locker. All lockers must be secured with a school-issued lock at all times.

Students are responsible for keeping their lockers clean and orderly. Locker decorations are permitted on the inside of the locker as long as they are appropriate and in good taste. Materials that are offensive, inappropriate, or inconsistent with the values of St. Mary's High School are not allowed. The Administration reserves the right to remove any decorations deemed inappropriate.

Students should not leave valuables in their lockers, as the school is not responsible for lost, stolen, or damaged items.

Failure to follow locker policies may result in disciplinary action.

Locker Searches

Lockers are the property of St. Mary's High School and are provided for student use. In accordance with New York State law, school administrators may search a student's locker when there is reasonable suspicion that a school rule or law has been violated. The Administration also reserves the right to inspect lockers as necessary to maintain a safe and secure school environment.

Weapons / Fireworks

No weapons are allowed on campus. Weapons are defined as firearms, knives, striking devices, sprays, lighters, or any other device purposely used to inflict pain on an individual. If a commonplace device such as a compass, pen or pencil, or tool is used to purposely inflict pain, the Discipline Office has the right to treat it as a weapon.

No student may buy, sell, or exchange fireworks on school grounds or at a school-sponsored activity. Proper authorities will be notified concerning possession or selling of fireworks.

No students may be in possession of fireworks or any type of explosive device on school grounds or at any school-sponsored activity.

Services and Resources

Cafeteria

Cafeteria services are provided by Personal Touch Food Services. Specifics regarding the program (cost, menu, etc.) are available in other school publications.

Students should be aware of the following rules regarding the cafeteria and lunch period:

- No food or drink may be taken out of the cafeteria or eaten in the classrooms, except for bottled water.
- Proper behavior is expected and respect will be shown to each other and the lunch proctors.
- Students are NOT permitted to leave the school campus for lunch.
- During lunch periods, students must be in the cafeteria. To leave the cafeteria, students must get permission from the proctor and sign out.
- *Ordering of food by students or delivery of food to students during school hours is not allowed.*
- Since classes are in session during the lunch hours, students are expected to behave in a manner that does not create a disturbance.
- All trays, plates, and/or utensils must be returned, and garbage deposited in trash cans before leaving the cafeteria area.
- Students will be dismissed from the cafeteria by the proctors.
- Violations will be handled individually by the Administration.

Counseling Center

The Counseling Center supports all members of the St. Mary's community. Full-time school counselors are available, and each freshman is assigned a counselor who will work with them throughout all four years of high school.

Counselors help students with course selection and academic planning, as well as post-secondary planning, including college and career exploration, college applications, and scholarship opportunities. They also support students' personal and social development.

Counselors work closely with parents and families when needed or upon request and can also connect students with outside resources and community services when appropriate.

Students and parents are encouraged to reach out to counselors at any time. Counselors also regularly schedule meetings with students to provide ongoing support and guidance.

Student Records

St. Mary's High School follows the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records.

This means that student records are kept confidential and are only shared in accordance with the law.

For more information about FERPA, you can visit the U.S. Department of Education's website: FERPA Information (U.S. Department of Education)

Health Services

Health Services at St. Mary's High School are provided by the Lancaster Central School District. This program is administered by the school nurse, who:

- Is under the direct supervision of the principal.
- Is a member of the Student Services Team.
- Cooperates with the Counseling Center to maintain proper registration and health records.
- Cooperates with the Athletic Department through processing Interval Health History Forms for student athlete eligibility.
- Completes all health screening mandated by New York State.
- Compiles all accident reports.

Physicals/Interval Health Histories

Physical exams for new students (including freshmen), working papers, and sports participation are provided by medical professionals associated with the Lancaster Central School District's Medical Director.

Sports physicals are typically offered in the spring for the following school year. Any new student who has not submitted a current physical will be scheduled to complete one with the school physician.

Students are not allowed to practice or participate in any sport unless a current physical exam is on file in the Health Office.

Before each sports season, students must also submit an Interval Health History form signed by both the student and a parent or guardian. This form is used to determine eligibility for participation that season.

If a student has had an injury or has a medical concern, they may be required to provide written approval from a family doctor and/or the school physician before they can participate in practices or tryouts.

Screening

Freshmen, juniors, and transfer students receive vision and hearing screenings. Parents may contact the Health Office at any time to request their student's screening results. If any concerns are identified during screenings or physical exams, parents will be notified and advised to follow up with their student's personal healthcare provider for further evaluation or treatment if needed.

Illness/Injury

The school nurse is available in the Health Office during school hours. Students who are injured or feeling ill should report to the nurse as soon as possible. If additional medical care is needed, the nurse will contact the student's parent or guardian. In emergency situations, 911 may be called. Parents will always be notified in the event of a serious illness or injury.

First aid will be provided as needed. The nurse also supports students' overall well-being, including their physical, mental, and emotional health.

Students should not contact their parents directly when they are ill or injured without first reporting to the nurse's office.

School Secondary Insurance Policy

The school carries an insurance policy for every student. This secondary insurance supplements the family's own medical plan and pays only a portion of the remaining expenses after the family plan has been utilized. Forms are available through the main office. All doctor and hospital bills must be processed through the family's insurance company FIRST. Any part of the bills rejected by the family's insurance policy will be eligible to be processed through the school Insurance.

Medication Administration

If a student needs to take any medication during the school day, including over-the-counter medicine, it must be brought to the Health Office in its original, labeled container.

A completed Medication Authorization Form, signed by both the prescribing physician and a parent/guardian, must be submitted with the medication.

All medications are stored in the Health Office unless a self-carry authorization has been approved.

Controlled medications must be delivered to the school by a parent or guardian.

Health Concerns

If a student has a medical problem, the nurse should be informed by the parent/guardian so that proper care can be given to the student. Medical problems are handled with confidentiality.

Immunizations

New York State law requires all students to be properly immunized against vaccine-preventable diseases before they can enter or attend school.

Students must meet all New York State Department of Health immunization requirements prior to starting at St. Mary's High School.

The school maintains health records for all students. These records are kept on file for ten years after graduation.

Working Papers

Applications for working papers are available in the Main Office and on the school website. Students are responsible for completing the required forms and submitting them to their home school district for processing.

Lancaster School District students may submit completed paperwork to the school nurse, who will forward it for processing through Lancaster High School during the school year. Processing typically takes about one week.

Buffalo School District students must mail their completed forms to City Hall for processing.

There are separate working papers for students ages 14–15 and 16–17. Once a student turns 18 and has graduated from high school, working papers are no longer required.

Lost & Found

A container of items which have been found is kept in the main office. Found electronic items are held by members of the administrative team. Students who have lost items are encouraged to check these locations for the possibility that the item has been placed there. Found items not claimed at the end of each month may be donated to charity.

Student Organizations

Student Senate

The Student Senate is a student-elected organization that represents the entire student body. It is made up of class officers, including:

- President
- Vice President
- Secretary
- Treasurer

Freshman class officers are elected near the end of the first marking period, giving students time to get to know one another before elections.

Sophomore, junior, and senior class officers are elected in April or May of the previous school year.

To run for office, students must submit:

- A letter of self-nomination
- A completed election form with required moderator and teacher signatures
- A copy of their campaign speech to be shared with their class before elections

Students are expected to attend all Student Senate meetings and events. Any absences must be approved in advance by the moderator. Two unexcused absences from meetings may result in removal from the Student Senate. A list of mandatory dates is provided to senators at the end of the previous school year, and two unexcused absences from these events may also result in removal.

All senators are required to work both days of Open House.

During the school year, a senator may be removed from office if they become academically ineligible for two five-week marking periods or receive two disciplinary actions.

The Student Senate aims to encourage student involvement in school decisions and help students take ownership of their school community.

For full details on expectations and requirements, students should refer to the Student Senate Constitution.

National Honor Society

All chapters are governed by the NHS National Constitution (available at www.nhs.us). Membership is based on Scholarship, Leadership, Service, and Character.

Selection Process:

During the summer, the NHS Induction Coordinator will review the academic records of all Juniors and Seniors to determine those students who meet the Scholastic Eligibility criteria. Scholastic Eligibility requires having a cumulative average of 95 percent or higher.

Early in the school year, the Induction Coordinator will meet with scholastically eligible students to distribute the Candidate Packet containing all forms required to be submitted for consideration.

The Induction Coordinator will hold a Candidate/Parent Informational meeting at which the coordinator will explain the selection process in more detail and review all forms in the Candidate Packet.

Students will indicate if they wish to be considered for induction by returning the signed Notice of Intent by the required deadline.

As part of the Candidate Process, the following must be completed:

- Activity Form where students list their school, service, and/or leadership activities in and out of school.
- Leadership Referral Forms completed by supervisors of student leadership activities.
- Service Referral Forms completed by supervisors of student's service activities.
- Character Evaluation completed by faculty and staff of St. Mary's High School.
- Personal Essay written by students to summarize their achievements, interests, and other information they believe should be considered.

Students are required to have completed 25 hours of service beyond what is required for Religion classes. Junior Candidates must complete at least 55 hours of service; Senior Candidates need to complete at least 85 hours.

All submission materials are due in October to be reviewed and considered by the Faculty Council.

If during the review process additional information is required, candidates may be asked to attend an interview conducted by the Induction Coordinator and/or members of the Faculty Council.

In early November, the Faculty Council will report to the principal the results of the deliberations for final approval.

The Induction Coordinator will then notify candidates in writing of their selection or non-selection into NHS.

Induction of the new members into the National Honor Society will take place in November.

Continued Membership

To remain a member of the National Honor Society (NHS), students must meet the following expectations:

- Maintain a cumulative average of at least 95.0
- Participate in all NHS activities, including at least 15 hours of meetings and events
- Complete 10 hours of community service specifically for NHS (tracked by the moderator)
- Consistently demonstrate strong character and uphold high personal standards

Failure to meet these requirements may affect a student's continued membership in NHS.

Dismissal Process

If all four standards are not upheld, a student may be recommended for dismissal from the Society. The National Honor Society Handbook indicates that in case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal.

Transfer Students

Students transferring from another school who were members of the National Honor Society Chapter in their former school should see the St. Mary's Chapter advisor. Membership is automatically continued.

Other Organizations

In addition to the organizations outlined above, St. Mary's also has other clubs and activities that students may be involved in. These include:

Art Club	Band	Campus Ministry
Donate Life Club	Environmental Club	Eucharistic Ministers
Girls Club	Java Jive	Photography Club
Praise Band	Science Olympiad	SOUL (Respect Life Club)
Tech Crew	Theater	Yearbook

Students should stay informed by listening to school announcements and checking the bulletin boards outside the cafeteria for updates about clubs, organizations, and how to get involved. The school administration welcomes ideas for new clubs and organizations. Information about meetings, activities, and membership opportunities will be shared throughout the school year.

Student Participation in Extra-Curricular Activities

St. Mary's High School encourages students to take part in extracurricular activities as part of their overall growth. These guidelines are designed to support students in balancing academics and activities, not to serve as punishment. The goal is to help students develop responsibility, self-discipline, and respect for themselves and others.

Because academic success is the school's top priority, students must maintain acceptable academic standing in order to participate in co-curricular activities.

If a student fails two or more courses during an eligibility period, they will be placed on academic ineligibility until the next review period. At that time, their eligibility will be reassessed using progress reports or report cards.

During periods of academic ineligibility, a student may not participate in or attend any school-sponsored extracurricular activities. This includes athletics, clubs, class offices, and other school organizations.

Progress reports are issued halfway through each marking period. The Principal, Athletic Director, moderators, and coaches will communicate with students regarding their academic standing.

Academic eligibility rules apply to all students involved in extracurricular activities, including student leaders and athletes.

Tuition

This portion of this document is a copy of the St. Mary's High School Tuition Policy. It is signed by each family and returned to the school, where it is kept on file.

Tuition Payment Policy

- No student will be allowed to start school in September 2026 unless they are current with tuition or prior arrangements have been made.
- In the event tuition payments are not current by the end of each quarter, your student will not be able to continue attending classes until your tuition is current or arrangements have been made. Additionally, report cards will not be distributed until tuition is current.
- St. Mary's reserves the right to have your student deemed ineligible to participate in any non-academic extra-curricular activities including field trips, athletics, performing arts, student government, etc. if tuition is consistently in arrears or prior arrangements that were made are not honored.
- If the above conditions persist, St. Mary's reserves the right to request your student to be withdrawn from the school. If this is the case, a formal letter will be sent explaining that tuition must be brought current within 10 days. Failure to adhere to the terms of this formal letter will result in the dismissal of the student.
- When a student withdraws, whether voluntarily or involuntarily, tuition will be 100% refundable if the withdrawal occurs before July 1, 2026. Otherwise, tuition is 75% refundable by August 15, 2026; 50% refundable by October 1, 2026; 0% refundable thereafter. All fees are non-refundable regardless of the date of withdrawal.
- **Final transcripts will not be released until all obligations have been satisfied. This includes the return of all textbooks, Chromebooks, sports uniforms and the payment of any outstanding tuition or fees.** St. Mary's reserves the right to recover unpaid tuition through any available legal means, including legal action or use of a collection agency.

Late Payment

Each payment received after the due date incurs a **late fee of $50.00.**

NSF Checks

Any check payments received that are marked non-sufficient funds will have an **insufficient fund fee of $50.00** assessed.

Acceptable Use Policy for Technology and the Internet

This document is a copy of the Acceptable Use Policy for Technology and the Internet. It is signed by each family and returned to the school, where it is kept on file.

St. Mary’s High School Network Purpose

The St. Mary's High School Network is provided to support teaching, learning, research, communication, and college and career readiness. Access to the network is available only to students, employees, and authorized guests.

All use of school technology must support the educational mission and goals of St. Mary's High School. The school may place reasonable limits on the materials that can be accessed, shared, or posted using its network and technology resources.

Students should understand that the school network, internet access, email accounts, files, and other technology resources are school property and are provided for educational purposes. St. Mary's High School reserves the right to monitor, inspect, review, copy, and store any activity conducted on its network or devices at any time and without prior notice. As a result, users should not expect privacy when using school technology resources.

Students are expected to use all technology resources in a responsible, ethical, and legal manner. When using the St. Mary's High School Network, students represent both themselves and the school community and should act in a way that reflects the school's mission and values.

All users are responsible for following this Acceptable Use Policy and for using school technology appropriately.

Agreement

Students and their parents implicitly agree to all facets of the Responsible Usage Policy by their enrollment at the school. The student understands and agrees to the following responsibilities and privileges:

Student Computer / Internet Access

Students have access to the internet through the school's wireless network, as well as educational software, applications, and online resources provided by St. Mary's High School. Students are expected to follow all licensing agreements, terms of use, and school guidelines when using these resources.

All information created, stored, sent, or received using the St. Mary's High School Network is subject to school oversight. St. Mary's High School reserves the right to review, access, and examine data stored on or transmitted through its network to ensure compliance with school policies and to maintain a safe and secure learning environment.

Personal Safety

All Students agree not to post personal contact information about him/herself or other people. Personal contact information includes home address, telephone number, school address, work address, parents’ names or other information that someone may use to locate that student.

Students will not share their password with others.

Students will not agree to meet with someone they have encountered solely online.

Students will promptly disclose to their teacher or administrator any message they receive that is inappropriate or that makes them uncomfortable.

Inappropriate Behavior and Language

Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages or social networking sites.

Students will not use obscene, profane, lewd, vulgar, sexually explicit, rude, inflammatory, threatening, or disrespectful language.

Students will not post information that could prove damaging or disruptive.

Students will not engage in personal attacks, including prejudicial or discriminatory language.

Students will not make comments that could be misconstrued, as electronic text allows no context clues to convey shades of irony, sarcasm, or harmless humor.

Impersonation, pseudonyms, and anonymity are not acceptable on the St. Mary’s High School Network.

Students will not harass or bully another person. Students are to abide by the St. Mary’s High Bullying, Harassment and Hazing Policies as stated in the Student Handbook.

Students will neither knowingly or recklessly post false or defamatory information about an individual or organization.

Students will not access or attempt to access material that is profane, sexually explicit or obscene (pornography) that advocates illegal acts or that advocates violence or discrimination (hate speech) toward other people.

If a student mistakenly accesses inappropriate information, he or she should immediately tell the teacher or administrator in charge of the location. This will protect against a claim that they have intentionally violated this policy.

Students will not attempt any activity that could be damaging or wasteful to electronic resources either inside or outside the St. Mary's High School Network.

Illegal Activities

Students will not attempt to gain unauthorized access or exceed their authorized access, which includes attempting to log in through another person's account or accessing another person's files.

Students will not make deliberate attempts to disrupt the school network or destroy data by spreading computer viruses or through any other action.

Students will not use St. Mary's High School computers, the St. Mary's High School Network or Chromebooks to engage in any illegal act.

Students will not sign in to the Chromebook using the ID of another with the intention of stealing the apps, music, videos, or books that have been purchased using their credentials.

Students will not engage in activity that can be considered hacking or attacking by denial of service or any other means; this is against not only St. Mary's High School's policy but also a violation of federal law.

System Security

Students are accountable for their individual account and should take all responsible precautions to prevent others from being able to use the account. Under no conditions should a student provide his/her password to another student or use another student's account.

Students will immediately notify a teacher or administrator if they have identified a possible security problem or exploit in the St. Mary's High School network.

Network administrators may review files and communications to maintain system integrity.

Non-Chromebook devices will not be connected to the St. Mary's High School network unless a clear academic need is presented. A form must be obtained and submitted to Mrs. Junik.

Any Chromebook must be enrolled in St. Mary's Network at all times. Failure to be enrolled will be referred to the Dean's office for disciplinary action. Use of proxy servers on the St. Mary's High School network is strictly prohibited. This includes the installation of VPN apps on any computer or Chromebook.

Respecting Resource Limits

Students will utilize the St. Mary's High School Network solely for educational and career development, to research information or for the purposes of communication.

Students will not print paper copies of digital resources unless explicitly instructed to do so by a teacher.

Students will not exceed established network storage space, time or other allocations.

Activities that users will NOT engage in (without permission) include but are not limited to;

Downloading games, music, recreational pictures, etc. on school owned lab machines or loaner Chromebooks

Sending bulk or mass emails

Game playing on school computers

Posting or perusing personal ads

Using access for commercial purposes: buying, bidding or selling over the Internet

Using the St. Mary's High School name or logo unless authorized by the Head of the School

This includes but is not limited to, the creation of St. Mary's High School social media accounts

Making use of access for any purpose that is inconsistent with school policies, guidelines or codes of conduct

Non-educational game playing during class periods

Web Sites

Students will not include any reference to students, faculty, staff or administrators, including names or pictures without the expressed written consent of the individual.

If a personal or class web page is created for an assignment, a notice must be included to inform the public that the opinions expressed on the page are those of the creator(s) of the web page, not St. Mary's High School. A statement on the page must also acknowledge the author(s) of the page.

Chromebooks

Chromebooks are assigned to individual students in the same manner as textbooks and remain the property of St. Mary's High School until graduation. Upon graduation, if all obligations are satisfied, the assigned Chromebook will be gifted to the student. Use of individual Chromebooks gives students a 1 to 1 learning environment and provides the opportunity to enhance each student's overall learning experience. Utilizing the Chromebooks at St. Mary's High School gives students the access to learn anywhere, anytime – both in school and off campus. This 1 to 1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever-changing technologies.

All Chromebooks are subject to the same responsible use guidelines as all other St. Mary's High School electronic devices. All files, documents and books installed on a student's Chromebook by St. Mary's High School remain the property of the school. We reserve the right to confiscate and search a student's Chromebook to ensure compliance with the Responsible Use Policy.

Student Responsibilities

Never drop the Chromebook or place heavy objects (books, laptops, etc.) on top of the Chromebook.

In the event that a Chromebook is damaged, the user must report it immediately to Mr. Junik. Failure to do so may result in the user being responsible for a full replacement charge.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the Chromebook's screen.

Do not subject the Chromebook to extreme heat or cold. Do not store in vehicles.

The Chromebook is required to be at school every day, fully charged. Students who fail to bring a completely charged Chromebook to school will be considered unprepared.

If a Chromebook is left at home or is not charged, the student remains responsible for completing all coursework as if he had use of his Chromebook. Repeat offenses will be referred to the Dean of Students.

Loaner Chromebooks will be available to students, when necessary, through approval of Mr. Junik.

Chromebooks can be loaned until a solution is found.

Chromebooks kept beyond the agreed upon due date will be assessed a $500.00 fee.

Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment. Chromebooks will be available for sign out during normal hours should yours become unusable.

Backing up your work is very important. Doing so will safeguard all files, documents and applications. Items deleted from the Chromebook cannot be restored, so back up must be done regularly.

Preloaded apps and apps required for a student's current class may not be deleted and must be updated periodically.

Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.

Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.

The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher

Students may not use the recording capabilities, audio or video, of the Chromebook to record individuals or class lectures without all parties' express written consent.

Using tethering or the cellular capability of the Chromebook to circumvent the systems in place is prohibited.

The whereabouts of the Chromebook should be known at all times. It is the student's responsibility to keep his or her Chromebook safe and secure. If a Chromebook is found unattended, it should be given to the nearest faculty/staff member.

Chromebooks belonging to other students are not to be tampered with in any manner

Lost, Damaged or Stolen Chromebook

If the Chromebook is damaged, you must report it immediately. If damage is not reported and remedied immediately, or the damage is so severe that it cannot be repaired, the student and family will be charged the full replacement cost of the Chromebook.

St. Mary's High School is the sole arbiter of whether a Chromebook has been damaged due to accident or abuse. In cases of abuse, the student's family will be liable for the full replacement cost of the Chromebook.

Some Examples of Abuse;

- Using a Chromebook that has visible damage to the screen
- Gross physical damage to the charging port of a Chromebook by the insertion of anything except an approved charging or data cable
- Any attempt to repair a broken Chromebook by the student or any person or organization outside of St. Mary's School

If the Chromebook is lost or you suspect it has been stolen, please report this to Mr. Junik immediately.

If you require the serial number, password information, email changes or other sensitive information about your account, you must come to Mr. Junik.

The student is responsible for the cost of replacing a Chromebook that is lost, stolen or damaged.

Consequences and Due Process

The student's use of the network and Internet is a privilege, not a right. Violations of the St. Mary's High School Responsible Usage Policy will be referred to the Dean of Student's office. Consequences for violations of this policy will be left to the discretion of the Dean of Students. Upon request, parents may view any materials or printouts related to the violation, although the Dean's office reserves the right to send material home without the request of the parents as well. The purpose of parental review is intended to be a tool to inform parents and to assist them in the guidance of their children, not as an appeal process. Violators of the Responsible Usage Policy are liable for suspension or mandatory withdrawal.

Confidentiality and Expectation of Privacy

St. Mary's High School will make every reasonable attempt to respect the privacy of the users of its property in the form of the St. Mary's High School Network and any attached devices and/or systems; however, if an employee witnesses a computing abuse, notices an unusual degradation of service or other aberrant behavior on the system, network, or server for which the school is responsible; or receives a complaint of computing abuse or degradation of service, the school will investigate and take steps to maintain the integrity of the system(s). If the school has evidence that finds a user's computing activity as the probable source of a problem or abuse under investigation, the school must weigh the potential danger to the system and its users against the confidentiality of that user's information, for investigative purposes.

A user may not intercept transmitted information on the network. This violation is a serious invasion of another user's privacy. Users should also be aware that unauthorized users of the system, or authorized users suspected of violating system integrity, are not afforded this same protection from invasion of their privacy. This means that the school can and will examine transmissions under these circumstances to maintain the integrity and security of any school owned systems.

Limitation of Liability

St. Mary's High School makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. Though access to inappropriate material via the St. Mary's High School network is actively discouraged, it is impossible to filter the Internet completely. Therefore, St. Mary's High School will not be held responsible for a student's misuse of access privileges or exposure to inappropriate material. The school will not be responsible for financial obligations arising through unauthorized use of the network. The parents of the student can be held financially responsible for any harm to the network as a result of intentional misuse or negligence.

This document is subject to change. It is the student's responsibility to remain aware of the regulations contained herein.

This policy is available in its most current form on the school's website.