

CARDINAL SPELLMAN HIGH SCHOOL

www.spellman.com

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TABLE OF CONTENTS

I	INTRODUCTION	3
	1 Principal's Message	
	2 Philosophy, Mission, Guiding Principles	
	3 Historical Sketch	
	4 Admission of Students	
II	ACADEMIC PROGRAM	6
	1 General Information	
	2 Academic Regulations	
III	ATTENDANCE GUIDELINES	12
IV	STANDARDS OF CONDUCT	15
V	DISCIPLINARY SANCTIONS	18
VI	DRESS CODE/UNIFORM	19
VII	STUDENT SERVICES	20
VIII	EXTRA-CURRICULAR PROGRAM	25
IX	FINANCIAL INFORMATION	27
X	MISCELLANEOUS INFORMATION	29
XI	DIRECTORIES & PHONE NUMBERS	34
XII	SCHEDULES & PROGRAMS	36
XIII	STUDENT SCHEDULE	37
XIV	SUGGESTED PRAYERS TO BEGIN CLASS	38
XV	CALENDAR FOR 2010-2011	39

I. INTRODUCTION

1. PRINCIPAL'S MESSAGE

Dear Students:

Welcome to the 2010-2011 school year! All of us on staff are very enthusiastic and we trust that each of you, students and parents, will become involved in all that Spellman has to offer during this year.

The **Student Handbook/Planner** has been designed to serve two purposes:
1) to provide every student and parent with vital information about the school;
2) to delineate and explain the school regulations and guidelines which are contracted by the school, the students and their parents. The daily planner portion of this publication is designed to provide each student with a convenient format for keeping track of all school projects and assignments.

Students please get thoroughly acquainted with the expectations that this school has of you and which are clearly delineated in the handbook. **We have made several changes.** I also strongly encourage you to make good use of the Academic Planner to record all your assignments and keep track of important dates. Please carry it with you on a daily basis.

We expect you, as a Spellman student, to make a strong commitment to your personal growth -- educationally, spiritually and socially. I also want to urge each of you to "Choose our Spirit" -- to get involved in a Spellman activity that will complement your academic program -- whether it be a service or ministry program, a club, the drama program, an athletic team, or student council. You can and will make a difference by being part of these programs. Involved students are happier and perform better than those who choose not to become involved.

Best wishes for a happy and successful academic year!

Sincerely,

Dorothy Lynch

Ms. Dorothy Lynch

2. PHILOSOPHY, MISSION & OBJECTIVES

Philosophy

As a college preparatory school, Cardinal Spellman High School is dedicated to offering its students the opportunity to develop personal potential, to pursue truth in knowledge, to participate fully in worship of our Lord and to acquire the principles needed to live in society as caring citizens and followers of Jesus Christ.

Within a structured environment and a full curriculum of religious studies and college preparatory courses, Cardinal Spellman encourages students to develop their academic skills, to prepare for later studies and to value learning for its own sake.

The school's motto, "*Sequere Deum*" ("Follow God"), challenges all members of the school community to compassion, community and service. These values, introduced at home and nurtured in school, come to fruition as students take their places as caring citizens of the world.

The Spellman administration, teachers and staff are called to embrace fully the three-fold purpose of a Christian education as described in the document "To Teach As Jesus Did" (from the National Conference of Catholic Bishops). "Educational programs for the young must strive to teach doctrine, to do so within the experience of Christian community, and to prepare individuals for effective Christian witness and service to others. In doing this, they help foster the student's growth in personal holiness and his relationship with Christ." With this in mind, the following mission statement and school-wide objectives have been established:

Mission

Cardinal Spellman High School – Excellence in Catholic Education – Offering young men and women opportunities – To maximize their potential; To respect themselves and others; To serve their community, their Church and the world.

Guiding Principles

Spellman is a community dedicated to:

- Making all decisions in the best interest of our students.
- Promoting the value of a college preparatory course of study in a co-educational setting.
- Recognizing faith as an integral part of our daily life.
- Nourishing students academically, physically, socially and spiritually.
- Providing professional development for effective instruction and improved student performance.
- Encouraging students to express themselves as individuals while developing their self-confidence.
- Enhancing teaching and learning through the utilization of technology
- Instilling our unique spirit in the lives our students.
- Ensuring a safe, secure and healthy environment

3. HISTORICAL SKETCH

On October 20, 1958, Richard Cardinal Cushing, Archbishop of Boston, officiated at the dedication of Cardinal Spellman High School, blessed its buildings and laid the cornerstone. The school was named in honor of Francis Cardinal Spellman whose birthplace and paternal home was in the adjacent town of Whitman, Massachusetts. From Cardinal Spellman's coat of arms, the motto "*Sequere Deum*" ("Follow God") was selected as the school motto.

In September of 1958 three hundred students were enrolled at Spellman with Sister Vera (Veronica Ford), CSJ as the founding principal and a faculty of 10 Sisters of St. Joseph. In the following years, additional Sisters, as well as lay men and lay women joined the CSHS staff. In 1963, Cardinal Spellman High School, together with several other secondary schools of the Archdiocese, was incorporated as a member of the Archdiocesan Central High Schools, Inc.

Cardinal Spellman High School was originally established to promote a Christian climate wherein the students would be provided with meaningful experiences that would nurture virtue and help them become active Christian consciences in the world. The school offered quality academic programs designed for essential, dynamic and purposeful excellence and geared to the needs and abilities of the students. The program of studies was designed to train the mind, give a wealth of thought, stimulate ideas, cultivate initiative and train leaders. To this day, Spellman remains true to its founding mission.

In 1979, the New England Association of Schools and Colleges awarded Cardinal Spellman High School its initial accreditation; in 1989 and again in 1999 the school was re-accredited for successive 10 year periods. In addition, having fulfilled stringent membership requirements, Cardinal Spellman High School was elected as a permanent member of the College Board in 1983.

In 2004, the Board of Trustees of the Archdiocesan Central High Schools, Inc., having recognized the increased diversity and varying needs of the central high schools, determined that each of these schools would be best served by becoming independent entities governed by their own Boards of Trustees. Thus, in January of 2004, Cardinal Spellman High School was newly incorporated, and beginning on September 1, 2004, Spellman's own Board of Trustees have oversight and governing responsibility of the school. In July 2006 we embraced a new administrative structure, president, principal and assistant principal. With our rich heritage behind us we have great confidence that God will continue to bless our educational ministry here at Cardinal Spellman High School.

4. ADMISSION OF STUDENTS

Cardinal Spellman High School encourages applications from eighth grade students who are interested in pursuing a college preparatory course of studies. Admission is based on: satisfactory seventh and eighth grade records, positive

discipline report, counselor recommendations and satisfactory performance on the required high school placement test.

Under certain circumstances, Spellman will accept transfer students into the ninth, tenth or eleventh grade. The admission of transfer students is based on: satisfactory academic record, counselor recommendations, a positive discipline report and a personal interview. Prospective students must be in good standing in the school from which they transfer.

Cardinal Spellman High School admits students of any race, color, religious affiliation, national or ethnic origin to all rights, privileges, programs and activities made available to the student body. Spellman does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational, admission, financial aid and/or scholarship programs.

II. THE ACADEMIC PROGRAM

1. GENERAL ACADEMIC INFORMATION

COURSE SELECTION/REQUIREMENTS

Cardinal Spellman High School students are urged to follow as rigorous and challenging a program as possible in order to develop their God-given talents to the fullest; increase their chances for admission to the college of their choice; and expand and enhance their options and potential for success in college and in life.

All students must take six full year courses. In addition, students in grade 9 must take a course in Physical Education and students in grade 10 must take a course in Applied Computer Skills. Because Spellman is dedicated to the holistic development of young people and strives to respond to recent Church documents that ask us to teach youth how to serve, we also require that each junior successfully complete twenty-five hours in a community service field placement.

COURSE RATINGS

All courses are college-preparatory, i.e., normally paced for college preparatory students of mixed abilities. In addition, Spellman offers Honors and Advanced courses. Advanced Placement courses are offered in American History, English Literature, Calculus and beginning with the 2010-11 school year Studio Art, Biology, Psychology and Modern European History. Students may also elect to take courses on line through the Virtual High School Program.

GRADUATION REQUIREMENTS

The minimum requirements for graduation from Cardinal Spellman High School are 24 college courses: 4 in Religious Studies; 4 in English; 3 in Mathematics; 2

in a Modern Foreign Language; 3 in Science (Biology, Chemistry and 1 elective); 2 in Social Studies (Modern World History, US History); 6 electives plus Applied Computer Skills (Gr. 10) and Physical Education (gr. 9). In order to be academically eligible for a Spellman diploma and thus to participate in graduation exercises, all students must successfully complete the above requirements; in addition, seniors must pass every one of their senior year courses.

A strong college prep program **should** include the following courses over and above the minimum graduation requirements: a fourth year of math; a third and fourth year of foreign language and physics for those pursuing math or science related career.

GRADING SYSTEM

"Letter" grades given at the end of each quarter are determined by the student's performance in daily work. In computing the quarter grades, teachers assign varying "weights" to tests, essays, quizzes, class participation, assigned papers, outside reading, lab work, projects etc.

Teachers clearly delineate their grading procedures and expectations of the students in an Academic Management Plan that they publish on their Edline page. Students should make sure that they understand what is expected of them in each class.

GRADING SYSTEM TABLE

Grade	Numeric Value	Quality Points	Grade	Numeric Value	Quality Points
A	95-100	4.00	D+	67-69	1.33
A-	90-94	3.67	D	64-66	1.00
B+	87-89	3.33	D-	60-63	0.67
B	84-86	3.00	F	0-59	0.00
B-	80-83	2.67			
C+	77-79	2.33	P	Pass	0.00
C	74-76	2.00	INC	Incompl	0.00
C-	70-73	1.67	W	Withdrew	0.00

In Honors sections the number of quality points is raised by 0.5; in Advanced Courses (Advanced English 3 and PreCalculus) by 0.75; and Advanced Placement (AP) courses 1.00. No quality points are given for Physical Education.

MID-YEAR/FINAL EXAMS

All students are ordinarily required to take mid-year and final exams in each subject. These exam grades are printed on the report cards. If a student's tuition account is in default, his/her exams will be deferred until the tuition debt has been cleared. Until the debt is cleared, the student's course work receives a grade of "Incomplete" with no credit awarded.

Seniors with an A or A- average (B+ in Honors) in a course may be exempt from the **final exam** in that course (May only).

Any student who has been on the Honor Roll for the first three quarters may be exempt from **one final exam** of his/her choice. (Students in AP courses may have one C+ per quarter in an AP course.)

Any student with perfect attendance for the year (never absent, tardy or dismissed) **OR** with no office detentions for the year may also be exempt from **one final exam**. These exemptions may only be used for a subject in which the student has no F's on his/her Report Card and which he/she is not in danger of failing for the fourth quarter.

COMPUTATION OF FINAL AVERAGES

The final grade in any course is based on the average of the quarterly grades and the semester and final exams. The exam grade carries one-half the weight of a quarter grade. Students who fail term 3 and term 4 in any course will ordinarily receive a failing grade for the year in that course.

CLASS RANK

Rank in class is computed at the end of each semester in January and June and is based on the mean of the total of quality points (weighted GPA) earned in all academic classes beginning in Grade 9.

HONOR ROLL

Each quarter the school honors those who have risen above the average in academic achievement. The names of the honored students are prominently displayed at the main entrance of the school and are also sent to the local newspaper for publication.

Principal's List	4.0 average; no mark below A-
First Honors	3.5 average; no mark below B+
Honors	3.0 average; no mark below B-

GRADE REPORTING TO PARENTS

EdLine Reports are available to all parents and students. At the beginning of the school year parents and students will be given codes to access grades online. Teachers will be using this tool to record quiz, test and project grades and will be keeping this information updated in a timely manner. Parents may contact teachers and check homework as well via this tool.

Interim Reports are issued to each student approximately half way through each quarter. (See Calendar)

Report Cards are issued four times a year and are usually distributed within one week after grades close for each quarter. (See Calendar)

Progress Reports are issued by parental request. Since these are single subject reports, parents should communicate with the subject teacher where there is a concern and to determine if bi-weekly reports would be effective. Upon receipt of a Progress Report, parents should review, comment, sign and return that report to the subject teacher within two school days. Subsequent Progress Reports will only be issued after the parent has returned the previous signed report to the teacher.

Parent/Student/Teacher Conferences are scheduled for all parents at the end of the 1st quarter. These meetings will be scheduled by appointment only. We urge parents not to wait for an officially scheduled conference date, but to contact the teacher(s) and/or counselor as soon as any concern arises about their son's or daughter's academic progress.

2. ACADEMIC REGULATIONS

ACADEMIC INTEGRITY

As an educational institution, Cardinal Spellman High School views grades earned as a reflection of the student's original work and an indicator of the student's level of mastery in a particular academic area. Students are expected to practice honesty and uphold integrity by submitting only their own original work on exams, tests, quizzes, papers, projects and home assignments. Plagiarism, cheating, or other forms of personal/academic dishonesty will be dealt with in the following way:

1st offense: a grade of zero will be given on the quiz, test, paper, project or assignment; detention will be issued; parents and assistant principal will be notified in writing.

NHS members: immediate expulsion

2nd offense: a grade of zero will be given on the quiz, test, paper, project or assignment; parents and assistant principal will be notified in writing; the student's quarter grade in that subject will be reduced by one letter grade (e.g., from B- to C-); and level two disciplinary action is in order.

3rd offense: a grade of zero will be given on the quiz, test, paper, project or assignment; parents and assistant principal will be notified in writing; the student's quarter grade in that subject will be a failure (F); level two disciplinary action i; and the student will be placed on probation.

Exams: a grade of zero will be given on the exam; parents and assistant principal will also be notified in writing; level two disciplinary action; and the student will be placed on probation.

Any infraction of academic integrity will impact a student's eligibility for or membership in the National Honor Society.

HOMEWORK

Students should be fully prepared for each class every day. This requires at least one-half hour home study per subject per night in addition to the effective use of any study hall that the student may have. "Homework" is not simply doing written work; it includes studying and the careful review of material taught in class each day. Parents are asked to monitor students' work schedules to ensure that an outside "job" does not interfere with academic responsibilities. All teachers will have homework and Academic Management Plan posted on EdLine.

HOMEWORK FOR ABSENT STUDENTS

Whenever a student is absent from class or school, he/she is required to get home assignments from a fellow student in each class or from each teacher's homework page. In case of prolonged absence (one week or longer), parents may request home-assignments through the Guidance Office. Please allow a minimum of twenty-four hours processing time for your requests.

MAKE-UP WORK

Ordinarily, a student returning to school after an absence of two or more consecutive days should be prepared to make up all work within one week. In the case of prolonged absence, a reasonable extension of time will be granted.

A student returning after an absence is permitted to take a make-up quiz or test missed on the day(s) of absence without any grading penalty. The student is responsible for making arrangements with each of his/her teachers to make up all missed work.

Students who have established a pattern of absences (3 absences) on test days may lose 15 points from the earned grade for tests.

Papers and/or projects not turned in on the date due may lose 10 points per day.

ACADEMIC SANCTIONS: EXCESSIVE ABSENCE

To achieve success academically and to be actively involved in extra-curricular activities, excellent attendance is required. To earn a passing grade, a student may not exceed 4 absences per term. **Students who reach 5 absences will result in a failing grade for that quarter. If there are extreme, extenuating circumstances that have been documented, the administration may grant credit based on the documentation.** In addition once a senior has reached 5 absences for the term ordinarily he/she will lose the senior early dismissal privilege for the **semester**.

ACADEMIC INELIGIBILITY

A student who fails any subject will ordinarily be ineligible to participate in any extra-curricular activities including sports for the following term. In addition, a

senior who incurs a failing grade in a subject will forfeit his/her Early Dismissal privilege. Students who have cafeteria studies will be reassigned to a classroom study. The assistant principal will notify the student and his/her parents of ineligibility status. Eligibility for extra-curricular involvement, for cafeteria study and/or for Senior Early Dismissal will only be reinstated if the next term report card shows all passing grades.

FAILING GRADES/SUMMER SCHOOL

In order to return to Spellman, a student who has failed for the year in one or two subjects must attend an approved summer school and pass those subjects. Normally, after documentation of success in summer school is sent to CSHS, the year's average is changed from F to D- on the student's final transcript. A student who fails more than two subjects must ordinarily continue his/her education elsewhere.

SCHOOL RECORDS

For each student the school securely maintains records that include: biographical data; courses taken and grades received; rank in class; attendance; standardized test results; significant school activities and honors. In accordance with directives of the Department of Education of Massachusetts the student's temporary record including health record will be destroyed within five years after graduation.

SCHOOL RECORDS: PARENT RIGHTS

The school abides by the Buckley amendment with regards to the rights of parents, both custodial and non-custodial. The school will provide either parent, at his/her request, access to academic records and other school-related information regarding his/her child **unless** we have been provided with a court order to the contrary. *If there is such a court order, it is the responsibility of the custodial parent to provide the school with an official copy of such order.*

SCHEDULING AND COURSE CHANGES

Each spring the entire school schedule is built in accordance with the course requests that students have submitted with parental approval. Because of that, requests for course changes are not readily granted. If a student has been incorrectly placed in a level or course, the school will make the necessary change upon request of the student's teacher and/or counselor and with the approval of the parent. *Any student/parent request for a program change will be considered only in compelling situations.*

To make such a request, the following steps must be followed:

- the student **and** his/her parent will confer with the guidance counselor
- the counselor will speak with the teacher concerned to gain his/her perspective of the situation

- the counselor will then present the case to the assistant principal and make a recommendation
- if the assistant principal supports the schedule change and if there is an appropriate alternative course available, a re-scheduling fee of \$50 will be exacted before the program change is executed

III. SCHOOL ATTENDANCE GUIDELINES

To benefit fully from the Spellman experience, students are expected to be punctual and to attend all classes every day that school is in session. Interaction with fellow students and with teachers is an educational experience that cannot be duplicated in a tutorial session. (Refer to Homework for Absent Students, Make-Up Work and Academic Sanctions for Excessive Absences. P. 10)

ABSENCE

The school will excuse absence for reasons connected to illness, family emergencies or other extenuating circumstances approved by the administration. A student who has been absent during the school day may not ordinarily participate in any school-related activity on that day. *A student who is out of school for more than a half day because of tardiness or dismissal is considered absent for the day.*

ABSENTEE PROCEDURES

When a student is kept home from school for reasons of health or family emergency, the parent should follow the **two** procedures below:

1. Call the school (583-6875) between 6:00 and 8:30 AM on the day of absence. Please identify yourself, give your son's/daughter's name and the reason for absence. If the call is not received or is questioned for validity, a school staff member will contact the parent either at home or at work.
2. Provide the student with a **dated letter** indicating the dates of absence as well as the reason. This letter, signed by the parent, must be brought to the **main office** on the day of return. These letters will be kept on file for the year.

If the school does not receive both a phone call and a note within twenty-four hours of a student's return, the student will receive an office detention.

PROLONGED ABSENCE DUE TO SERIOUS ILLNESS

In case of prolonged absence due to serious illness, parents should consult the guidance counselor to learn the procedures for obtaining a home tutor through their local public school system. Also the parents should contact the Assistant Principal to set up a meeting to discuss the Pass/Fail grading system used in

these circumstances. Underclassmen must take a midyear or final exam in each class.

ANTICIPATED ABSENCE

If a school absence can be anticipated, a note to this effect, signed by the parent, should be brought to the main office one or two days before the anticipated absence. Parents should note that all scheduled vacations are indicated on the Calendar in this Handbook. **Parents who extend the vacation period or who arrange vacations when school is in session should be aware that such absences will impact eligibility for credit for the term. Please refer to p.10.**

ANTICIPATED DISMISSAL

The school realizes that on very rare occasions a student may need to be absent from classes for a portion of the day. However, every effort should be made to avoid these instances. Parents are requested not to plan doctor's appointments, driver's tests and personal errands for their son/daughter during school hours.

Ordinarily there will be no early dismissals on exam days.

PROCEDURES FOR ANTICIPATED DISMISSAL

If it is essential that a student be dismissed during the day, i.e. absent for a portion of the day he/she must:

1. bring to the office, **before school**, a note signed by the **parent** indicating the **reason for** and the **time of** the requested dismissal as well as the **mode of transportation**
2. at the time of dismissal, he/she must "sign out" in the main office
3. if returning to school, he/she must "sign in" in the main office

DISMISSAL: ILLNESS

If a student becomes ill or is involved in any emergency situation where he/she should not remain in school, **the school nurse or the secretary** will notify the parent to come to the school. If a medical emergency exists and the school is unable to contact the parent or the person named on the Emergency Form, the student will be taken to the hospital. In any "non-emergency" situation when a student indicates the need to leave school, a school official will contact the parent for authorization to dismiss the student.

DISMISSAL/ABSENCE: SCHOOL-SPONSORED

On occasion, students will be permitted a school-excused absence or dismissal for participation in a school-sponsored academic, athletic or extra-curricular event. This privilege will ordinarily be extended only to students whose scholastic, behavior and attendance records are satisfactory. Students thus excused must promptly make-up all missed schoolwork.

On days of **semi-formals and proms**, the school grants early dismissal to all students on the level sponsoring the event. Such dismissal will be at the end of the fifth period of the day **only**.

DISMISSAL FOR A FUNERAL

Students wishing to attend the funeral of a classmate's parent or sibling must follow procedures for Anticipated Dismissal. The dismissal note from the parent must include prearranged transportation plans including time of departure and anticipated time of return.

SENIOR EARLY DISMISSAL OPTION

Seniors who have a last period study may *ordinarily* leave school at the end of the fifth period of that day provided that a permission note signed by the parents is on file in the office. This privilege is noted on the student schedule. When a **school function, such as a rally or assembly occurs during the last period of the day, there will be no senior privilege on that day.**

Any senior who fails a subject will lose this privilege for the next term. Once a senior has reached 5 absences for the term ordinarily he/she will lose the senior early dismissal privilege for the **semester**. Any senior whose attendance (including tardiness) or behavior pattern is not satisfactory will also lose the early dismissal privilege for the remainder of the school year.

Seniors eligible for an early dismissal option must **sign out** in the main office and then leave the building and the campus promptly. Seniors not exercising this option should report to the office for a room assignment.

TARDINESS

Students are expected to be punctual in reporting to school and to each class. Frequent tardiness to school or to class could seriously jeopardize a student's academic progress. All students must begin to move into homeroom at 7:40 in order to be seated and ready to begin opening prayer at 7:45. Students who are not in homeroom at the 7:45 bell must report to the main office to sign in and will be given an admit slip or detention slip. During the day, all students are expected to be ready to begin class when the bell sounds for the start of each class.

TARDINESS: SANCTIONS

A student who arrives **late for school** will be excused **provided** that: the parent calls the school **prior** to the student's arrival; or the parent accompanies the tardy student into the building; or the student presents a note from the parent upon arriving late.

Any student who arrives late for school without advance parent notification will be given one warning **before** being assigned detention.

When a student has been tardy 10 times (excused or unexcused) he/she will serve detention for each successive tardy. A senior will also lose early dismissal

privilege for the remainder of the year. **If the tardiness continues, the assistant principal will contact the parent.**

No student will be admitted **after the first period** without a phone call or a note from the parent. A student arriving late for class/study hall will be subject the policies established by the teacher.

TRUANCY

Truancy is unauthorized absence from school for a day or for any part of a day. Self-dismissal is considered truancy. Because truancy is a serious matter, students who are truant are subject to serious (level two) disciplinary action. In addition, students who are truant are responsible for making up the entire time missed from school by serving detentions. Students receive no credit for any missed work.

IV. STANDARDS OF CONDUCT

Cardinal Spellman High School views discipline as a learning experience designed to enhance the student's growth toward maturity and self-discipline and to help foster an internalized set of controls that will promote the good of the individual as well as the common good. In order to promote an atmosphere that is conducive to learning; to ensure a safe and secure environment for all; and to encourage a deep respect for the inherent rights of others all students are accountable for their behavior anywhere on the school grounds including in the classroom, the corridors, the cafeteria, the auditorium, the gym, in the parking lots and at all school sponsored events.

LEVEL ONE BEHAVIOR INFRACTIONS

Of themselves "level one" behaviors are generally considered minor infractions that are a violation of good order. These behaviors may indicate a lack of maturity and a lack of consideration for others:

1. non-compliance with uniform
2. being in the halls at lockers or any unauthorized areas of the building without the appropriate hall pass
3. littering -- in the building or on campus
4. bringing beverages of any type into the building or from the cafeteria to the classroom
5. loitering in cars or on grounds before or after school
6. inconsiderate behavior anywhere in the building i.e. yelling, running, disturbing other classes especially but not limited to on route to and from the cafeteria
7. dismissal from class--- after discussion with teacher this may be treated as a level two infraction
8. use of electronic devices such as cell phone, iPod, laser pointers, games etc. during the school day (7:45-2:05) . All such devices must remain out of

public view, either in one's backpack or locker **(If seen or heard it will be taken)**

For any violation of # 1 through #7 the teacher noting the infraction will retain the student for detention. Each Friday teachers will submit a detention log via email to the assistant principal in order to monitor behavior patterns.

For a violation of #8: faculty or staff member will confiscate the device and bring it to the assistant principal.

First offense: serve one detention and device will be returned to student after detention is served. Second offense: serve two detentions (on separate days); parents called and device will be returned to student after both detentions have been served and parents have been contacted. Third offense: will be treated as a Level Two Offense.

In addition to above violations, any device confiscated during a quiz or test period, the student will also receive a zero for that test or quiz.

LEVEL TWO BEHAVIOR INFRACTIONS

These behaviors are not only violations of good order, but they may also have a harmful affect on others in the school community. The following behaviors are grounds for serious disciplinary action.

1. disregard of school regulations as evidenced by a continued, deliberate pattern of level one violations
2. disrespect by word or action toward school personnel and/or other students
3. hitting, roughing, shoving or any type of "horseplay"
4. repeated dismissal from class for disruptive behavior
5. profanity or vulgarity in spoken/written word or in gesture
6. possession, sharing or distribution of obscene material
7. vandalism, defacing or destruction of school or another's property (restitution is also required)
8. stealing (restitution is also required)
9. disorderly conduct during an assembly/lunch period
10. truancy, leaving class/school without permission
11. excessive speed or immature driving (the privilege to bring the car onto school property may also be canceled)
12. use of camera or camera phone in the locker rooms and lavs at anytime
13. violations of the Computer Acceptable Use Policy (on Spellman's web page)
14. other serious offenses at the discretion of the administration

Any of these infractions may be treated as another level offense at the discretion of the administration.

For any of the above violations the following norms will apply:

- a Behavior Referral Form will be filed with the assistant principal
- the assistant principal will call the parents. If a meeting is required, student may be asked not to return to school until this meeting takes place
- **for a first offense, a minimum** of 1 day out of school suspension; ineligibility for any school sponsored activity for that day
- **for a second offense, a minimum** of 3 days out of school suspension; ineligibility for any school sponsored activity for those days
- in addition to the above sanctions the student will automatically meet with the Discipline Board which will make its recommendation to the principal. The Discipline Board is comprised of the assistant principal, a teacher representative, a student council representative, and a teacher advocate chosen by the student who is appearing before this board.

LEVEL THREE BEHAVIOR INFRACTIONS

These behaviors are not only serious violations of school regulations, but may also be against the law. The following behaviors are strictly prohibited any place on campus and at any school-sponsored or school-related activity or event whether on or off campus. These behaviors will not be tolerated and are grounds for serious disciplinary action -- suspension, probation or expulsion as well as possible police involvement.

Inappropriate/unwanted/unwelcome behavior, verbal or physical, that violates an individual's right to privacy and personal dignity and creates a hostile, offensive and uncomfortable environment is against the law and will not be tolerated at Cardinal Spellman High School

1. **Bullying.** Mass. General Law, Chapter 71, defines the crime, states the penalty for it and mandates that it be reported. The school will distribute a copy of this law to all students and parents and will require a signed acknowledgement that they have received a copy of the law, understand it and will comply with it. Spellman will hold assemblies for parents, teachers and students to review this law and our implementation of it.
2. **Harassment.** Mass. General Law, Chapter 265 defines the crime, states the penalty for it and mandates that it be reported. The school will distribute a copy of this law to all students and parents and will require a signed acknowledgement that they have received a copy of the law, understand it and will comply with it.
3. **Hazing.** Mass. General Law, Chapter 269, defines the crime of hazing, states the penalty for it and mandates that it be reported. The school annually distributes a copy of this law to all students and parents and requires a signed acknowledgement that they have received a copy of the law, understand it and will comply with it.
4. **Fighting.** Instigating or participating in a fight or any type of violent behavior
5. Possession of a **dangerous weapon immediate expulsion police will be notified**

6. **Smoking** or any use of tobacco products in school or at any school-related function
7. **Possession or use of drugs and/or alcohol** in school or at any school related function police will be notified
8. **Any activity** that results in adverse publicity for the school **including computer postings on websites like MySpace, Face book, etc.**
9. other serious offenses at the discretion of the administration

For any of the above Level Three violations the following norms will apply:

- an administrator will notify the parents requesting an immediate conference; student may not return to school until this meeting takes place
- the local police will be notified in compliance with the law
- the maximum sanction is expulsion; the minimum sanction is 5 days of suspension; probation; a possible recommendation for therapy; possible ineligibility for attendance at any school-sponsored event for up to 1 full year.
- on the last day of suspension, the student, parents and administration will meet to review the terms of probation; the student may only return to class once the probationary terms have been explained and agreed to by parents and student

V. DISCIPLINARY SANCTIONS

TEACHER-ISSUED DETENTION

Teacher-issued detention is the usual sanction for class tardiness and other Level One violations. This detention is scheduled by the teacher and takes precedence over personal/work schedules, sports and extra-curricular activities. Teacher-issued detention must be served on the day assigned or the next school day as arranged by the teacher and student. Students who absent themselves from this detention will be issued an office detention. Each week teachers will submit a detention log via email to the assistant principal in order to monitor behavior patterns.

OFFICE-ISSUED DETENTION

Office-issued detention is the usual sanction for disregard of school regulations including unexcused tardiness. This detention takes precedence over personal/work schedules, sports, and extra-curricular activities. Office detention is held each Monday through Thursday from 2:15 to 2:45 and must be served on the day scheduled. Students who absent themselves from this detention or are disruptive during detention will be issued an assistant principal detention.

ASSISTANT PRINCIPAL-ISSUED DETENTION

Assistant principal-issued detention (2:15-5:15) is the usual sanction for serious and/or continued disregard of school regulations including unexcused tardiness. This detention takes precedence over personal/work schedules, sports, and extra-curricular activities. The assistant principal will schedule and preside over this detention.

SUSPENSION, PROBATION, EXPULSION

Suspension, probation and/or expulsion are the usual sanctions for Level Two or Level Three violations.

Suspension is the temporary removal of a student from the mainstream of school activity. The student is not allowed on the grounds on the day(s) of suspension nor is eligible to participate in class or extracurricular activities including sports. All class work missed on the day of suspension(s) must be made up within one week.

After two suspensions in a year the student will meet with the Discipline Board. The recommendation of this board is presented to the principal. Minimum sanction will be contractual probation and the maximum sanction is expulsion.

Contractual Probation signifies that the continued presence of the student at CSHS is in jeopardy because of serious discipline violations or because of a continued and irreversible pattern of minor violations. Contractual Probation is generally formalized in a written document setting forth the terms of the probation. Violation of this probation ordinarily will result in expulsion.

Expulsion is the most serious disciplinary action taken by the school. Expulsion means that the student is required to withdraw from the school and will not be re-admitted or allowed to attend school functions.

VI. DRESS CODE/UNIFORM

Cardinal Spellman High School as a private school has established a dress code/uniform policy for its students. School is a formal situation and the school dress code reflects and promotes a formal, business-like atmosphere. **Body-piercing, visible tattoos or the dyeing of hair with unnatural colors is not acceptable at Spellman.** Students who are not in compliance with the school's dress code policy will receive an office detention and may be sent home if necessary.

Young Men:

Traditional "docked" style pants (solid colors only), plain black or brown belt worn at the waist (*no jeans, denim, or cargo pants*); regulation monogrammed long or short-sleeved polo shirt (*a plain white tee shirt may be worn under the polo*); socks and **tied** dress shoes, loafers, or **clean** athletic shoes/sneakers **white or black only** (*no boots, flip flops or any footwear with open toes and/or heels*); no earrings; neatly groomed hair above the collar (*no extreme hair styles*); and clean-shaven. Chains that attach to the belt or pants are **not** allowed. A dress shirt tucked in with coordinating tie may be substituted for the polo shirt. If needed for warmth, **ONLY** the regulation monogrammed sweater or fleece may be worn.

Young Women:

Regulation kilt (**must not exceed 2" from the top of knee and may not be rolled**); regulation long or short-sleeved monogrammed polo shirt (*plain white tee*

shirt may be worn under the polo); opaque tights in cardinal, hunter, navy or white worn with kilt; **ONLY**; dress shoes (NO high heels), loafers, or clean, tied athletic shoes/sneakers **white or black only**(*no boots, UGGS, flip flops or any footwear with open heels*); neatly groomed hair, **no nose piercing**. A white turtleneck may be substituted for the polo shirt. Khaki colored pants may be substituted for the kilt. If needed for warmth, **ONLY** the regulation monogrammed sweater or fleece may be worn

Members of the class of 2011, 2012, and 2013 may continue to wear their skorts provided they meet the manufacturer's length of 18 inches; fit properly and have not been altered.

Students in repeated violation of the length of the kilt and skort will receive detention for each violation and will be required to wear khaki colored pants.

Relaxed Dress Code

Periodically throughout the year relaxed dress code days may be announced for special occasions. All student clothing on such days must demonstrate good taste, modesty and respect for all members of the school community. Attire that promotes or advertises tobacco, drug, or alcohol use, sexual activity or discrimination is never acceptable. A few specifics:

- no shorts (except walking/Bermuda style), no pajama bottoms, no jeans with holes or tears or cut-offs, no mini skirts, no bare midriffs, no revealing tops, no flip-flops
- no hats, caps, headwear, forehead bands, bandanas, or sunglasses
- no earrings for boys, no nose rings for girls

Sweatshirts, polo shirts and T-shirts as well as jeans are acceptable on these days provided that they are **neat, clean and in good taste**.

Spirit Friday: Traditionally every Friday of the week has been referred to as Spirit day. On this day students may choose to wear Spellman wear that has been purchased through the store or from their teams or clubs in place of their uniform shirt. Continued disregard for uniform on regular days and on Spirit Friday will result in suspension of Spirit Friday.

VII. STUDENT SERVICES

ANNOUNCEMENTS

Announcements are generally made each morning. All announcements must be signed as "approved" by a faculty member or administrator. Students are required to be attentive during announcements.

BUS SERVICE

The city of Brockton provides bus transportation for eligible Brockton residents. The schedule is published annually in the Enterprise and is available in the office. School rules as well as City and State rules must be followed to retain eligibility. Bus drivers have been instructed to report any concerns immediately to the CSHS administration.

CAFETERIA

The cafeteria program offers breakfast from 7:00 until 7:30 daily as well as a well-balanced nutritional lunch during the lunch period. Students may also bring their own lunches. All food and drink are to be consumed **only** in the cafeteria. Students are answerable to the staff members on duty. In consideration of others, students must:

- form single lines at the counters
- keep the area neat by removing any/all trash from the table and disposing of it in the proper containers
- remain in the cafeteria during the entire lunch period
- consume or dispose of all food and beverages before leaving the cafeteria

Violations of any of the above cafeteria regulations will ordinarily result in an office-issued detention.

Beginning in September 2010 all transactions will be through a computerized Point of Sale program (POS).

CHRISTIAN SERVICE PROGRAM

Spellman is dedicated to the holistic development of young people with the hope that they will become "caring citizens of the world". We root our philosophy in recent documents of the Church that ask us to teach youth how to serve. To this end we require that each junior successfully complete twenty-five hours in a community service field placement that is enhanced by classroom learning and site supervision. This service program is a requirement for graduation. Students are **not** eligible to begin senior year unless service hours have been certified and associated written assignments completed.

COMPUTER USAGE

Internet Protection

In accordance with the Children's Internet Protection Act, Cardinal Spellman High School enforces a policy of internet safety that includes the use of filtering (blocking) technology. This includes the following precautions to protect students from illegal, obscene, offensive and inaccurate material: 1) educating the student in the proper use of the internet; 2) appropriate supervision and monitoring of student use; 3) filtering software designed to restrict access to unsuitable internet sites.

Password

Each student is issued one computer password to be used during his/her entire stay at Spellman. The student must memorize this password and keep it in a secure, private place. Because he/she is responsible for all computer activity associated with the password, this password should not be shared with any other student. Doing so will result in the loss of computer privileges for both students. There will be a charge of \$5.00 to re-issue a password.

Resources

The Computer Lab and its resources are generally available to students from 7:25 AM to 3:00 PM on school days by arrangement with the computer department chairperson. Multi-media computers for student use are available in the Library and in the labs. In order to expand and enhance the educational opportunities for Spellman students, the school is networked and access to the Internet is available for students and faculty alike. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

An Acceptable Use Policy and a Contract for the use of computers and of the Internet is distributed to all incoming students at the beginning of each school year. This Acceptable Use Policy is available on line at our web site. Violation of this policy is considered a Level Two offense and will also result in the loss of all computer privileges.

Security and Safety

1) Students should not give out personal information (address, phone number, parents' work address/phone number or the name and location of the school) without teacher or parent permission. 2) The use of the internet without a clearly defined educational objective understood by both students and teacher is not allowed. Therefore, network and on-line games, and engaging in on-line discussions or "chats" are prohibited. 3) Students should not seek out or view sites containing objectionable material that is inconsistent with the educational goals of this school. We realize it is possible to stumble upon said material. If this should occur students should act responsibly, leave the site immediately and notify the teacher of the situation. 4) Internet activities that use excessive network resources in ways that prevent others from accessing the network are not allowed. 5) Web page publishing of any material with abusive, harassing, threatening or objectionable language is forbidden.

DRIVER EDUCATION

A driver education program, including the required classroom instruction as well as the mandated twelve-hour behind-the-wheel training, is offered after school. The AAA Old Colony Driving School conducts this program for the school. Dates and price information are announced.

FIELD TRIPS

Occasionally students may be invited to take part in a field trip related to subject matter being studied in a class or to an extra-curricular program. In such cases

written parental approval is always required. Students are expected to bear the cost of transportation, admission and related charges. Participation in field trips that involve more than one day out of school is limited to students who meet the following eligibility criteria: 1) minimum GPA of 2.0; 2) no mark lower than C-; 3) no Level 2 Behavior Referrals; 4) no excessive absence or tardiness. Failure to meet the above guidelines at any time during the year of the trip will result in the student being removed from the roster and the possible loss of full or partial deposits made.

GUIDANCE SERVICES

Guidance services, including personal, academic and college counseling are available for every student in the school. Counseling may take place in groups or individually depending on the issues to be addressed. The department strives to promote each student's self-understanding and self-acceptance; facilitate personal decision-making; and assist in solving personal problems. Students may initiate an appointment by requesting a pass from their counselor. Counselors will arrange to see every student by appointment during the year. Parents are also welcome to call a counselor for an appointment.

HEALTH FACILITIES

The health room is staffed by a registered nurse with a team of volunteer parents and/or nurses. If a student becomes ill in school, he/she should report to the nurse on duty in the health room (or to the main office if the nurse is not available). If the nurse determines that the student is not well enough to remain in school, she will contact the parent to arrange for the student's dismissal. Under no circumstances should an ill student leave school without following these procedures. Parents should not send a son/daughter to school if he/she is ill. Students who become ill should not call their parents before meeting with the nurse.

I.D. CARDS

I.D. cards are issued to every new student at the beginning of the school year. These cards provide students with school identification for admission to College Board Exams, school dances or other CSHS-sponsored events. There is a replacement charge (\$5) for a lost ID card.

INSURANCE

The school currently provides a Student Medical Insurance program for **all students**. This insurance covers injury during school time, while attending or participating in **any** school-supervised or school-sponsored activity on or off campus. It includes but is not limited to: physical education, cheerleading and both intramural and interscholastic sports, including tryouts, pre-season and post-season play as well as travel to and from games or practice. An optional 24-hour wrap-around plan is also available at parent expense.

LIBRARY

The Margy Judge Akillian Library is an inviting, learning-conducive area for reading, research and teaching activities. The library is equipped with multi-

media computers, internet access, appropriate software, modern CD reference materials, as well as traditional print resources. The library will remain open until 3:30 for student use.

Students who prefer to spend their study mod in the library instead of in their assigned study room may come to the office before homeroom to sign up for library use. No student will be admitted during a study mod if his/her name is not on the sign-up sheet before homeroom. Students will remain in the library for the entire study period unless they have a pass from Guidance, etc. In order to assure that both teachers and students using the library have a quiet place to work, an atmosphere of quiet must be maintained. Students who are not quiet or who disturb others will be required to return to their assigned study room

Books may be checked out for one month and can be renewed for two weeks. There will be a fine of ten cents per day for each overdue book. Students with overdue books or book fines will not be allowed to sign out library materials until all obligations are satisfied. Students must pay for or replace lost books. No student may take reference books out of the library.

Seniors who have overdue or lost books will satisfy these obligations before graduation. Underclassmen that have lost or overdue books will satisfy these obligations to be eligible for final exams.

Library computers and printers may be used for academic purposes only. Students who are waiting for rides must wait in the library.

LOCKERS

Lockers issued to students are the property of the school and as such are subject to periodic inspection by school authorities. The following general guidelines pertain to locker usage:

- students should not share lockers or locker combinations
- students may **not** go to their lockers during class time without a signed pass from their teacher
- lockers must be kept locked at all times
- neither money nor valuables should ever be left in lockers
- the use of lockers for storage of illegal property is strictly forbidden

All students are responsible for the care of their lockers ensuring that they are clean and free of graffiti. Any damage or graffiti should be reported immediately to the secretary in the main office.

PEER TUTORING PROGRAM

The Guidance Department with the help of the National Honor Society sponsors a Peer Tutoring program. Sessions take place either during a study period or after school.

SCHOOL STORE

The school store is open daily before school. Physical education uniforms, spirit wear and specialty items are on sale in the store. The school store will be opened for parents when requested and during parent events e.g. parent-teacher conferences, back to school night etc.

STANDARDIZED TESTING PROGRAM

The standardized tests currently administered in the fall of each year are the ACT Profile for freshmen and the PSAT for sophomores and juniors. The school's CEEB code is 220-437.

STUDY HALLS

All students are scheduled into a supervised study hall that affords them the opportunity for serious and productive academic work. **At no time is card playing, any use of electronic device including phones or sleeping an option.** Morning study halls are held in the cafeteria for upperclassmen. Students who are disruptive in a cafeteria study will lose this privilege and be assigned to a classroom for study. In addition students who fail one or more classes in a term will lose this privilege until the following term provided their report card has no failing grades

SUPERVISION OF STUDENTS

Our teachers provide supervision between the hours of 7:00 and 2:35 when school is in session. After 2:35 students in the building must be with a teacher or in the library ONLY. At no time should a student be in an unsupervised area of the building including the gym, cafeteria or auditorium.

Coaches and moderators provide supervision during their activities. Monday through Thursday from **2:15 until 3:30**, Room 103, Bio Lab and library are the designated rooms for students who wish to study or do homework while waiting for transportation, or the start of games, practices or rehearsals.

CELL PHONES

Personal cell phones are not allowed during the school day. If a need arises during the day that a student needs to contact a parent, he/she must come to the main office for assistance. If parents need to contact their son /daughter during the day, please call the main office. Please refer to page 16 regarding cell phone sanctions.

VIII. EXTRA-CURRICULAR PROGRAM

The extra-curricular program at Spellman is designed to enhance and support the school's mission and philosophy. The school encourages each student to become involved and participate responsibly in this program. Competitive as well as cooperative opportunities are provided to meet the various needs and interests of the students. Participation in the extra-curricular program presents students with the means of developing their powers of leadership and of heightening their awareness of the need to render service to others. Among the organized activities currently offered **in addition to athletics** are:

Big Brother/Big Sister	Dance Team	Drama Club
Field Hockey Club	Film Club	Jr. Executive Board
Liturgical Band	Liturgical Chorus	Mock Trial

Mountain Bike Club	Music	National Honor Society
Newspaper	Peace Club	Peer Tutoring
Recycling Club	SADD	Senior Executive Board
Ski Club	Step Squad	Student Council
Student Senate	Ultimate Frisbee Club	Writing Club

Whenever there is expressed student interest and faculty availability, Spellman welcomes the development of new extra-curricular programs.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is nationally recognized as one of the highest honors that can be given to a high school student. Students do not apply for membership; they are selected as members by a majority vote of the Faculty Council on the basis of Character, Scholarship, Leadership and Service. Once selected, the student must maintain the criteria as indicated below.

NHS: ELIGIBILITY REQUIREMENTS

The Constitution of our Edmund Campion Chapter of the National Honor Society specifies the following membership requirements:

1. **Scholarship:** candidates for admission must have a GPA of 3.2 or higher for the previous year. To maintain membership, a GPA of 3.2 is needed. **Beginning with the class of 2012 the GPA will be raised to 3.5 or higher for admission and retention in the NHS.**
2. **Service:** candidates for admission must have completed a minimum of 10 hours of documented service (school, parish or community) without pay. Service hours required for other courses/activities may not be counted. Documentation of volunteer service by the supervisor/moderator is required. To maintain membership, 20 hours of documented service to the school or to NHS sponsored activities is required each year.
3. **Leadership:** candidates/members must exemplify positive attitudes; be active members of one or more school-sponsored activities; share in committee/staff work. Testimony of this leadership will be required annually from the students' teachers, coaches, or club moderators.
4. **Character:** candidates/members must demonstrate high standards of honesty and reliability; cooperate with the regulations in this handbook; meet responsibilities to the school promptly; and consistently demonstrate concern for others.
5. Failure to maintain the standards of scholarship, service and leadership results in a formal warning to the student. If this warning does not correct the situation, the student will be dismissed from the NHS. Written notification of the dismissal will be rendered. Failure to maintain the standards of character in regard to plagiarizing, cheating or any level two or three behavior infraction will result in immediate dismissal.

STUDENT COUNCIL/STUDENT SENATE

The Student Senate has the responsibility of representing the student body and serving as a liaison between the students and faculty and students and administration. The **Student Council** is responsible for promoting school spirit, school unity and school pride through a variety of activities. Members of both of these organizations are expected to invest a high level of effort and involvement in the school.

ATHLETICS

A wide variety of interscholastic athletic activities is available for students. All Spellman students are urged to participate in the regularly scheduled athletic events either as team members or as spectators. Spellman is a member of the MIAA and of the Catholic Central League and is subject to all the rules and regulations of these organizations.

All students, both athletes and spectators, are expected to conduct themselves in a positive and responsible manner at all athletic events, on or off campus. Good sportsmanship and enthusiasm are essential ingredients of these activities/events.

- **Fall sports:** football (boys: varsity, JV & freshman); cross-country (boys & girls); volleyball (girls: varsity & JV); soccer (boys: varsity & JV; girls: varsity, JV & freshman); golf (boys & girls) cheerleading (girls)
- **Winter sports:** basketball (boys & girls: varsity, JV & freshman); indoor track (co-ed); swimming (co-ed); cheerleading (girls); plus an informal program of weight lifting.
- **Spring sports:** baseball (boys: varsity, JV & freshman); softball (girls: varsity, JV & freshman); track & field (boys & girls); tennis (boys & girls); plus an informal program of weight lifting.

No student will be allowed to try out for any sport until the athletic trainer or school nurse receives the results of an up-to-date physical exam.

IX. FINANCIAL INFORMATION

TUITION FOR 2010-2011

Tuition for 2010-2011 is \$8,900.00 with two discounted payment options and two extended payment options. Although the **cost** of educating each CSHS student exceeds \$9,000, the **tuition charged** is considerably less because of the fundraising and development programs currently in place. Since tuition and fees constitute the principal source of revenue for operating the school, it is vital that each family comply with the payment plan chosen.

- full pre-payment either directly to the school or through Your Tuition Solution with a discount if paid by July 1, 2010
- three equal payments with a service charge of \$50 -- \$2,850 by July 1, \$2,850 by December 1 and \$2,985.00 (Late payments after 20 days incur a \$20 late charge)
- ten monthly payments of \$900.00, July through April, (using the FACTS Tuition Management Program only) with a service charge of \$100.

FEES FOR 2010-2011

Comprehensive Fee (\$175.00) All students; **due on opening day**; for activities; testing and retreat programs; technology; Internet access; class dues; publications and mailings

Graduation Fees (\$225.00) **Seniors** only; **due on opening day**; for yearbook and ceremonial graduation related expenses

Re-Registration Fee (\$200.00) All students returning for 2010-11 due in the spring with Course Selection Worksheet

TUITION AID

To be considered for tuition aid, families **must** file a Grant & Aid Assessment Application each year. **These applications**, which are available in the Main Office **must be filed by April 1**. All grants are based on need as determined by analysis of the applications. The major source of financial aid to our students is the Catholic Schools Foundation. Additional aid is provided through fundraising, annual fund gifts, and endowed scholarships.

TUITION POLICY

If a student's financial account is in default, he/she will not be allowed to take midyear exams until a payment has been made. If there are extenuating circumstances, a new payment plan may be agreed upon and the exams can be taken. If a student's financial account is not paid in full at the time of final exams, students will NOT be allowed to take final exams until all financial expenses have been paid.

TUITION REFUND POLICY

If the school receives written notification of a student's withdrawal **before** September 1, the family will receive a full refund of any tuition paid. Fees are **not** refundable. After September 1 the following norms apply:

- Withdrawal on/before September 10th - the family is responsible for 10% of the full tuition; any amount paid in excess of that will be refunded.
- Withdrawal from September 13th to November 5th - the family is responsible for 30% of the full tuition; any amount paid in excess of that will be refunded.
- Withdrawal from November 8th to January 25th - the family is responsible for 55% of the full tuition; any amount paid in excess of that will be refunded.
- Withdrawal on/after January 26th - the family is responsible for 100% of the full tuition. No refunds will be granted.

RETURNED CHECKS

Cardinal Spellman High School will charge a \$25 service fee for any returned check that could not clear the bank.

FUNDRAISING

Since fundraising closes the gap between the **costs** of educating each student (exceeding \$9,000) and the **tuition and fees charged** for each student, we

depend on every family's participation in the fundraising programs conducted by the advancement office and by the Parent Connection.

X. MISCELLANEOUS INFORMATION

ACCIDENTS/EMERGENCIES

Every accident in the school building, on the grounds, at practices or at any school-sponsored event must be immediately reported to the adult in charge. He/she will immediately notify the parents and the principal and then file an Accident Report in the main office. Each student must have on file in the school office a completed and current **Emergency Form** which includes the parents' phone numbers at work as well as the name and phone number of a relative or neighbor who can be contacted in an emergency if neither parent can be reached.

ASBESTOS MANAGEMENT PLAN

In accordance with E.P.A. regulations, Cardinal Spellman High School has been inspected for materials that contain asbestos. A copy of the school's Asbestos Management Plan is available in the main office.

CHANGE OF ADDRESS/PHONE NUMBER

Families are required to notify the main office promptly when there is any change in address or phone number. Parents who are going to be out of town for several days must send a note to the school designating the person responsible for the student during this time.

COLLECTIONS

No student is permitted to collect money or materials for his/her own purpose or for any organization outside of the school. To collect money for any Spellman activity, the student must have the permission of the administration.

CORRIDOR PASSES

No student should be in the corridors during class/study time without his/her planner signed by the classroom teacher.

CRISIS PLAN

The school has developed a crisis protocol for emergency situations. Each room has been equipped with emergency supplies and a copy of plan. This plan is ongoing and will be reviewed periodically by the school community.

DANCES

School dances are generally limited to Spellman students. On occasion, students may be permitted to bring **one** guest who must be registered by name and school when the ticket is purchased; the guest will only be admitted in the company of his/her Spellman host and must have his/her school I.D. (Spellman students will take responsibility for the conduct of their guests.) All tickets to any

Spellman dance will be sold in school; no tickets will be sold at the door; all students must show their school I.D. to be admitted.

All regularly scheduled school dances will be held from 7:30 -10:30. No student will be admitted after 8:00 without a special pass from the sponsor. No student may leave the designated area before 10:30. School regulations apply to these events. Relaxed dress code norms are applicable unless otherwise indicated. A student whose behavior is inappropriate will be required to leave after his/her parents have been notified. Discipline action may be in order.

ELECTIONS

The school reserves the right to set reasonable disciplinary and other standards for candidates for elected office. Moderators will publish standards and procedures prior to any election.

FIRE DRILLS/LOCK DOWN PROCEDURES

Fire drills/ lock down procedures are an important safety precaution and thus are held periodically throughout the year. Directions are posted in each room. Students will leave the building by the designated route, reporting to the assigned area where they remain until notified to return into the building. Silence is required; classes must remain together to enable teachers to take attendance as required by law.

GYMNASIUM

Students are only permitted to use the gym if they are under the coach's direct supervision. Gym shoes are required on the basketball court. The gym is off limits after school except for those engaged in scheduled team practices.

INSTANT ALERT COMMUNICATON

Spellman uses Honeywell's Instant Alert system to notify parents regarding important/emergency communications as well as changes in the routine schedule e.g. no school announcements upcoming meetings and events etc. In order for this system to function efficiently, parents need to notify the school when contact information has changed.

KNOWLEDGE OF REGULATIONS

Students and parents are responsible for knowledge of regulations published in the Handbook, the Newsletter or other communications.

MEDICATION

A student who must take prescription or non-prescription medicine during the school day must present a written request to do so from his/her parent and must bring the medication in the original container to the school nurse. If this is a prescription medication, it must be in the official pharmacy container with a note from the doctor. The medication may be self-administered by the student under appropriate supervision with the parents' approval.

MOTOR VEHICLES

Driving to school is a Junior/Senior privilege. Juniors and seniors who drive to school must register their cars in the main office and purchase a parking permit (\$10.00). Juniors are assigned parking in the satellite lot off No. Quincy St, and seniors in the back parking lot on the school grounds. Fire lanes must **always** be kept clear even when school is not in session. Students may not loiter in cars or in either parking Lot. Students violating this policy will lose their parking privilege

The school will not be responsible for fire, theft or other damage to vehicles that are parked or operated on school property. The speed limit on campus is posted at 5 miles per hour. Excessive speed or immature driving is a safety violation and will result in the loss of student's privilege of bringing a car onto school property **AND** appropriate discipline sanctions.

NO-SCHOOL OR DELAYED OPENING ANNOUNCEMENTS

In case of severe storms, "No School" announcements for Cardinal Spellman High School are broadcast over the major Boston radio and TV stations. (If there is no school in Brockton, it is automatic that there will be no school at Spellman.) In addition an Instant Alert communication will be sent to parents.

If the city of Brockton announces a "one hour delay" in the opening of schools, the Brockton school bus will pick up passengers one hour later than normal and our school day will begin promptly at 8:45AM. When a delayed opening occurs, parents should **not** send or drop off their children before 8:00AM since supervision cannot be provided. Dismissal will be at the regular time.

PARENT CONNECTION

All parents/guardians of Spellman students are automatically members of this organization and, as such, are encouraged to participate in its meetings, programs and events. The purpose of this organization is to encourage and coordinate parent involvement at Spellman and to enhance communication between parents and the school. The Spellman Parent Connection will also further the interest of Cardinal Spellman High School in a spiritual, academic, financial, athletic, social and cultural way. While offering support for the school's programs, active members also serve as strong role models for students in their efforts to foster school spirit and involvement in school life. Parent Connection news will be available on our website. The parent connection meetings are held on the second Thursday of each month from September to June except in November it will be the second Wednesday.

PEANUT FREE ENVIRONMENT

Starting in September of 2005 this school will be a peanut free environment. Letters have been sent home explaining the necessity for this change and the guidelines that we will follow to ensure the well being of each of our students.

RESPECT FOR PROPERTY

Respect for property is a prime requisite of a good citizen. Because much time and money are spent in maintaining the building and property, all students are expected to cooperate in maintaining the cleanliness and good order of the classrooms, desks, lockers, corridors, gym, cafeteria, stairways, drinking fountains and rest rooms. Deliberate destruction will require adequate recompense and will lead to serious disciplinary action. Accidental damage should be reported at once to the classroom teacher, coach or administrator.

SPORTSMANSHIP

Students are urged to show their school spirit by attending the games and cheering for our teams and showing good sportsmanship. Visiting teams and spectators should always be made to feel welcome at CSHS.

TRANSCRIPTS

The transcript is a copy of the information contained on a student's permanent record. Students request a transcript for college, etc. by filing a Transcript Request Form in the Guidance Office. Official transcripts must be mailed by the school directly to the college designated by the student; any transcript given to a student/ parent for their use will be labeled "Unofficial". The first two transcripts are free, additional ones require a \$3.00 service charge per transcript. Graduate transcripts are available through the **main office** and require a \$5.00 service charge.

TRANSFER FROM CSHS

If a student wishes to transfer from Spellman during the school year, the parent should confer with the counselor then notify the principal in writing; an administrator will conduct an exit interview with the student; ensure that all financial obligations have been met and all library books returned before allowing guidance to process the appropriate records.

The principal has the right to request or require that a student withdraw and may deny a student's re-registration if that student does not appear to be benefiting from attendance at CSHS or if his/her behavior is not consistent with CSHS standards. Failure on the part of parents to meet their obligations (including financial) as outlined in this handbook can result in their son's/ daughter's being required to withdraw.

UNAUTHORIZED USE OF THE SCHOOL NAME

No student, or student's parent/guardian, without the expressed prior written authorization of the school's President may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name: 1) to open up any bank account; 2) to solicit funds on behalf of the school; 3) to collect money on behalf of the school; 4) to sell products on behalf of the school; 5) to schedule any field trip, vacation or other accommodations; 6) to post on any website for any purpose including but not limited to the support of a particular social or political agenda. Any such unauthorized use of the school's

name or identifying logo may result in legal action or, in the case of a student, may result in disciplinary action up to and including expulsion.

VISITORS

All visitors must report to the main office; sign in and receive a pass.

WORKING PERMITS

Since procedures for local cities/towns vary, any student who needs working permits should speak to his/her guidance counselor for specific procedures.

STATEMENT OF SUPPORT

Students and parents must return a signed Statement of Support acknowledging that they have reviewed the regulations of the school and will comply with them. This Statement of Support will be included in the Parent Handbook mailing.

FINAL NOTE:

It should be understood that these rules and regulations are not all-encompassing and that situations may arise that will require disciplinary sanctions as determined by the school. The principal is the final recourse in all disciplinary matters.

XI. DIRECTORIES & PHONE NUMBERS

ADMINISTRATION

Dr. John F. McEwan, - President
Ms. Dorothy Lynch - Principal
Ms. Susan Davis - Assistant Principal

INSTRUCTIONAL STAFF

Br. Paul Alves	Ms. Lynne Jensen
Ms. Jeanne Ananian	Mr. Alex Kuznezov
Ms. Susan Bailey	Ms. Karen Lozzi
Ms. Janet Balutis	Mr. Mark Lynott
Mr. Richard Banks	Mr. George MacKay
Ms. Moira Brady	Mr. Albert Malo
Ms. Lisa Briggs	Ms. Patricia Marble
Ms. Elizabeth Budd	Ms. Jeanne Marston
Mr. Nathaniel Budd	Ms. Deborah Matthews
Ms. Judith Connelly	Mr. Robert McEwan
Ms. Jane Connor	Mr. Gary Melford
Ms. Nicole Devries	Ms. Janet Michel
Ms. Gail Douglas	Ms. Jean Mosman
Mr. John Downs	Dcn. Joseph Nickley
Mr. Timothy Forti	Ms. Helen Pacewicz
Mr. Timothy Gannon	Ms. Rebecca Rondeau
Mr. Michael Gerrish	Ms. Patricia Short
Sr. Norah Guy	Ms. Linda Warnock
Mr. Timothy Healey	Ms. Frances Whelan
Mr. Michael Habeeb	Ms. Kellie Wilder
Ms. Danielle Jacobs	Ms. Patricia Woodward

GUIDANCE STAFF

Director, Ms. Bonnie Miller
Secretary, Ms. Margaret DiFazio

	Gr. 9	Gr. 10	Gr. 11	Gr. 12
*Ms. Lauren LaCara	A - Crea	A -B	A - Condon	A - Crea
*Ms. Marianne Hogan	Cunn -F	C - F	Conroy-F	Creedon-F
Ms. Bonnie Miller	G - N	G - N	G - N	G - Mc
Mr. James McGrath	O - Z	O - Z	O - Z	Me - Z

**Mrs. LaCara is in Monday morning, all day Tuesday and Thursday.*

**Mrs. Hogan is in Monday, Wednesday and Friday.*

DEPARTMENT CHAIRS

Religion	Ms. Cathy Demers	Mathematics	Ms. Jane Connor
English	Mr. Robert McEwan	Science	Ms. Kellie Wilder
Social Studies	Mr. Alex Kuznezov	Language	Ms. Linda Warnock
Computer Studies	Ms. Jean Marston	Art	Mr. Mark Lynott
Guidance	Ms. Bonnie Miller		

SUPPORT STAFF

ADMISSIONS

Sr. Patricia Lynch, Director
Ms. Eileen Brooks, Secretary

MAIN OFFICE

Ms. Tammy Genereux, Off. Mgr

CAMPUS MINISTRY

Ms. Cathy Demers
Dcn. Joseph Nickley
Ms. Joan Querzoli

CHRISTIAN SERVICE

Sr. Norah Guy

MUSIC DIRECTOR

Ms. Dorothea Bessette

ADVANCEMENT

Ms. Heidi Garcia, Director
Ms. Ellen Rota, Asst. Director.
Mr. Kevin Delano, Associate
Ms. Susan Ashton, Assistant
Ms. Jane Westerlund, Assistant
Ms. Aimee Wetzal, Executive Assistant

FINANCE DIRECTOR

Ms. Lucia McCune

FOOD SERVICE

Ms. Roseann Gangell, Mgr-Chartwells

LIBRARIAN

Ms. Diane McDonough

ATHLETICS

Mr. Michael Gerrish, Director
Ms. Danielle Jacobs, Trainer

HEALTH CARE

Ms. Mary Griffin, RN
Ms. Barbara Williams, LPN

SCHEDULING DIRECTOR

Ms. Janet Michel

TECHNOLOGY

Mr. Dennis Mizdail, Director
Ms. Jean Marston,
Dir. of Student/Faculty Support

PLANT MAINTENANCE

Mr. Richard Beaubien, Director
Mr. Peter Foley, Custodian

IMPORTANT CONTACT INFORMATION

MAIN	(508) 583-6875 (Connects all departments)
ADMISSIONS	(508) 583-6161
ATHLETICS	(508) 588-6611
CAMPUS MINISTRY	(508) 584-9276
ADVANCEMENT	(508) 584-3004
GUIDANCE	(508) 588-1399
FAX LINE	(508) 580-1977
CEEB	220-437
WEB SITE	www.spellman.com

XII. SCHEDULES & PROGRAMS

Students who arrive at school **between 7:00 and 7:25 AM** must go to the cafeteria. These students will leave the cafeteria by 7:35. From 7:25 -7:40 students may go to their lockers, to the guidance offices, computer lab or library for passes or assistance or to use available resources; or take care of any business matters in the main office.

7:40 All students clear the halls and move into homerooms
 7:45 Morning prayer, opening exercises, attendance announcements
 7:56 First period (50 minutes)
 8:48 Second period (50 minutes) preceded by announcements
 9:40 Third period (50 minutes) followed by locker break
 10:30 Fourth period (80 minutes class period, lunch 27 min.)

Lunch	Move to Caf	Leave Caf	In Class
A	10:34	10:57	11:01
B	11:01	11:24	11:28
C	11:28	11:51	11:55
D	11:55	12:18	12:21

Class Times During Lunch Period (80 minutes)

Lunch	Class Time
A	11:01 – 12:21
B	10:34 – 11:01 and 11:28 – 12:21
C	10:34 – 11:28 and 11:55 -12:21
D	10:34 – 11:55

12:23 Fifth period (50 minutes)
 1:15 Sixth period (50 minutes)
 2:05 Dismissal Bell

AM Assembly Schedule

7:45-7:54 Homeroom
 7:56-8:26 1st Period
 8:28-8:58 2nd Period
 9:00 Homeroom
 9:15-10:25 Assembly
 10:30-10:34 Locker Break
 10:34-12:21 4th Period/Lunch
 12:23-12:55 3rd Period
 12:55-1:25 5th Period
 1:27 -2:05 6th Period

PM Assembly Schedule*

7:45-7:55 Homeroom
 7:57-8:26 1st Period
 8:28-8:59 2nd Period
 9:01-9:29 3rd Period
 9:29-9:33 Locker Break
 9:33-10:01 5th Period
 10:03-10:31 6th Period
 10:35-12:22 4th Period/Lunch
 12:24 Homeroom
 12:40-2:05 Assembly

Periods rotate according to the “number” day.

*Early Dismissal Schedule follows the times for PM Assembly with periods 1-6 running consecutively. However, the last period (6th) will end at 11:30 AM.

XIV. SUGGESTED PRAYERS TO BEGIN CLASSES

The following prayers are frequently used in the school setting and are also recommended for personal prayer.

The Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart, the salvation of souls, reparation for sin, and the reunion of all Christians. I offer them for the intentions of our bishops and of all apostles of prayer, and in particular, for those recommended by our Holy Father for this month.

Prayer Before Class

Direct, we beseech you, O Lord, all our actions by your holy inspiration, and carry them on by your gracious assistance, so that every prayer and work of ours may always begin with you and by you be happily ended through Christ Our Lord. Amen.

The Lord's Prayer

Our Father who art in heaven, hallowed be thy name; thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. Amen.

The Hail Mary

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us, sinners, now and at the hour of our death. Amen.

The Memorare

Remember, O most gracious Virgin, Mary, that never was it known that anyone who fled to thy protection, implored thy help or sought thy intercession was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins my mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen

ALMA MATER

**Follow our Lord and King,
O Youth, be a shining host;
Blazon His banners high
And pledge to the uttermost
Our loyalty and honor
Through the years to be
Spellman's sons and daughters
Promising fealty ...**

**True to the red and gold
We love when the quest's begun;
Ours be the guerdon fair
When eager pursuit is done.
O Alma Mater, we'll cherish always
The spirit dwelling here;
deep in our hearts abide
A faith that will never die.**