

**Cardinal Spellman
High School**

www.spellman.com

738 Court Street, Brockton, MA 02302



Student/Parent Handbook
2019-2020

Administration

Mr. Daniel J. Hodes, President
Mr. Paul G. Kelly, Principal
Mrs. Christine A. Evans, Assistant Principal
Mrs. Tammy Genereux, Director of Student Life

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Important Contact Information

CEEB High School Code 220437
Main Number (508) 583-6875

| | |
|--------------------------------|------------------------------|
| President (508) 584-3004 | Advancement (508) 584-3004 |
| Admissions (508) 583-6161 | Guidance (508) 588-1399 |
| Athletics (508) 588-6611 | Athletics Fax (508) 583-3558 |
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PRINCIPAL'S MESSAGE

Dear Students:

Welcome to the 2019-2020 school year! This is a great time in our history to be part of the Spellman community. Our school is strong in every aspect – academically, athletically, digitally, financially, extra-curriculum-wise, and most importantly, spiritually. God continues to bless our efforts and I am enthusiastically looking forward to a year of success and growth for you as individual students and for our school as a whole. Together, focused on our mission, great things will happen.

The **Student Handbook** has been designed to serve two purposes:

- 1) to provide every student and parent with vital information about the school
- 2) to provide a clear explanation of the school regulations, policies and guidelines which are contracted by the school, the students and their parents.

These policies and procedures have been designed to ensure a safe environment and smooth daily operations for a consistent, exceptional educational experience for the greater good of our school community.

All students and parents should be thoroughly acquainted with the expectations which are clearly delineated in the handbook. Although all the information in this handbook is relevant, we have highlighted the most important policies or recent changes in red for your easy reference.

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 tend to be happier and, as a result, more successful in their high school experience. That is what we want for each of you.

Best wishes for a happy and successful academic year!

God bless,

Mr. Paul G. Kelly
Principal

Please note:

*Recent changes to 2019-2020 Handbook are noted in RED.

*Some of the most important policies are highlighted in purple for your easy reference.

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 is available on line and must be printed, signed and returned to the school office.

PHILOSOPHY

As a college preparatory Catholic high school, Cardinal Spellman High School is dedicated to offering our 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 – Rooted in a vibrant, lived Catholicism, Inspiring students to maximize their unique potential as learners and leaders, Serving their community, their Church and the world.

Sequere Deum – Follow God

GUIDING PRINCIPLES

Cardinal Spellman High School is a community dedicated to:

- Making all decisions in the best interest of our students.
- Recognizing faith as an integral part of our daily life.
- Guiding students to develop a personal relationship with Jesus through instruction, prayer and the Liturgy.
- Nurturing personal growth through interaction with family, peers and the larger community.
- Fostering within the CSHS Community a thirst for intellectual development, empowering our students, faculty and staff to become lifelong learners.
- Encouraging students to express themselves as individuals while developing their self-confidence, self-direction, and self-discipline.
- Enhancing teaching and learning through the seamless integration of technology.
- Cultivating within our CSHS student body a dedication and personal commitment to serve our school, community, nation and world.
- Instilling the Spellman spirit in the lives of our students.
- Ensuring a non-threatening atmosphere, which generates a sense of joy in learning, social interaction and school pride.

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's 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.

In 2010 we entered into a new chapter of Spellman's history with our first building projects since 1958. Our fitness center is equipped with cardio-vascular, flexibility and strength training apparatus comparable to those found in many colleges. The center was designed to enhance our athletic programs by ensuring proper conditioning for our athletes, as well as provide opportunities for all students, faculty and staff to keep fit and healthy. In addition, the science wing of the school building has undergone major renovations and upgrades to create a state-of-the-art science facility, with three new labs. In January 2016, we opened the doors to a brand new, state-of-the-art Library Learning Commons. The mission of the LLC is to support direct instruction, collaboration, and provide a variety of programs, services and resources to empower our school community to become (1) Critical thinkers, (2) Enthusiastic readers, (3) Skillful researchers and (4) Ethical users and creators of information. With our rich heritage as the foundation, we have great confidence that God will continue to bless our educational ministry at Cardinal Spellman High School.

ENROLLMENT POLICY

Admissions

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, financial assistance and activities made available to the student body.

Archdiocese of Boston Admission Policy

Our schools welcome and do not discriminate against or exclude any categories of students. Admission is dependent both on academic qualifications and the desire to promote what is in the best interest of the student. Students are considered “academically qualified” if they meet a school’s written academic criteria for admission. Academically qualified Catholic students may be given priority for admission to Catholic Schools.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

Withdrawal

A parent/legal guardian must initiate a student's transfer to another institution following procedures outlined on the Student Transfer-Withdrawal form. The student and his/her parent/legal guardian will have an exit interview with the principal or director of admissions.

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, via the Student Transfer-Withdrawal form. 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.

If a student leaves CSHS, by choice or by expulsion, the student may not be on school grounds during the school day. A student may visit CSHS after school if he/she is here for a purpose, such as to watch a performance or an athletic event. The school reserves the right to declare a suspended, expelled or withdrawn student unable to attend a CSHS event.

ACADEMIC INFORMATION

COURSE REQUIREMENTS

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

All students must take the equivalent of six full courses per year. **In addition, freshmen take a “Fine Arts Course” in Visual Arts, Music or Theatre Arts (2 times a cycle) as well as “Health and Wellness Part 1” (2 times a cycle). Sophomores must complete “Health and Wellness Part II” (1 time per cycle) and an Exploratory Course. All Juniors and Seniors are required to complete at least one Exploratory course each year.**

Spellman is dedicated to the holistic development of young people and in support of recent Church documents emphasizing the value of teaching youth how to engage in serving those in need, all students from grade 9 through grade 12 participate in grade level Christian service projects.

COURSE LEVELS

All courses are designed to prepare students for the rigors of college study; CSHS course offerings are available at the College Preparatory level, (i.e., normally paced for college preparatory students of mixed abilities), and the Honors level. In addition, Advanced Placement courses are offered in American History, English Literature, English Language and Composition, Calculus, Studio Art, Biology, Chemistry, Psychology and Modern European History. Students may also elect to enroll in College Preparatory, Honors and AP courses on line through the Virtual High School Program (VHS) **and through a Dual Enrollment Program with Stonehill College.**

HONORS AND ADVANCED PLACEMENT COURSES

Advanced Placement and Honors courses at CSHS are extremely challenging and require the utmost in diligence and discipline from those students selected to participate in Honors and Advanced Placement classes. Students are placed in levels after careful evaluation of prior academic performance (grades), academic testing (may or may not be a specific level test), teacher recommendations, appropriateness of material, and, finally, careful communication among the staff and the administration. Consideration is given to academic challenge, students' work habits and the reinforcement of adolescent development of self-image.

Periodic review of a student's placement levels is made at appropriate times and changes are initiated, if necessary. The final decision of placement, which is always made in the best interest of the student, rests with the administration.

GRADUATION REQUIREMENTS

The minimum requirements for graduation from Cardinal Spellman High School are 24 courses: 4 in Religious Studies; 4 in English; 4 in Mathematics; 2 in a Modern Foreign Language; at least 3 Lab Science Courses, (Biology, Chemistry and 1 elective); 3 in Social Studies (World History I and **World History II – starting with the class of 2022-**, US History); 4 electives. In addition, students must complete their Health & Wellness, Fine Arts and Exploratory Course* requirements. In order to be academically eligible for a Spellman diploma and to participate in graduation exercises, all students must successfully complete the above requirements; in addition, seniors must pass each of their senior year courses.

*Cardinal Spellman offers a variety of enrichment classes called **Exploratory Courses** (for example: American Sign Language, Personal Finance, Strength & Conditioning, Theatre Arts, SAT Prep, to name a few). These courses meet 2 times a cycle for a full year. Students will receive partial credit and a letter grade in the course; however, it will not be calculated into the overall GPA.

For the most competitive college preparatory program, students are advised to include the following courses over and above the minimum graduation requirements: a third and fourth year of foreign language and for those pursuing a math or science related career, physics is recommended.

GRADING SYSTEM

Letter grades given at the end of each quarter are determined by student performance assessed throughout the marking period. In computing the quarter grades, teachers assign varying weights to a number of formative and summative assessments, including but not limited to tests, essays, quizzes, class participation, homework, group discussions, assigned papers, outside reading, lab work, and projects.

Each Teacher's grading procedures and expectations for students are clearly delineated in an Academic Management Plan. The Plan is distributed to students during the first week of class, and also published on the Rediker Parent and Student Portal pages. Students are responsible for making sure that they understand what is expected of them in each class.

GRADING SYSTEM TABLE

| Grade | Numeric Value | Quality Points | Grade Value | Numeric Points | Quality |
|-------|---------------|----------------|-------------|----------------|---------|
| 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 | Incomplete | 0.00 |
| C- | 70-73 | 1.67 | W | Withdrew | 0.00 |

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

SCHEDULING AND COURSE CHANGES

Each spring the school schedule is built in accordance with the course requests that students have submitted with advice of counselors and with parental approval. Once the requests have been approved, course changes will not be permitted unless an extraordinary circumstance exists. In the **rare instances** that a change is indicated, the following time line has been implemented to provide a guideline for course change:

1. Semester courses – no later than after 1 cycle
2. Full year course (completely different course change) – no later than after 2 cycles
3. Full Year course (level change within the same course) – one week after the first interim calculation.
4. After this date, the only changes must be teacher initiated or approved by Administration.

Note: Because students enrolled in an AP Course have signed an additional obligation contract, they may not opt out of an AP course. Only the AP teacher can initiate a withdrawal from the course.

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.
- teacher-initiated changes may be made at any time during the course of the year.
- if the change is from one discipline to another after term one, there will be a notation of withdrawn/pass or fail on the student's report card/transcript.

MID-YEAR AND FINAL EXAMS

All students are required to take mid-term exams and final exams in each subject. These exam grades are printed on the report cards. **Students are not allowed to miss or make-up a final exam for a family vacation, without Administrative approval.**

FINAL EXAM EXEMPTIONS

Seniors with a B+ average in a course (Honors and/or CP) may be exempt from the **final** exam in that course. If a senior has been absent for more than 20 days a year (10 days for a semester course) without medical documentation, he/she will not be allowed to be exempt from ANY final exam.

COMPUTATION OF FINAL AVERAGES

The final grade in any course is based on the average of the term grades and the exam grades. Each term counts as 20% of the end of year average; the mid-term and the final exam each count as 10% of the year end average.

COURSE FAILURES AND REPEATING A COURSE

A student will fail a course when the final grade point average for the course is a 59 or below on the 4.0 scale. In order to return to CSHS, a student who has failed a course or needs a better grade to meet a pre-requisite for the next level, must attend an approved summer school program or a tutoring program approved by the Assistant Principal and subsequently pass those subjects. Once documentation of success in summer school is received by CSHS, the end of year average is changed from F to a Passing Grade on the student's final transcript, with a notation of summer school attendance. A student who fails more than two courses in one year will not be allowed to return to CSHS the following year.

Any student/athlete who fails **more than one course will be ineligible to compete in athletics** until the next marking period, and may not participate until the next report card is issued, with a passing grade. This is in compliance with the MIAA ruling.

Any student/athlete who fails more than one course in term 4, must complete a summer competency assignment/class designed and approved by the teacher or department chair, in order to be eligible to participate in a Fall sport.

CLASS RANK

Rank in class is calculated at the end of each semester, in January and June. Rank 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 | 3.3 average; no mark below B- |

PLUS PORTALS

CSHS participates in a communication program that enables students and parents to monitor academic progress throughout the school year via the Internet. This communication tool also allows teachers the ability to post assignments, important documents, grades, class calendars and to e-mail parents and students.

The Plus Portals program allows the school to inform parents and students of important events via e-mail as well as listing them on the home page. Plus Portals is password protected to

ensure privacy. Parents with more than one child at CSHS can set up their account to enable access to all their children's classes on one page. **The system is not intended for use as a daily monitoring tool. The mission, philosophy, and objectives of CSHS highlight the need for students to become responsible individuals capable of managing their daily assignments independent of their parents. Parents are cautioned on overuse or dependency on Plus Portals.**

Teachers maintain their own individual sites that are linked to Plus Portals so it becomes an effective communications tool for the parents and students. To ensure a common thread throughout the Cardinal Spellman High School community, teachers follow these guidelines when using Portals Plus.

A. Within the first week of school the following will be listed on each teacher's home page:

1. Course Descriptions
2. Academic Management Plan which includes Grading Policy, Homework Policy, Contact policy and teacher's e-mail address.
3. Long term assignments/projects for Term I

B. On weekly basis, available grades will be posted to Plus Portals. Teachers will follow these guidelines:

1. Grades posted will include any incomplete or missing work.
2. Grades on the report card will be indicative of how a student performed that term. IF a change needs to be made due to extenuating circumstances (computer error, make-up assignments, incomplete, etc.) the teacher and/or Assistant Principal will explain the reason for the change to both the student and the parent.
3. Teachers may post grades earlier or on a daily basis if they so choose; however, ALL teachers will post available grades by the designated dates.

GRADE REPORTING TO PARENTS

Ongoing, updated current grade information will be available via the Plus Portals system. At the beginning of the school year parents and students will be given account access through Plus Portals. Teachers will use this program to record and report all grades assignments, as well as quiz, test and project grades. Each teacher will update student grades regularly in Plus Portals. Parents may contact teachers and check homework as well via Plus Portals.

INTERIM REPORTS

Will be posted to Plus Portals. CSHS will NOT issue hard copies of Interim Reports. In the event a student is in danger of failing at the halfway point in a term, the teacher will notify the parent by way of an email, with a reminder to check Plus Portals for details. Parents and students are responsible for periodically checking the Plus Portals to view academic progress.

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

PARENT/TEACHER CONFERENCES are scheduled at the end of the 1st quarter. These meetings will be scheduled by appointment via the on-line conference scheduling system. We urge parents not to wait for an officially scheduled conference date if you have a concern that needs to be addressed. Please contact the teacher or your child's counselor if you have any concerns and a meeting will be arranged at a mutually convenient time.

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, honors and disciplinary incidents. In accordance with directives of the Department of Education of Massachusetts, the student's temporary record will be destroyed 5 years after graduation.

SCHOOL RECORDS: PARENT RIGHTS

CSHS abides by the Buckley amendment with regard to the rights of parents, both custodial and not-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.

HOMEWORK

All students are expected to study at home nightly and will be given assignments regularly to follow up on the day's classwork. This typically 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 reading, studying and the careful review of material taught in class each day. Student failure to do homework will adversely affect the grade and may result in a teacher detention. All teachers will post homework assignments and the Academic Management Plan on Plus Portals.

STUDENT RESPONSIBILITY

Each student has the responsibility to attend and to be prepared for every class, each day. This includes having all supplies, a charged iPad and completed homework. Employment or outside activities will not be accepted as an excuse for inadequate preparation, poor performance in class or failure to serve detention. In the event of conflicting demands on a student's time, school takes precedence.

Students are responsible for their own learning. A student should e-mail teachers directly if he/she is absent from class, so he/she can receive the missed assignment. If there is no access to e-mail, the student should call a classmate to obtain the assignment.

A student should contact his/her counselor if he/she is going to be missing several days of school. 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.

Students are responsible to fulfill commitments they have made, keep appointments, carry out assigned duties, etc. Failure to do so may result in disciplinary action. Students are also expected to behave appropriately in the classroom by paying attention and staying on task. Students who are found sleeping in class, disrupting class or are not prepared for class will receive a teacher's detention. Students are required to report a teacher missing from class if the teacher is not present within ten minutes of when the class was to begin.

MAKE-UP WORK

A student returning to school after an absence must make up all work within a reasonable timeline. For each day a student is out, he/she is given two days to make up the work missed. In the case of prolonged absence, a reasonable extension of time will be granted, with the teacher giving a clear deadline. 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.

STUDENT ELIGIBILITY

Students participating in any extra-curricular activity must be in good academic and disciplinary standing. A student is ineligible to participate in extra-curricular activities if he/she is failing more than one class at the time report cards are issued. He/she remains ineligible until the next reporting period.

A student who is on disciplinary probation may not participate in any extra-curricular activities until his/her probationary period is complete and progress has been made. If a student receives an Incomplete on his/her report card, he/she is ineligible for Honor Roll for that quarter.

In addition, a senior who fails a subject will forfeit his/her early dismissal/late arrival privilege for the next term.

The Director of Student Life will notify the student and his/her parents of ineligibility status. Eligibility for extra-curricular involvement and/or for senior early dismissal will only be reinstated if the next term report shows all passing grades. Athletes are subject to MIAA rules and regulations regarding academic ineligibility, as a minimum standard.

ATTENDANCE

CSHS desires to provide a quality education for each of our students. Attendance at school is necessary to the whole learning process. When a student is absent from class, all lectures, discussions, and demonstrations are missed that cannot be repeated. Therefore, it is extremely important that students are consistently present for all of their classes. If a student is absent for

a class more than five class periods per quarter in a particular class, he/she may not receive credit until the requirements have been met according to the teacher's satisfaction and within the time frame designated by the teacher. It is the responsibility of the student to ascertain what work is missing. (Refer to Homework for Absent Students, Make-Up Work)

EXCUSED ABSENCES

Excused absences are not counted toward a student's missed days, however, they will still be reflected on the student's attendance record. These would include:

1. College Visit Day- a day in which a junior or senior is scheduled to visit a school or university. The student must provide official proof of college visitation when they return to school the next day. Failure to provide verification will result in an unexcused absence. College visits are not excused after April 30 of the academic year. Students are allotted three total excused college visit days between junior and senior year.
2. Funerals for immediate relatives or others in consultation with Administration.
3. Participation in a CSHS sponsored activity in which student will miss class time.
4. Attendance at athletic events that occur during school hours at the discretion of the administration through public notification.

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 (508-583-6875) between 6:00 and 8:30 AM on the day of absence, or email Note@spellman.com. Please identify yourself, give your son's/daughter's name and the reason for absence. If notification is not received or is questioned for validity, a school staff member will contact the parent either at home or at work.
2. In some cases, a signed letter from a parent may be required to verify the absence.

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 develop a plan of action and to determine the student's eligibility for earning academic credit.

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 or emailed to note@spellman.com one or two days before the anticipated absence. Parents should note that all scheduled vacations are indicated on the calendar in this Handbook.

Vacations taken during the school year are discouraged and are counted as unexcused absences. If this is unavoidable, an Anticipated Absence form is to be completed and submitted to the principal for approval at least one week prior to the anticipated vacation. **The day before and the day after school vacation times (Thanksgiving, Christmas, February Vacation and April**

Vacation) are required school days. Students absent these days will be considered unexcused and schoolwork, tests, etc. given on these days are only made up with approval of Administration and teacher.

Any student with excessive tardies/absences or in academic jeopardy will not be permitted to participate in field trips or extracurricular activities that involve missing classes other than the one for which the field trip or activity is planned.

Excessive tardies/absences due to medical issues (including concussions) will be reviewed on a case-by-case basis.

Class “skip days” are never sanctioned by the school and considered an unexcused absence with the corresponding disciplinary consequence.

ACADEMIC CONSEQUENCES RELATED TO ATTENDANCE

When a student returns after an absence, he/she is permitted to make-up all tests and quizzes that were administered during the absence *without any grading penalty*. The student has two days for each day of absence to make up the work. The student is responsible for making arrangements with each of his/her teachers to make up all missed work.

However:

- Papers and/or projects not turned in on the date due may lose 10 points per day.
- If a student is absent more than 6 days in a given term, or in a particular class, the teacher/Administration reserves the right to lower the term by grade one full grade for that term.

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.

On mid-term and final exam days, students who are not scheduled for a first exam, do NOT have to report to school until 5 minutes before the second exam. If a student does not have a second exam, he/she may be dismissed after the first exam. If a student arrives late for their exam, they must remain in school and re-schedule a time to make-up the exam. All students who remain on campus (and do not have an exam) must report to the cafeteria.

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 (or an email to note@spellman.com) no later than 9:00 am) 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 DURING SCHOOL

In case of illness during the school day, the student must report to the nurse’s office and may be admitted to the health room. A student must decide if he/she is going home or returning to class within one half hour. If he/she decides to go home, the school secretary or nurse contacts a parent. In the case of illness, **no student may leave the building or call, text or email a parent on his/her own.** This is to be done from the nurse’s office.

If a student becomes 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 be extended only to students whose scholastic, behavior and attendance records are satisfactory. Students thus excused must promptly make-up all missed schoolwork.

On day of **semi-formals and proms**, the school grants early dismissal to all students on the level sponsoring the event. Such dismissal will **ONLY** be at the end of the fifth period of the day (after LUNCH Mod).

DISMISSAL FOR A FUNERAL

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

SENIOR PRIVILEGES

Late Arrival and Early Dismissal Option

Seniors who do not have a first class are not required to be at school before their scheduled second class. Seniors who exercise this privilege must arrive no later than 5 minutes before their scheduled second class and must sign-in in the office. If a senior arrives earlier, he/she must report to the office and then go to the café until the second period bell rings. Seniors who have a last period study may leave school at the end of the 6th 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 morning prayer, an assembly or meetings with Guidance, occurs during the first or last period of the day, there will be no senior privilege on that day.**

Seniors eligible for a late arrival or early dismissal option must **sign in or 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.

Loss of Senior Privileges

- *Failure grade in any subject.* Privilege can be earned back with improved, passing grade in the successive term
- *Excessive Unexcused Absences* - **Once a senior has reached 6 unexcused absences for the term he/she will lose the senior late arrival or early dismissal privilege for the semester.**
- *Excessive Tardies* – **Once a Senior has reached 6 tardies (excused or unexcused) for the term, he/she will lose their Senior Late Arrival/Early Dismissal Privilege for the remainder of that term and the following term. Seniors may *earn back* this privilege consistently arriving on time (less than 6 tardies) during that period of time. If earned, privileges will be reinstated at the start of the subsequent term.**

TARDINESS

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 report to homeroom at 7:35 in order to be seated and ready to begin opening prayer at 7:40. Students who are not in homeroom at the 7:40 bell must report to the main office to sign in and will be given an admit 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 sign in at the main office, then proceed to homeroom or class, if they arrive after classes have begun. When a student has reached 6, he/she/ will serve a detention for that tardy and each successive tardy. In addition to the detention, a senior who has reached 6 tardies will also lose senior privileges as described in section above. If the tardiness continues beyond 6 times, the Office for Student Life will contact the parent/guardian to arrange a meeting and the student will be issued increasingly more serious consequences, ranging from an office Detention to an After-school Suspension. Any student arriving after first period without a phone call or an email from the parent will be subject to discipline consequences. A student arriving late for class/study hall will be subject to 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. Truancy is a serious matter; students who are truant are subject to serious (level two) disciplinary action. Students receive no credit (0%) for any missed work.

Class "skip days" are never sanctioned by the school and considered an unexcused absence with the corresponding disciplinary consequence for truancy.

STANDARDS OF CONDUCT

As a Catholic school, Cardinal Spellman High School strives to create a climate of order and learning that necessitates respect for self, parents, faculty, staff, and classmates. CSHS has high expectations and standards for its students and views discipline as a learning experience designed to guide students' growth toward maturity and self-discipline. It is essential to the student's social, moral and spiritual development to experience and accept consequences if his/her behavior is inappropriate. Parents, teachers, counselors and administrators work together with the students to help them succeed at Cardinal Spellman High School.

At all times, students are to conduct themselves in a way that is consistent with the mission, philosophy and core beliefs of CSHS. This applies to all school related events and extracurricular activities including theatrical performances, dances and sporting events whether they take place at Cardinal Spellman High School or another location. Students who represent CSHS in a way that is inconsistent with the code of conduct are subject to disciplinary action. All activities sponsored by CSHS are drug free activities, and the school reserves the right to conduct random searches of lockers, backpacks, purses, or other belongings and to issue a breathalyzer or drug test.

Cardinal Spellman High School recognizes that some behaviors warrant more serious action than other behaviors. In accordance with our Discipline Policy, the level or seriousness of an offense will result in appropriate consequences as determined by the teacher and/or administration. Administration holds the right to limit participation in any extracurricular activities based on academic standing and behavior.

LEVEL ONE BEHAVIOR INFRACTIONS

Of themselves "level one" behaviors are generally considered minor infractions that are a violation of good order. These behaviors indicate a lack of consideration for self and a lack of consideration for others and include but are not limited to the following:

1. uniform violation
2. wearing/using any type of headphone device (ear pods, ear buds, wired-head phones; Beats, etc.) during class or while passing in the hall. These devices are only allowed during lunch, studies and after school hours.
3. being present in any unauthorized areas of the building without the appropriate hall pass, including being in the hallways or at the locker without a pass
4. littering – in the building or on campus
5. loitering in cars or on grounds before or after school
6. inconsiderate behavior anywhere in the building i.e. yelling, running, inappropriate language, 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. hitting, "rough-housing", shoving or any type of "horseplay"
9. other minor offenses as determined by school administration

10. use of electronic devices such as cell phone, iPad, laser pointers, games etc., not in compliance with school policy.

For any violation of #1 through #9 the student will serve one office detention. For a violation of #10: faculty or staff member will confiscate the device and bring it to the Director of Student Life. **First offense: student will serve one office detention and device will be returned to student after detention is served. Second offense: student will serve two office detentions (on separate days); parent/guardian called and must come in to pick up the device.**

In addition to above violations, for any device confiscated during a quiz or test period, the student will also receive a zero for that test or quiz and it will be considered a violation of the academic integrity regulations.

More than 3 infractions for the same or similar offense will result in a more significant consequence. The Director of Student Life will track patterns and determine the most effective course of action.

Noteworthy:

- **SMART WATCHES are not allowed in school.**
- **Water is allowed throughout the day. All other beverages must be in a clear container and will be permitted during class at the teacher's discretion.**

LEVEL TWO BEHAVIOR INFRACTIONS

These behaviors are not only violations of good order, but they also have a harmful effect on others in the school community. The following behaviors are grounds for **more** 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. repeated dismissal from class for disruptive behavior
4. targeted profanity or vulgarity in spoken/written work or in gesture
5. possession, sharing or distribution of obscene material
6. vandalism, defacing or destruction of school or another's property (restitution is also required)
7. stealing (restitution is also required)
8. disorderly conduct during an assembly/lunch period
9. truancy, leaving class/school without permission
10. excessive speed or immature driving (the privilege to bring the car onto school property may also be cancelled)
11. smoking or any use of tobacco products or **vaping products on campus*** or at any school-related function
12. initiating or participating in a physical altercation

13. other serious offenses at the discretion of the administration

*In the case of vaping on campus, the paraphernalia will be confiscated and not returned and parents will be notified for intervention.

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 Office for School Life
- parents will be called. If a meeting is required, student may be asked not to return to school until this meeting takes place
- student will receive a minimum of an Office Detention to a maximum of an after-school suspension
- For repeated offenses, parents will be brought in for a meeting with the school Administration

LEVEL THREE BEHAVIOR INFRACTIONS

These behaviors are serious violations of school regulations, and in some cases, 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. Instigating or participating in a **fight** or any type of violent behavior.
2. Possession of a **dangerous weapon** – police will be consulted.
3. **Possession or use of drugs and/or alcohol** in school or at any school related function – police will be consulted.
4. **Use of camera or camera phone or device** in the locker rooms and bathrooms at any time – police will be consulted.
5. **Any activity or mis-use of technology** that results in adverse publicity for the school or has a negative impact on another person's reputation or well-being **including computer postings on websites such as, Facebook, Twitter, Instagram, Snap Chat or other social media sites.**
6. 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; other sanctions may include, but are not limited to the following:
 - loss of leadership roles and participation in extra-curricular activities and athletics
 - up to 5 days of external suspension
 - disciplinary probation
 - recommendation for therapy
 - exclusion from attendance at any school-sponsored event for up to 1 full year
 - mandatory attendance at a drug/alcohol abuse awareness program
- In addition, the student may be required to complete up to 10 hours of community service for the school.
- 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.

LEVEL FOUR BEHAVIOR INFRACTIONS: Bullying, Harassment, Hazing

Because of the unique and serious nature of bullying, and in response to the Anti-Bully Laws in Massachusetts, a specific protocol of response has been developed for CSHS.

“**Bullying**” is defined as the repeated and intentional use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, of any combination thereof, directed at a Target that:

- causes physical or emotional harm to the Target or damage to the Target’s property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the Target;
- infringes on the rights of the Target at the school; or
- materially and substantially disrupts the education process or the orderly operation of the school.

By way of example only, Bullying may involve, but is not limited to the following behaviors:

Threatening; intimidating; taunting; stalking; cyber-stalking and harassment; physical violence; theft; harassment (sexual, religious, racial or any other type); public humiliation; destruction of school or personal property; social exclusion, including incitement and/or coercion; rumor spreading of falsehoods; name calling or teasing; degrading language.

Reports of Bullying or Retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member is required to report immediately to the Administration team any instance of Bullying or Retaliation the Staff member. Reports made by

students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The Bullying Incident Reporting Form is available to the entire school community on-line, in the main office or in the Guidance offices.

Before fully investigating the allegations of Bullying or Retaliation, the Administration team will take steps to assess the need to restore a sense of safety to the alleged Target and/or to protect the alleged Target from possible further incidents.

The Administration team will implement appropriate strategies for protecting the Target, the reporter or witnesses and the alleged Bully.

Investigation: The Administration team will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known to accurately identify the nature and validity of the allegation(s). During the investigation the Administration Team or designee will interview students, staff, witnesses, parents or guardians and others as necessary.

Determinations: The Administration team will make a determination based upon all of the facts and circumstances. Upon determining that Bullying or Retaliation has occurred, the law requires that Cardinal Spellman High School use a range of responses that balance the need for accountability with appropriate discipline, with potential police involvement as required by Mass. Gen. Laws. Ch. 71, Section 370 (d)(v).

Taking Disciplinary Action:

Based on the severity of the incident(s), Disciplinary Actions may range from, but not be limited to, the following consequences:

- Detention (Level One Consequence)
- Loss of school privileges
- Community Service
- Restitution of any physical damage to property
- Assignment to an in-school suspension (Level Two Consequence)
- Assignment to an out-of-school suspension (Level Three Consequence)
- Police involvement
- Requirement of psychological Evaluation
- **Mandatory participation in a Bullying-Prevention Program**
- Expulsion

During the process of investigation of a bullying incident, a student may be temporarily excluded from school.

Discipline procedures for students with disabilities may be governed by the Federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with Massachusetts laws regarding student discipline.

If the Administration team determines that a student knowingly made a false allegation of Bullying or Retaliation, that student will be subject to disciplinary action.

General Law of Massachusetts Chapter 269: Hazing

Pursuant to the General Law of Massachusetts Chapter 269, Section 19, Cardinal Spellman High School has developed a policy of requiring students and parents to sign a statement acknowledging that they have received a copy of Sections 17, 18, and 19 of Chapter 269 of the General Law of Massachusetts and that they understand and agree to comply with the provisions of this law that is reprinted here:

The General Laws of Massachusetts Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

ACADEMIC INTEGRITY VIOLATIONS

Academic dishonesty is not tolerated. Integrity and honesty are two very important virtues that Cardinal Spellman High School strives to instill in its students. Academic dishonesty includes plagiarism and cheating.

Plagiarism is defined as presenting the words, ideas, or opinions of someone else as one's own. Students plagiarize when they use sources including books, magazines, pamphlets, web pages, CDs or other paper or electronic media without crediting the source regardless of intent. Plagiarism also occurs when students copy the work of another person and present it as their own.

The internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Research conducted via the Internet should be appropriately cited giving credit to the original author or creator. This includes both words and images. Failure to cite one's sources is considered plagiarism.

Cheating includes working together with another student on an assignment or take-home test when specifically told not to do so by the teacher. Using notes, texts, "cheat sheets", electronic devices, or writing notes on the body and clothing is also considered cheating. While collaboration is often encouraged, students should always submit work using their own words. 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. Purchasing "teacher's editions" of a textbook is considered a form of cheating. A student who aids in the dishonesty may receive the same consequences.

Note: Having a cell phone out during any assessment (quiz, test, exam) or taking a picture using the iPad during an assessment will be automatically be considered "cheating" and will result in a grade of zero.

Any infraction of academic integrity may impact a student's eligibility for membership in the National Honor Society, including potential expulsion from the National Honor Society. NHS Moderator will be notified; student will meet with the NHS Review Board.

Mid-Term and Final Exams: a grade of zero will be given on the exam; Director of Student Life will be notified in writing by teacher and will subsequently notify parents; level two disciplinary action will be applied and the student will be placed on probation.

Cheating and/or Plagiarism – All reports of suspected cheating and/or plagiarism will be evaluated by the teacher and Director of Student Life, who will determine the level of offense. Based on the assessment, the following guidelines will be followed:

1st offense: a reduced grade (as low as a zero) will be given on the quiz, test, paper, project or assignment; Director of Student Life will be notified in writing by teacher and parents will subsequently notified. The counselor, when appropriate, will meet with student. Conversation with student provides a teachable moment.

2nd offense: a grade of zero will be given on the quiz, test, paper, project or assignment; Director of Student Life will be notified in writing by teacher and will subsequently notify parents and counselor; 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; Assistant Principal will be notified in writing by teacher and will subsequently notify parents and counselor; student's quarter grade in that subject will be a failure (F); level two disciplinary action and the student will be placed on probation.

DISCIPLINARY SANCTIONS

TEACHER DETENTION

Teacher-issued detention is the usual sanction for class tardiness and other classroom violations. This detention is scheduled by the teacher and takes precedence over personal/work schedules, sports and extra-curricular activities. Teacher Detention must be served with the teacher and student. Students who absent themselves from this detention will be required to fulfill that detention and, in addition, will be issued an office detention. **When a student exhibits a pattern of misbehavior, the teacher will submit a referral form to the Office of Student Life.**

OFFICE DETENTION

Office Detention is the usual sanction for disregard of school regulations including unexcused tardiness and uniform violations. This detention takes precedence over personal/work schedules, sports and extra-curricular activities. **Office detention, is held each Monday through Friday from 2:15-3:00 and must be served on the day scheduled (or next scheduled day). This detention takes precedence over personal/work schedules, sports and extra-curricular activities.** Students who absent themselves from this detention or are disruptive during detention may be issued an additional office detention. If the pattern continues, the student will be issued a Double Detention.

DOUBLE DETENTION

Double Detention is the sanction for serious, repeated, and/or continued disregard of school regulations including unexcused tardiness and uniform violations. This detention takes precedence over personal/work schedules, sports and extra-curricular activities.

SUSPENSION, PROBATION, EXPULSION

Suspension, probation and/or expulsion are the potential sanctions for infractions above Level Two. Suspensions are in effect from the day the students receive the suspension until the suspension has been served. **Suspended students may not be present at any school related activities during the time of suspension.**

SUSPENSION: A suspension will be issued for very serious infractions. Depending on the infraction and the decision of Administration, suspended students will serve either a 4-hour after-school suspension, a 4-hour Saturday suspension or an external suspension. **The student**

is not allowed to participate in any extracurricular activities including sports until the suspension has been served.

EXTERNAL 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 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 **two days after the suspension and the student will receive partial credit (80% highest possible earned grade)**

CONTRACTUAL DISCIPLINARY PROBATION: In the event of serious discipline violations or continued and irreversible pattern of minor violations, students' continuing enrollment at CSHS is contingent on meeting the stipulations outlined in the Probation Contract. Contractual Probation is formalized in a written document setting forth the terms of the probation. Violation of this probation will result in expulsion.

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

CELL PHONES

Personal cell phones are NOT ALLOWED during academic classes.

Cell phones are only allowed:

- **During Homeroom (note: no cell phone use allowed during prayer and announcements)**
- **During STUDY periods**
- **During LUNCH (in dining hall only)**

If a student is seen using a cell phone by a teacher or staff member at any other time during the school day, the cell phone will be immediately confiscated and delivered to the Office for Student Life until the detention is served. 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.

IPAD MISUSE in CLASS

If a student mis-uses his/her iPad during a class, the teacher may confiscate the iPad for the remainder of the class.

In most cases, the teacher will return the iPad to the student at the conclusion of the class so that the student may continue to access his/her digital academic materials during subsequent classes.

However, the teacher should complete and submit a Behavior Referral Form to the Office for Student Life for further deliberation and potential additional consequence.

DRESS CODE UNIFORM POLICY – 2019-2020

Cardinal Spellman High School has established a dress code and uniform policy for all students. The school dress code reflects and promotes a formal, business-like atmosphere, which is free of distractions and conducive to learning. Parents must help in supporting all policies of the school, including the dress code and uniform policies, by ensuring students are dressed appropriately, according to the dress code.

Students with a uniform violation or found to be not in compliance with the dress code policy will be sent to the office, receive an office detention, and may not return to class until they are in the proper uniform. Parents will be called to bring the appropriate clothing or student will be sent home to change before returning to school. If a parent cannot be reached, student may be furnished with uniform attire from the school's uniform closet.

On "dress down" days, students must comply with the conditions set forth in terms of acceptable attire. Any student found not in compliance will be sent to the office and a parent will be called to provide appropriate attire.

All uniform clothing and accessories can be purchased through *JB Pride Uniforms* except for the ¼ zip, grey, nylon uniform sweatshirt, which can be purchased through the Spellman Store.

JB Pride Uniforms
1471 Main Street, South Weymouth, MA 02190
781-812-2561
www.jbprideuniforms.com

Uniform for Young Men:

- Traditional "docked"-style khaki pants; they may be purchased from School Pride or elsewhere. Any other style of pants is not allowed.
- Plain black or brown belt worn at the waist.
- Regulation monogrammed long or short-sleeved maroon or white polo shirt (a plain white tee shirt, short or long sleeve, may be worn under the polo).
- Option: A white oxford button-down shirt with Spellman logo (long-sleeve or short-sleeve) may be worn.
- Dark socks are required.
- SHOES: solid-colored shoes - black, brown or beige **(NO sneakers or sneaker-style shoes allowed)**

YES !!!



NO !!



- If needed for warmth, students may wear the regulation monogrammed navy blue or maroon cardigan, pull-over sweater or vest from School Pride .

- The 3-Quarter Zip maroon Spellman Sweatshirt is allowed for all students. However, this will be the last year for this item.
- During designated warm weather dates in the Fall and Spring, regulation uniform khaki shorts may be worn, if approved by Administration.
- If a student opts for a more formal attire, dress shirts, tie and sweater vests are permitted.
- No earrings, no body piercings or visible tattoos allowed.
- Hair must be neatly groomed and length may not go beyond the shirt collar. Extreme hair styles, and /or unnatural color dyes are not permitted.
- Young men must be clean-shaven; facial hair in any form, including a moustache or beard is not allowed (exception: Senior boys may have a neatly trimmed beard, approved by Administration)
- Chains that attach to the belt or pants are **not** allowed.

Uniform for Young Women:

- **Option 1:** New Regulation skirt – Herring Bone print (must not exceed 2” from the top of knee and may not be rolled); plain shorts may be worn under skirt. *This is the only option for incoming freshmen.* The old plaid kilt will NOT be allowed.
- Socks or Tights must be worn with skirt: white, maroon or navy only, and must meet uniform regulations.
- **Option 2:** Beige Khaki Skort WILL BE allowed for the 2019-2020 school year for grades 10,11, 12. This will be the last year for the skort.
- Mid-calf socks may be worn in Fall and Spring. Knee-high socks or tights must be worn during winter months.
- Tights are to be free of holes, rips and runs. If they are deemed unacceptable, the student will be sent to the office and consigned a new pair by the Main Office for payment on the following school day. Failure to pay will result in a detention.
- **Option 3:** Uniform khaki pants (must be approved by Admin.) may be worn instead of the skirt. No other styles of pants are acceptable.
- Regulation monogrammed long or short-sleeved maroon or white polo shirt (a plain white tee shirt, short or long sleeve, may be worn under the polo).
- SHOES: solid-colored shoes - black, brown or beige (**NO sneakers or sneaker-style shoes allowed**)



YES !!



NO !!

- Option: A white oxford button-down shirt with Spellman logo (long-sleeve or short-sleeve) may be worn.
- If needed for warmth, students may wear the regulation monogrammed navy blue or maroon cardigan, pull-over sweater or vest from School Pride.

- The 3-Quarter Zip maroon Spellman Sweatshirt is allowed for all students. However, this will be the last year for this item.
- Neatly groomed hair, no extreme hairstyles or unnatural color dyes permitted.
- No facial piercings other than earrings, no visible tattoos allowed.
- Girls in repeated violation of the length of the skirt will receive detention for each violation and a parent will be called. If skirt is too short, student will be required to purchase a new, appropriate length skirt or to wear the uniform pants.

Relaxed Dress Code and Spirit Wear Days

Spellman Spirit Fridays - On Fridays, students are invited to wear Spellman-wear on top (Tee-shirts, sweatshirts, ministry shirts, etc.) with the regular uniforms below the waist.

Relaxed Dress Down Days - 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:

The following items ARE ALLOWED:

- Regular jeans, skirts (meeting the 3-inch regulation) longer skirts, sweatpants, shorts that are an appropriate, respectable length
- Moccasins, Uggs and colored sneakers are allowed on full dress down days

The following are **NOT** allowed at any time, during any type of dress down day:

- “Short”-shorts, pajama bottoms, cargo pants, yoga pants, leggings, skin-tight jeans or jeans with holes or tears or cut-offs, and mini-skirts.
- Shirts or tops such as exercise tanks, tanks with spaghetti straps, low cut or revealing bare midriffs
- High heels, wheelies, cleats or flip-flops.
- Hats, caps, headwear, bandanas, or sunglasses
- Facial piercings including nose rings **not** allowed
- Earrings on young men are **not** allowed.

*Short pants option (for regular uniform days as well as Dress Down Days) is permitted up to **October 1 and after April vacation.**

Dress-UP Days

Periodically, students are asked to dress UP for certain occasions (masses, special assemblies and events). At these times, students are expected to dress modestly and appropriately.

TECHNOLOGY

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.

Social Media Policy for Students

Students are encouraged to exercise the utmost caution when participating in any form of social media or online communications, both within the Cardinal Spellman community and beyond. Per Digital Literacy, they should consider their digital footprints with all posts, comments, and online presence.

Students who participate in online interactions must be aware that their posts reflect on the entire Cardinal Spellman High School community, and are subject to the same proceedings regarding behavioral standards as established in the Code of Conduct.

Students are expected to adhere to the following:

- Students may not use social media sites to publish posts of a negative, disparaging or harassing nature about Cardinal Spellman High School, students or faculty, or athletic or academic rivals.
- Students should not use social media to publish content that would negatively affect their academic or social reputation or that of their peers.
- Students who choose to post editorial content on the Internet must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this policy will be dealt with according to the disciplinary sanctions as described in the Student Handbook or on a case-by-case basis by Administration.

Computer System and Internet Acceptable Use Agreement

CSHS believes in the educational value of a computer system, the Internet and other technologies and recognizes their potential to support and enrich the curriculum and the student learning process. Our goal in providing a computer system (including a personal iPad for every student), Internet access and other technologies is to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of the computer system, the Internet and other technologies is a privilege and access entails responsibility. CSHS cannot prevent the availability of all inappropriate material on the Internet and other technologies. The use of the system, Internet and other technologies is subject to this acceptable use agreement and the rules, regulations and policies of school, the Department of Education and the Archdiocese of Boston.

Services: School makes no warranties of any kind, whether express or implied, with respect to the use of the computer system and/or Internet and/or other technologies. Use of any information obtained through the use of the computer system and/or Internet and/or other technologies is at the user's own risk. School does not accept any responsibility for the accuracy of information obtained through the Internet or other technologies or for any damage user may suffer as a result of use of the computer system and/or Internet and/or other technologies including but not limited to, loss of data or interruption of service. School is not responsible for any financial obligations arising from the unauthorized use of the computer system and/or Internet and/or other technologies.

Security: Security on any computer system or other technologies system is a high priority. If a user identifies a security problem, he/she shall notify the head of school immediately, without discussing it or showing it to another person. Any user identified as a security risk will be subject to disciplinary action, up to, and, including expulsion.

Vandalism: Vandalism includes, but is not limited to, any attempt to harm or destroy the computer system, hardware, software, or data of school, another user or of any other agency or network that is connected through the Internet or any other technologies. Vandalism will subject the user to disciplinary action, up to, and, including expulsion, and may involve a referral to appropriate law enforcement agencies.

Password: If the school uses passwords, user understands that the password chosen is for personal use only and shall not be shared with any person, except as directed by school. The password may be changed at any time according to the needs of school.

Monitoring: The computer system and all communications and information transmitted by, received from, or stored in the computer system or other technologies, including e-mail, are the property of the school. User should not expect that his/her use of the computer system, Internet and other technologies is private. User has no expectation of privacy in any use of the Internet or computer system or other technologies. CSHS has the right, at any time, to access, monitor, and disclose any and all use of the computer system and Internet and other technologies, including but not limited to, back-up files, e-mail messages and the transmission, receipt or storage of information in the computer or other technologies as it deems necessary. Monitoring will be conducted to ensure system integrity and to ensure that all users are using the computer system and Internet and other technologies responsibly and according to this acceptable use agreement. ***User acknowledges and expressly consents to school accessing, monitoring, and disclosing his/her use of the computer system and/or Internet and/or other technologies at any time at school's discretion.***

Termination: CSHS has the sole right at any time, with or without cause, to terminate or suspend any user's access to, and use of, the computer system and/or the Internet and/or other technologies.

Responsibility: User understands that the computer system, the Internet, and other technologies are to be used only for educational purposes. Any violation of the terms of this

acceptable use agreement may result in loss of computer system, Internet privileges, and other technologies disciplinary action, up to, and, including expulsion, and appropriate legal action. The Internet and/or any other technologies links users around the world and provides access to a wide variety of information and resources. The law affecting the Internet and/or other technologies is developing and changing daily. No acceptable use agreement could identify each and every inappropriate use of the computer system and/or Internet and/or other technologies through school property. CSHS is the sole judge of whether the use of the computer system and/or Internet and/or other technologies is consistent with this acceptable use agreement and its decision shall be final. If user is unsure whether use of the computer system, Internet or other technologies is appropriate, user shall confer with the head of school. CSHS reserves the right to modify this acceptable use agreement at any time in any manner.

Responsible Student Use of Technology Policy (Revised 2018)

Purpose:

Cardinal Spellman High School (CSHS) uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, CSHS will allow personal devices on our WiFi wireless network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding B.Y.O.I program.

CSHS strives to provide appropriate and adequate technology to support instructional purposes. An important component of B.Y.O.I will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using their personal iPad device. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

Device Types:

For the purpose of this program, the word “devices” will include: laptops, cell phones, smart phones, iPods, iPads, tablets, and eReaders. **Please note that smartwatch (such as AppleWatch) is not permissible on campus at this time.**

Guidelines:

- Students and parents/guardians participating in B.Y.O.I. program must adhere to the CSHS Student Handbook, Responsible Use Policy and all CSHS School Policies.
- Each teacher has the discretion to allow and regulate the use of personal iPad device in the classroom and on specific projects.
- Approved iPad device must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Student iPad device may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use iPad device to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by either the teacher or school administration staff.
- Student iPad device may only be used to access documents and files on the internet sites which are relevant to their classroom curriculum.

Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited. **Using VPN Apps, or accessing Proxy websites on a student's iPad is strictly prohibited**
- CSHS is authorized to collect and examine any student iPad device that is suspected of causing technology problems or was the source of an attack or virus infection.
 - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
 - Processing or accessing information on school property related to "hacking." altering or bypassing school wifi network and security policies.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal iPad device will not be fully supported at school due to the variety of different device options school printers can support .
- Personal iPad device must be charged prior to arriving at school and must run on battery power while at school. Charging of student iPad device will not be fully supported at CSHS.

Lost, Stolen, or Damaged Devices: Each student is responsible for his/her own iPad device and should use it responsibly and appropriately. CSHS takes no responsibility for stolen, lost, or damaged student owned iPad device, including lost or corrupted data on the iPad device. While school staffs may help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal iPad device. Please check

with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges: CSHS is not responsible for any possible iPad device charges to your credit card or bank account that might be incurred during approved school-related use.

Network Considerations: Users should strive to maintain appropriate bandwidth for school-related work and communications. All students will be using only the students designated wireless network SSID to access the internet network. CSHS does not guarantee connectivity or the quality of the connection with personal devices. CSHS Technology department is not responsible for maintaining or troubleshooting student owned personal iPad device.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

STUDENT LIFE

ACADEMIC SUPPORT SERVICES

Academic Support is available to any student seeking extra help with homework assignments, organizing and planning long term assignments and studying for quizzes and exams. Students, parents, teachers, counselors or administrators may refer students to the Academic Support Specialist who is located in the LLC and available during study halls and after school until 3:45 pm. Students may also seek support through the **Peer Tutoring Program**. The National Honor Society sponsors a Peer Tutoring program from November-May on Mondays, Wednesdays and Thursdays from 2:15-3:15 in the LLC and during study halls on a case-by-case need. NHS students are available to work with students seeking extra help with their academics.

ANNOUNCEMENTS

Announcements are made each morning after prayer and in the afternoon after lunch. 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 and on the school website. 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 7:25 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 orderly lines at the service stations
- 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 before leaving the cafeteria

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

Students are strongly encouraged to purchase all transactions with their Lunch Debit Card (My School Bucks Program). However, food may be purchased with cash as well.

Microwaves are available for student use.

CHRISTIAN SERVICE PROGRAM

Spellman is dedicated to the holistic development of your 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 student will participate in service hours throughout their four years. Details regarding level service projects are available on our website.

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 are approved by Administration (based on academic, attendance and behavioral standards).

FITNESS CENTER

This facility is available for students, faculty and staff; times will be posted.

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. 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 or text 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 to be used for attendance scan, for admission to College Board Exams, school dances or other CSHS-sponsored events. There is a replacement charge (\$5) for a lost ID card.

LIBRARY LEARNING COMMONS (LLC)

The Library Learning Commons (located on the 3rd floor of the convent building) is an inviting, learning space for reading, research and teaching activities. The LLC is equipped with multi-media computers, internet access, educational software, digital resources as well as traditional print resources. The mission of the LLC is to support direct instruction, collaboration, and provide a variety of programs, services and resources to empower our school community to become (1) Critical thinkers, (2) Enthusiastic readers, (3) Skillful researchers and (4) Ethical users and creators of information.

The library will be open at 7:20 every morning and will remain open after school until 3:45 pm for academic purposes.

Students who prefer to spend their study mod in the LLC instead of in their assigned study room must sign up for an LLC study. No student will be admitted during a study mod if he/she has not officially signed-up. Students will remain in the LLC for the entire study period unless they have a pass from Guidance, etc. 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 LLC.

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

LLC computers and printers may be used for academic purposes only.

LOCKERS

Lockers are issued to students to provide a safe and convenient place to store backpacks, cell phones, books, school supplies, outerwear and items that are not needed for every class. Students are given a unique locker combination and encouraged to use the lockers to keep items safe while not in use. Lockers 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 may 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
- Money should never 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.

SCHOOL STORE

The school store is located in the cafeteria. Spirit wear and specialty items are on sale in the store. The school store will be opened for students during regularly scheduled times TBA and to 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 PSAT for freshmen, sophomores and juniors. The school's CEEB code is 220-437.

STUDY HALLS

Students are scheduled into a supervised study hall that affords them the opportunity for serious and productive academic work. Study periods are designed for serious, silent, and solitary work. Students are expected to attend studies whenever they do not have a scheduled class. Students who wish to visit the LLC during study hall must sign up beforehand via the online LLC reservation system. Students are not permitted to leave study hall without a pass.

SUPERVISION OF STUDENTS

The school provides supervision between the hours of 7:00am and 4:00 pm (Monday-Friday) when school is in session.

7:00-7:25 Cafeteria

2:15-3:45 All students who remain on campus (while waiting for transportation, or the start of games, practices or rehearsals) must report to the LLC or the Fitness Center, when supervised.

After 3:55 Students must report to the front of the main office and plan to meet their ride by 4:00. All students must off-campus by 4:30.

Students who participate in evening activities must vacate the campus after 4:30 and may return to school at the start of the evening activity.

Students are not permitted to loiter in school or on school grounds before or after school. If students are not involved in studying or a supervised extra-curricular activity, they must make arrangements for transportation. To ensure their safety, students will not be permitted to stay at school outside of the hours that supervision is provided.

At no time should a student be in an unsupervised area of the campus, including the gym, fitness center, cafeteria, locker room, parking lots or auditorium. Coaches and moderators provide supervision during their activities.

When available, the Fitness Center is open to all students after school. See Athletic Handbook Addendum for specifics (page 51 of this Handbook)

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/Sister | Dance Team | Drama Club |
| Field Hockey Club | Film Club | Student Government |
| Liturgical Band | Liturgical Chorus | Mock trial |
| Media Club | Studio Art Club | National Honor Society |
| Newspaper | Game Club | Peer Tutoring |
| Recycling Club | SADD | Step Squad |
| Courier Office Help | Ultimate Frisbee Club | Creative Writing Club |
| A Cappella Choir | Model UN | Science Club |
| STEP Club | Ping Pong 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 must have a cumulative GPA of 3.6 or higher. To maintain membership a GPA which was required at entrance must be maintained. If a student falls below this average, he/she is put on probation, and has until the end of the next semester to raise the GPA to required number.
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 Advisor is required. To maintain membership, 25 hours of documented service must be completed. Specifics regarding the 25 hours of service will be shared with incoming members at the first general assembly meeting in the fall upon induction.
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 within the designated time frame, the student will have a hearing to the Faculty Council who will then make a recommendation to the NHS Advisor and Principal in regards to membership status. Written notification of the dismissal will be rendered. Because of the severity of the failure to maintain the standards of character in regard to plagiarizing, cheating, bullying or any level two or three behavior infraction, this behavior may result in immediate dismissal from the National Honor Society; however, a student can appeal this process by requesting a hearing of his/her case before of a Faculty Committee.

STUDENT GOVERNMENT

The model of Student Government (formally Student Counsel) is being redesigned. Details will be posted at a later date.

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, must 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); cheerleading (girls)
- **Winter sports:** basketball (boys & girls: varsity, JV & freshman); indoor track (co-ed); hockey (JV and V.), 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); golf (girls); lacrosse (boys & girls JV and varsity)

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.

INTERNATIONAL STUDENTS

International students are a vital part of the Cardinal Spellman High School community. They participate in all aspects of the community's life, from the classroom where they receive an excellent college preparatory education, to the stage where they act in our renowned musical and dramatic productions, to the sports field where they participate in a full range of interscholastic sports. Furthermore, they do this in a caring and disciplined environment where their individual worth and development are foremost in the minds of the school's faculty, administration, and staff.

International students are expected to follow the policies, procedures and codes of conduct in this Student Handbook. One of the main goals of study in the United States is to become fluent and competent in using the English language. In order to ensure an enriching and successful educational experience at CSHS, international students are responsible for complying with the following expectations:

International students at CSHS will:

- Speak English while in school at all times, with the exception of lunchtime.
- Keep iPad language set to English while in school.
- Purchase and use the Translation Pen.
- Use dictionary APP only when needed in class. Non-compliance with this rule will result

in students being required to use hardcopy dictionaries.

- Follow CSHS rules regarding cell phone use.
- Not wear or use a SmartWatch in school.
- Respect teachers and staff by addressing them with proper title (Mr., Ms., Mrs.).
- Stay after school with teachers for extra help when needed.
- NOT use the excuse, "I did not understand" to be excused from completing school work or assignments! If you do not understand, you must ask for clarification.

Excellent attendance is essential for all students to succeed. We expect International students to make every effort to be in school and on time, according to the handbook guidelines.

For any International Student wishing to extend his/her vacation on either end of the school vacation dates, students must comply with the following criteria:

- Student must be in good academic standing
- Student must not have below a "C" in any course
- Students must have a satisfactory attendance record, not to exceed 5 absences per term, excused or unexcused.
- If a student makes a request to take 5 additional days, these will count toward term absences, and the handbook guidelines apply for any additional absences beyond the 5 per term.
- Students are responsible for making up all work missed while absent.
- The Administration at Cardinal Spellman High School reserves the right to approve or deny any and all requests.

In order to continue on from one year to the next as a student in good standing at Cardinal Spellman High School , International students must:

- Pass every class with a minimum grade of a C- for the end of the year average.
- Actively participate in their education by contributing in classroom discussions, activities and group projects.
- Follow and obey the code of conduct in this handbook. Repeated violations of level 2 infractions or more serious infractions will require a meeting to determine if student will be allowed to continue on at Cardinal Spellman High School.

FINANCIAL INFORMATION

TUITION FOR 2019-2020

Tuition for 2019-2020 is \$14,700.00 with one discounted payment option and two extended payment options. Although the **cost** of educating each CSHS student exceeds \$15,000.00, 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 to SMART TUITION with a discount (\$200.00) if paid on or before June 30, 2019.

Three equal payments with a service charge of \$50.00 by July, 2019, by November, 2019 and by March, 2020

Ten monthly payments with a service charge of \$100.00, July through April, (using the SMART TUITION Management Program only).

Use www.smarttuition.com, school code 11911.

All tuition payments (except the Full-Payment option) will be automatically deducted from a designated bank account.

FEES FOR 2019-2020

Comprehensive Fee (\$200.00) All students; **due by July 20th** for activities; testing and retreat programs; Internet access; class dues; publications and mailings. This fee is collected with the first payment in July.

Graduation Fees (\$300.00) **Seniors only; due by July 15 of the summer before senior year begins.** This fee covers yearbook and ceremonial graduation related expenses. This fee is collected with the first payment in July.

Re-Registration Fee (\$300.00) All students returning in the fall, collected with your last payment, either March or April, depending on your plan. This fee is non-refundable.

TUITION AID

To be considered for tuition aid, families **must** file a Grant & Aid Assessment Application each year through FACTS at <https://online.factsmgt.com/signin/3G42R>, school code 2953. **These applications must be filed by January 1st for priority consideration.** All grants are based on need as determined by analysis of the applications. Spellman's financial aid comes from the generosity and support of the Catholic Schools Foundation. Additionally, we rely on the support of our alumni through annual fund gifts and endowed scholarships.

TUITION POLICY

We work in partnership with the parents to maintain a standard of excellence here at CSHS. In order to maintain the “business” side of education, we rely on the tuition and fees to be paid in a timely and consistent manner. Our finance office will work with you and Smart Tuition to establish a reasonable payment plan. It is the parent’s obligation to stay current with all tuition and fee obligations. Our finance office will make monthly calls to anyone who is falling behind in their payments to reinforce your payment plan. Failure to remain current with your tuition payments will result in the following:

- Student will not be allowed to participate in trips outside of academic core curriculum.
- If a student’s financial account is in default at the mid-year point, students will receive and “Incomplete” grade on all their classes for term 2 and beyond, until payment is complete. If there are extenuating circumstances, a new payment plan may be agreed upon with approval from the Finance Office
- If a student’s tuition account is not paid in full at the time of final exams, all grades and transcripts will be withheld until the tuition is paid in full.
- If a student’s financial account is in default for the current year, the student will not be allowed to attend CSHS for the upcoming school year.

TUITION REFUND POLICY

In the event of withdrawal, transfer, exclusion, removal or expulsion after September 1st, the Parent(s)/Guardian(s) are responsible for the following.

- On/before the start of the school year – the Parent/Guardian is responsible for 10% of the full tuition; any amount paid in excess of that will be refunded.
- From the start of the school year to October 31st – the Parent/Guardian is responsible for 50% of the full tuition; any amount paid in excess of that will be refunded.
- From November 1th to last day before last of Term 2 – the Parent/Guardian is responsible for 75% of the full tuition; any amount paid in excess of that will be refunded.
- On/after January 15th – the Parent/Guardian is responsible for 100% of the full tuition. No refunds will be granted.

RETURNED CHECKS

Cardinal Spellman High School will charge a \$30.00 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

\$12,000.00) 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.

COLLECTION OR SOLICITATION OF FUNDS/FUNDRAISING

The Development Office is the clearinghouse for all Cardinal Spellman High School fundraising activities and "drives" on behalf of and/or using the name, initials, tagline or school logo. The Office of Development is charged with directing its time, efforts, and resources (including data) towards campus-wide priorities as determined by the President, Principal, and Board of Trustees.

When planning a fundraising activity or a "drive" through Spellman, including those sponsored by student organizations, athletic teams, and/or academic departments, or as part of a class project, the Office of Development must be notified well in advance of the event. In order to ensure that donors are appropriately thanked in a timely fashion in compliance with IRS regulations, and to provide constituency and organizational oversight, the Office of Development will be responsible for the receipt, processing, acknowledgment, and documentation of all gifts to the school.

Before initiating any fundraising activities, drives or campaigns beyond the established priorities of the school, student organizations, clubs, and teams must secure and complete a Fundraising Approval Form. All requests must be approved by the appropriate Department Head or Club Moderator, Principal and the Vice President for External Affairs.

All solicitations of external constituencies (i.e. alumni, parents, area businesses, corporations and foundations) must be approved by the Vice President for External Affairs. A list of constituencies who will be contacted and a sample of the solicitation must accompany the Fundraising Approval Form. The Vice President for External Affairs reserves the right to remove any prospect from the solicitation pool to prevent jeopardizing any current, pending or future proposal.

The purpose of this policy is to ensure a coordinated, central Development effort, to steward existing relationships with established donors and to respect the privacy of the constituents within the donor pool as well as the entire database.

This form must be submitted to the Office of Development a minimum of 2 weeks prior to the start date of the fundraising initiative and written authorization from the Principal is required before proceeding. Again, no organized fundraising effort (i.e., alumni, parents, friends) can begin without being pre-approved by appropriate academic and administrative leadership by means of a Fundraising Request Form.

Fundraisers are not allowed during the following dates: September 27- October 14, 2019 and January 22- February 14, 2020

MISCELLANEOUS INFORMATION (listed alphabetically by subject/topic)

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 included 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. Cardinal Spellman High School is in full and current compliance with all official Asbestos regulations.

CHANGE OF ADDRESS/PHONE NUMBER/EMAIL

When there is a change in personal information (address, phone numbers, email, etc.), please make updates in your Plus Portals Account.

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 permission from a teacher. Should a student need to leave a class for any reason, he/she must sign out of the class and carry a hall pass with them.

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 **7:00pm-10:00pm**. No student will be admitted after 8:00 without a special pass from the sponsor. No student may leave the designated area before 10:00. School regulations apply to these events. A student whose

behavior is inappropriate will be required to leave after his/her parents have been notified. Discipline action may be in order. Appropriate dress for high school students must be worn. **Semi formals and proms** require a more formal dress code. Parents and students will be given guidelines regarding dress and appropriate dancing.

ELECTIONS

The school reserves the right to set reasonable disciplinary and other standards for candidates for elected office. Ordinarily students with continued disregard for the level one offenses and students who have received suspension(s) will not be allowed to run for class office.

Moderators will publish standards and procedures prior to any election.

EMERGENCY CONTACTS

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.

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.

REDIKER NOTIFY COMMUNICATIONS SYSTEM

CSSH uses Rediker's "Notify" system to notify parents regarding important/emergency communications as well as changes in the routine schedule such as school cancellation announcements, reminders of early dismissals, upcoming meetings and events. In order for this system to function efficiently, **parents must update their contact information on their Plus Portals Account**. Notify announcements will be delivered through text, email and/or voice mail.

KNOWLEDGE OF AND COMPLIANCE WITH 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 privilege. Juniors and seniors (and qualifying sophomores) who drive to school must register their cars in the **Office of Student Life** and purchase a parking permit (\$10.00). All students must park 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.

**During Turf Field Construction (August-November 2019) parking assignments will be adjusted to include use of the JPL (Signature Health Care Employee lot), which is located adjacent to Spellman's property, accessible via Quincy Street.*

The school **IS NOT** responsible for fire, theft or other damage to vehicles that are parked or operated on school property. The speed limit on campus and in the Junior Parking Lot 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. In addition, a message will be sent through the Notify communication system to parents. Announcements will also be posted on Spellman web-site and social media.

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 VOLUNTEER OPPORTUNITIES

All parents/guardians of Spellman students are encouraged to volunteer for school events and activities. Visit the school website for more information and to sign up for volunteer opportunities. www.spellman.com/parents/volunteer-opportunities

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 **Registrar's Office** in Guidance and require a \$5.00 service charge.

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.

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.

Athletic Handbook Addendum:

Cardinal Spellman High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA), the governing body for secondary school athletics in the state of Massachusetts. (www.miaa.net)

As a member school, Cardinal Spellman is committed to the MIAA mission to “provide leadership and support for the conduct of interscholastic athletics which will enrich the educational experiences of all participants...that provide lifelong and life-quality learning experiences to students, while enhancing their achievement of educational goals.” Student-athletes learn the values associated with discipline, teamwork, sacrifice, commitment, leadership and organizational skills. Cardinal Spellman stresses the ideals of good sportsmanship, ethical behavior, integrity and genuine concern for others.

Eligibility

In order to be eligible to compete in athletic contests, athletes must adhere to all Rules of Eligibility, found in the MIAA Handbook.

(www.miaa.net/contentm/easy_pages/view.php?sid=38&page_id=88)

Schools may adopt more stringent academic standards:

Any student/athlete who fails more than one course will be ineligible to compete in athletics until the next marking period, and may not participate until the next report card is issued, with a passing grade. This is in compliance with the MIAA ruling.

Any student/athlete who fails more than one course in term 4, must complete a summer competency assignment/class designed and approved by the teacher or department chair, in order to be eligible to participate in a Fall sport.

Physicals

All athletes must have an up to date physical; physical exams are good for 13 months. Any student-athlete who does not have a current physical on file at the school, or fails to provide one on the first day of tryouts, will not be able to tryout, or practice, until documentation of a current physical has been provided.

Bona Fide Team Member Rule

The MIAA requires students' first loyalty to their high school team. MIAA Rule 45 states: ***A bona fide team member of a school team is a student who is consistently present for, and actively participates in, all team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA.***

First offense: student-athlete is suspended for 25% of the season.

Second offense: Student-athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately, upon confirmation of the violation.

One Sport Per Season

A student athlete may participate in only one sport in any defined MIAA sport season (fall, winter, spring). A student officially becomes a member of a team on the date of that team's first game. Up until that time, at the discretion of the Athletic Director, a student may be permitted to try out for a team whose game schedule has yet to begin. If a student-athlete is found to have violated this rule by changing teams and competing on two different teams in one season, they are ineligible for the season and all games to date, for both teams for which a violator has played, will be forfeited by both teams.

Practice/Commitment

A full commitment to attendance and participation at team practices is both understood, and required, by all athletes. Since missing practice hurts both the team effort, and the individual performance, it is not appropriate. If a student-athlete is in school, they should be at practice.

Academics always come first. A student-athlete who requires extra help after school is responsible for both scheduling time with teachers and communicating with coaches. Help sessions arranged around known team practice times are preferred, wherever possible. If a help session overlaps practice, the expectation is that the student-athlete will join practice promptly after the session.

All absences from practice require communication between athletes and coaches. If individual circumstances arise, and missing practice is unavoidable, athletes may be excused. In any case, communication with team coaches, or the Athletic Director, is required for excused absences to be authorized. Unless a coach has determined an absence from practice to be excusable, the athlete may be denied the privilege of competing in the next game. Any subsequent infraction may lead to further disciplinary action. Any athlete who is injured and is not hospitalized or confined to home, and is able to attend school, should plan to attend practices and games.

Transfers

Any student-athlete who has transferred from another MIAA high school will be ineligible to participate in any interscholastic athletic contest, at any level, for a period of one year, in all sports in which the student previously competed at the varsity level. For a transfer to be considered for eligibility to compete in a specific sport within a year of his/her transfer, the receiving and sending school principals, and athletic directors, must complete and submit an MIAA Form 200. A determination of the student's athletic eligibility status will be made, based upon the MIAA's review of Form 200.

Concussion Policy

May be viewed on the Athletics page on Spellman website

Fitness Center

The fitness center will be open from 2:15 – 3:45, Monday – Friday. Students must sign in and be in proper dress for working out. Only students working out will be allowed in the fitness center. Students will not be allowed to hang in the hallway of the fitness center. The only students in the gym area should be those at or going to practice or using the fitness center.

Locker Rooms

Student-athletes must use the locker room to get ready for practice. Clothing, backpacks and gym bags must remain in the locker room. It is the student-athletes responsibility to make sure their valuables are locked safely in a locker. Student-athletes must purchase their own lock. Combination padlocks are available for purchase in the athletic office for \$10. The fitness center restrooms and hallway should not be used as a locker room. The hallway cannot accommodate backpacks and gym bags left on the on the floor. Any bags left in the hallway will be moved outside.

DIRECTORY OF FACULTY AND STAFF

ADMINISTRATION

Mr. Daniel J. Hodes, President
Mr. Paul G. Kelly, Principal
Mrs. Christine A. Evans, Assistant Principal
Mrs. Tammy Genereux, Director of Student Life

MAIN OFFICE SUPPORT

Mrs. Julie Cooney, Main Office Manager
Mrs. Rosemarie Rappold, Main Office Assistant/Permanent Substitute teacher

Important Contact Information

CEEB High School Code 220437
Main Number (508) 583-6875

| | | | |
|-----------------|----------------|---------------|----------------|
| President | (508) 584-3004 | Advancement | (508) 584-3004 |
| Admissions | (508) 583-6161 | Guidance | (508) 588-1399 |
| Athletics | (508) 588-6611 | Athletics Fax | (508) 583-3558 |
| Campus Ministry | (508) 584-9276 | Main Fax | (508) 580-1977 |

INSTRUCTIONAL STAFF

| | |
|-----------------------|-----------------------------|
| Ms. Lyndsey Ballard | Mrs. Kerri Ann Galluzzo |
| Mr. Eric Bernazzani | Ms. Maria Galvin |
| Ms. Lisa Briggs | Mr. Timothy Gannon |
| Ms. Melissa Brown | Mr. Daniel Higgins |
| Mr. Nathaniel Budd | Ms. Donna Holt |
| Ms. Glenna Caliendo | Mr. Thomas Lore |
| Ms. Melissa Choate | Ms. Allison Mason |
| Mrs. Miranda Collins | Mr. Stephen MacDonald |
| Ms. Jane Connor | Ms. Brianna Murtagh |
| Mr. Daniel Davis | Deacon Joseph Nickley |
| Ms. Susan Davis | Ms. Rose Perry |
| Mrs. Catherine Demers | Mr. Paul Plonowski |
| Mr. Jason Deramo | Ms. Christy Rose |
| Mrs. Jean Donovan | Ms. Jordan (Brown) Rountree |
| Mr. William Donovan | Ms. Kellie Wilder |
| Ms. Gail Douglas | Ms. Natalie Woods |
| Ms. Aimee Fitton | Mrs. Patricia Woodward |

GUIDANCE STAFF

Mrs. Bonnie Miller, Director
Mrs. Marianne Hogan

Mrs. Lauren LaCara
Ms. Karen O’Hearn, Registrar/Secret

TECHNOLOGY

Mr. Dennis Mizdail, **Supervisor of Technology**
Mr. Eric Bernazzani, **Instructional Technology Supervisor**

DEPARTMENT CHAIRS

| | | | |
|----------------|---------------------|----------------|---------------------|
| Theology | Mrs. Cathy Demers | Mathematics | Ms. Lyndsey Ballard |
| English | Mr. Timothy Gannon | Science | Ms. Susan Davis |
| Social Studies | Ms. Miranda Collins | World Language | Mrs. Donna Holt |
| Phys. Ed. | Mr. Michael Gerrish | Art | Ms. Lauren Savoia |
| Guidance | Mrs. Bonnie Miller | | |

ADMISSIONS/ADVANCEMENT

Mrs. Aimee Wetzel, *Vice-President of External Affairs*
Mrs. Eileen Brooks, *Admissions Associate*
Ms. Ericka Higgins, *Director of Admissions*
Mrs. Joanna McCarthy, *Director of Development*
Mrs. Susan Ashton, *Development Associate*
Mrs. Jane Westerlund, *Development Associate and Alumni Relations*
Ms. Michelle Saunders, *Development Associate*

COMMUNICATIONS

Mr. Steve Chiavaroli

ATHLETICS

Mr. Michael Gerrish, Athletic Director
Mrs. Danielle Jacobs, Ass’t Athletic Director

CAMPUS MINISTRY

Mr. Jason Deramo, Director
Mrs. Cathy Demers
Deacon Joseph Nickley

FOOD SERVICE

Elena’s Café:
Sam and Elena Myshgeri, owners

FINANCE

Mrs. Lucia McCune, *Director of Finance*
Ms. Maureen Hanratty, *Controller*
Ms. Dorothy Lynch, *Financial Aid Manager*

LLC STAFF

Melissa Brown, *Director/Academic Support*
Mr. Dennis Mizdail, *Technology Director*
Ms. Katie O’Brien, *Support Staff*

MUSIC/DRAMA DIRECTOR

Mr. Paul Kelly

HEALTH CARE

Mrs. Eleanor Hurley, RN

PLANT MAINTENANCEMr. Richard Beaubien, *Director*Mr. Peter Foley, *Custodian*Mr. Bill Pacitto, *Custodian***SCHEDULES AND PROGRAMS**

Students who arrive at school **between 7:00am and 7:25am** must go to the cafeteria. These students will leave the cafeteria by 7:25. From 7:25-7:35 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.

Regular Day

| | | |
|---------------------------------------|-------------|--|
| Homeroom | 7:40-7:45 | (homeroom extended for 5 minutes during the first weeks of school) |
| 1 st Period | 7:47-8:35 | (48 minutes) |
| 2 nd Period | 8:37-9:25 | (48 minutes) |
| 3 rd Period | 9:27-10:15 | (48 minutes) |
| 4 th Period | 10:17-11:05 | (48 minutes) |
| Locker Break | 11:05-11:08 | |
| 5 th Period (Lunch Period) | 11:08-12:26 | (28 minutes for lunch; 48 minute class) |
| 6 th Period | 12:28-1:16 | (48 minutes) |
| 7 th Period | 1:18-2:06 | (48 minutes) |

| Lunch | Move to Caf | Leave Caf | In Class |
|-------|-------------|-----------|----------|
| A | 11:08 | 11:36 | 11:38 |
| B | 11:56 | 12:24 | 12:26 |

Class Times During Lunch Period (49 minutes)

| Lunch | Class Time |
|----------|----------------------------|
| A | 11:38 – 12:26 (48 minutes) |
| B | 11:08 – 11:56 (48 minutes) |

Mass Schedule

| | | |
|------------------------------|-------------|-----------|
| Homeroom | 7:40-7:45 | |
| 1 st Period | 7:47-8:19 | (32 min.) |
| 2 nd Period | 8:21-8:53 | (32 min.) |
| Homeroom | 8:55 | |
| Mass | 9:05-10:31 | |
| 3 rd Period | 10:33-11:05 | (32 min.) |
| Locker Break | 11:05-11:08 | |
| 5 th Period/Lunch | 11:08-12:26 | (49 min.) |
| 4 th Period | 12:28-1:00 | (32 min.) |
| 6 th Period | 1:02-1:33 | (31 min.) |
| 7 th Period | 1:35-2:06 | (31 min.) |

Early Dismissal (11:30) No lunch served

| | | |
|------------------------|-------------|-----------|
| Homeroom | 7:40-7:45 | |
| 1 st Period | 7:47-8:17 | (30 min.) |
| 2 nd Period | 8:19-8:49 | (30 min.) |
| 3 rd Period | 8:51-9:21 | (30 min.) |
| 4 th Period | 9:23-9:53 | (30 min.) |
| Locker Break | 9:53-9:56 | |
| 5 th Period | 9:56-10:26 | (30 min.) |
| 6 th Period | 10:28-10:58 | (30 min.) |
| 7 th Period | 11:00-11:30 | (30 min.) |

PM Assembly

| | |
|-------------------|-----------------------|
| Homeroom | 7:40-7:45 |
| 1st Period | 7:47-8:19 (32 min.) |
| 2nd Period | 8:21-8:53 (32 min.) |
| 3rd Period | 8:55-9:26 (31 min.) |
| 4th Period | 9:28-9:59 (31 min.) |
| 6th Period | 10:01-10:32 (31 min.) |
| 7th Period | 10:34-11:05 (31 min.) |
| Locker Break | 11:05-11:08 |
| 5th Period/Lunch | 11:08-12:26 (49 min.) |
| Homeroom/Assembly | 12:28-2:06 |

Rally Schedule

| | | |
|------------------|-------------|-----------|
| Homeroom | 7:40-7:45 | |
| 1st Period | 7:47-8:25 | (38 min.) |
| 2nd Period | 8:27-9:05 | (38 min.) |
| 3rd Period | 9:07-9:45 | (38 min.) |
| 4th Period | 9:47-10:25 | (38 min.) |
| 6th Period | 10:27-11:05 | (38 min.) |
| Locker Break | 11:05-11:08 | |
| 5th Period/Lunch | 11:08-12:26 | (49 min.) |
| 7th Period | 12:28-12:58 | (30 min.) |
| Homeroom/Rally | 1:00-2:06 | |

**DAILY PROGRAM
2018-2019**

| Time | DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 | DAY 6 | DAY 7 |
|-------------|-------|-------|-------|-------|-------|-------|-------|
| 7:40-7:45 | HR | HR | HR | HR | HR | HR | HR |
| 7:47-8:35 | A | B | C | D | E | F | G |
| 8:37-9:25 | B | C | D | E | F | G | A |
| 9:27-10:15 | C | D | E | F | G | A | B |
| 10:17-11:05 | D | E | F | G | A | B | C |
| 11:08-12:26 | E | F | G | A | B | C | D |
| 12:28-1:16 | F | G | A | B | C | D | E |
| 1:18-2:06 | G | A | B | C | D | E | F |

| Lunch | <u>Move to Caf</u> | <u>Leave Caf</u> | <u>In Class</u> |
|--------------|---------------------------|-------------------------|------------------------|
| Lunch A: | 11:08 | 11:36 | 11:38 |
| Lunch B: | 11:56 | 12:24 | 12:26 |

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.

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, sinner, 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.