

Welcome to Presentation of Mary Academy! The policies and procedures in this handbook are the result of a concerted effort on the part of the faculty and administration. The information has been carefully prepared to assist in answering questions regarding the privileges and responsibilities that come with being a student at PMA. This booklet introduces the many services, school rules, and procedures that constitute a part of the total educational process at PMA.

Remember that success in this school will be directly proportional to your efforts and involvement. In addition to serious academic work, a well-rounded student will take part in school activities, clubs, organizations, sports teams, volunteer work, and extracurricular programs.

To bring about unity and to provide for the smooth operation of PMA, it is imperative that parents, teachers and students agree on certain rules and regulations to proceed effectively during the school year.

Please thoroughly review the student policies so that PMA will be a special place for each and everyone.
Rose Maria Redman, Head of School

PRESENTATION OF MARY ACADEMY MISSION STATEMENT

Presentation of Mary Academy provides a quality education that seeks to integrate Catholic beliefs and values with academic excellence, thus empowering young women and men to assume roles of leadership and service to family, church and community.

STATEMENT OF PHILOSOPHY

Presentation of Mary Academy is a Catholic, private, college preparatory high school for young women and men, built on the tradition of the Sisters of the Presentation of Mary.

PMA is strongly committed to:

- Welcoming young women and men from a variety of religious, ethnic, and socio-economic backgrounds in an environment that encourages mutual respect, support, and responsibility.
- Providing an environment for students to reach their potential through fostering positive self-image, promoting self-discipline, developing critical thinking skills, and enhancing each one's unique talents.
- Offering advanced placement, honors, college preparatory, and elective courses that present students the opportunity for intellectual, spiritual, and emotional growth.
- Developing young women and men with strong morals and values through the study of the Bible and the teachings of Jesus; these provide the foundation for ongoing Christian growth.
- Encouraging participation in extra-curricular activities and athletics.
- Providing a dedicated faculty and staff, who challenge young women and men to achieve and who serve as role models.
- Maintaining updated facilities to meet evolving educational needs.

STUDENT RESPONSIBILITY

Admission to PMA is an honor and a privilege. The time spent at PMA is meant to be educational, informative, rewarding, fun, and safe. The enforcement of general guidelines is the school's way of supporting all who attend this school. Students are to be respectful and courteous to the school staff and to each other during the school day or while attending school-sponsored (home or away) events. Appropriate conduct is necessary for the safety and sense of security for the entire PMA Community. Disrespect will not be tolerated and inappropriate behavior will lead to corrective measures. Misbehavior includes the use of profanity, gossip, classroom disruptions, and truancy. ***It is the responsibility of parents and students to know and read the handbook.***

One of the goals of Presentation of Mary Academy's educational program is to encourage independence and responsibility, characteristics of the mature person. An orderly atmosphere is essential if learning is to take place. These guidelines are for the personal welfare of the student, as well as for the common good of the entire school. A constant respect for persons whether they are teachers, students, visitors, or others is a basic requirement of Christians for a Christian Community. A respect for personal and community property is a visible sign of this respect.

GENERAL INFORMATION

ADMISSIONS

Students seeking admission to PMA as **8th graders** must complete the following steps:

- (1) Take the High School Placement Examination
- (2) Submit an application.
- (3) Forward transcripts and recommendations from the school currently attending for interview.
- (4) Eighth grade applicants must adhere to the deadlines published in the application packet.
- (5) Those applying for **transfer** admission must submit:
 - an application
 - transcripts and recommendations
 - any and all relevant standardized testing
 - Schedule and complete a family interview
- (6) International students must complete:
 - an application for admission
 - submit an official transcript translated into English
 - proof of English proficiency (TOEFL or SLEP score)
 - an interview via skype or in person.

Transfer applicants are considered throughout the year.

ANNOUNCEMENTS

Announcements are made during homeroom. Written announcements are to be left in the secretary's office. All student announcements **must** have a staff or faculty signature.

ASBESTOS REINSPECTIONS

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act, (AHERA) inspections of our school buildings were conducted in the spring of 2016 for asbestos-containing building materials. The inspection's findings and asbestos management plans are on file in the business office. The EPA requires us to schedule re-inspections of the asbestos materials every three years. The results of the re-inspection are on file. All asbestos materials in this school are in good condition, and we will continue to comply as recommended by the accredited management planner.

ASSEMBLIES

Assemblies not only afford an opportunity for the student body to profit from programs which are both educational and entertaining, but also offer students an opportunity to enrich their experiences at PMA. Each student in the audience can make a worthwhile contribution toward the success and enjoyment of each assembly by being attentive, courteous, and considerate of those performing or speaking.

ATTENDANCE

Presentation of Mary Academy believes that regular and punctual attendance is important for the success of students in school. Since there is a direct relationship between attendance, grades, and success in school, PMA insists that students maintain a good attendance record. Attendance is from 7:35 a.m. to 2:00 p.m. every school day and is absolutely necessary for the successful completion of the PMA program. The first bell rings at 7:25 and

students **must be in their homerooms by 7:35 a.m.** prayer, pledge of allegiance, and announcements are made daily at 7:36 a.m.

ATTENDANCE PROCEDURES:

1. If a student is absent from school, a parent or legal guardian must contact the office before 8:15 a.m. at (978) 682-9391 extension 100.
2. When absent, responsibility for completing the work missed rests solely on the student. Students may email teachers or check Edline for missing work while at home. The time frame to complete missing work is up to the discretion of the teacher. Each teacher informs the students at the beginning of the school year with his/her expectations regarding make-up work. Final decisions regarding make up work will rest with the administration.
3. Students who know they will be absent, dismissed or late, excused or unexcused, must bring in a note signed by a parent or guardian at least one day prior.
4. Students arriving to school after 10:45 a.m. or dismissed from school after 10:45 a.m. will be recorded as having a half-day absence.
5. Students absent from school are **not allowed** to participate in after school activities, sporting events or come to school after 2:00 pm..
6. Absences and tardies are included on transcripts, which are part of the college application process.
7. **PARENTS SHOULD NOTE THAT VACATIONS DURING SCHOOL ARE UNEXCUSED ABSENCES.** Students are required to bring a note stating the dates of the absence. All of their teachers must sign the note and when completed give to the Assistant Principal.

Excused absences may include:

1. Death in the student's immediate family (Parent/Guardian note required)
2. Prolonged illness of the student documented by a doctor's note.* (Please note below)
3. Doctor or dental appointments that could not be scheduled outside of the school day. When emergency medical visits during the school day are necessary, a student should only be away for the time of the appointment, and should return to school immediately after his/her appointment. **Verification of the appointment, in the form of a medical note is required before the tardy or absence can be considered "excused." Final decisions regarding failures for the quarter rest with the Head of School.**
4. Religious observances (parent/guardian note required)
5. Court appearances (Documentation required)
6. Students scheduled for drivers license test must show documentation to have it excused.
7. College visits must begin with a college visitation form from the Guidance Counselor. A parent/guardian and the Assistant Principal must sign the form. Students must also obtain a signed note from the college they visit. *A maximum of two college visits for seniors are not recorded as absences.*

A note from home does not automatically excuse a student. The Assistant Principal makes the final decision. Teachers are not required to make any special arrangements or provide special instruction for a student with an unexcused absence. If a pattern of absences coincides with the scheduling of exams, tests, quizzes, papers, etc., an academic penalty will be imposed on the student. The academic penalty may result in the reduction of a student's grade.

Please note – excused absences are still recorded on the student's record.

CHRONIC ABSENCES

Seven (7) unexcused absences from school or any class during a quarter may result in losing five points in the particular subject area for the quarter. Final decisions regarding failures for the quarter rest with the Administration.

The Assistant Principal will address chronic absences, even with a doctor's note, on a case-by-case basis. Extended time out, even due to illness, may affect a student's grades, participation in school activities and/or promotion. A parent call will be made after four (4) absences in a quarter to develop an appropriate educational plan that could include withdrawal of the student from PMA. A parent conference will be set up after five (5) absences in a quarter to develop an appropriate educational plan that could include withdrawal of the student from PMA.

AUTOMOBILES

Students driving cars must register them yearly with the office. The **SPEED LIMIT** on the grounds is 10 mph. Recklessness will result in the withdrawal of a student's permit to drive the vehicle on the grounds. No student is to be in a car at any time during the school day.

PARKING/REGISTRATION - Student parking is located around the perimeter of the Dupré Sports and Arts Center. There is no parking in front of the garage or in the visitor lot. Students may not park in the faculty lots. Students **must** register any cars that they drive with the office.

BULLYING

At PMA, we expect that all members of our school community will treat each other with civility and respect. It is the policy of PMA to provide and maintain a learning environment that is free of bullying and any other verbal, physical, or electronic misconduct that disrupts the learning environment or makes it unsafe.

The PMA Bullying Prevention and Intervention Plan is published in response to the recently enacted Massachusetts law against bullying and is an integral part of our efforts to promote a safe learning environment and to prevent behavior that can impede the learning process or cause harm to our students. This plan is to be applied in accordance with the school's "Nondiscrimination Policy," which appears in the student and staff handbooks. This plan is consistent with broader protections at PMA against discrimination, harassment, hazing, and retaliation. It is intended (1) to prevent bullying and cyber-bullying among our students, (2) to encourage students and their parents to have confidence in PMA's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other PMA policy; and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

Refer to the entire Bullying Policy in the addendum of this book.

CAFETERIA

Lunch is provided on an optional basis. Soups, salads, and sandwiches are available for purchase. There is also a full line of drinks. Refrigeration and microwaves are available.

Student behavior and manners in the lunch room should reflect courtesy and respect for all. Students **must** leave tables clean. During lunchtime, students may sign out to use the bathrooms outside of the kitchen area of the cafeteria. There is no need to use a bathroom located further away in the building. Students should enter the cafeteria at the elevator entrance, but may exit out of either end of the cafeteria. Vending machines are closed during the last 5 minutes of lunch. **No food or drinks, with the exception of water, should be taken out of the cafeteria.**

CALENDAR

PMA calendars are sent to each family at the beginning of the school year and are posted on our website. Parents and students should familiarize themselves with the calendar to avoid attendance problems.

CELL PHONES

Cell phones may not be used during the school day or they will be confiscated. Cell phones must be turned off during school hours. Leaving phones in backpacks or purses is done at the student's own risk. Any cell phone that becomes visible or heard by an adult during the course of the school day (7:25 a.m. –2:00 p.m.) will be confiscated. Staff members should secure the phone until it can be brought to the main office. Any phone that is confiscated will not be returned until a parent is contacted.

CHANGE OF ADDRESS

The school should be notified immediately when a change of address, telephone number, or email occurs for home or work.

CONCUSSION

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Any athlete suspected of a concussion must be removed from play and seek medical attention. Coaches should not try to judge the severity of the injury. The athlete must be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and is OK to return to play. All coaches must follow the protocol for concussions given to them upon hire.

CONFIDENTIAL COMMUNICATION TO SCHOOL PERSONNEL

While the information given by the student to school personnel may be very personal, students should be advised that school personnel do not have “privileged communication” rights. School personnel desire to keep as much information confidential as possible. However, a teacher, nurse or school counselor is required to disclose information in regards to the health or safety of a student to an administrator, nurse, and/or parents.

CORI

All staff members and volunteers (including parent volunteers) must have a valid CORI on file in order to be at PMA. Anyone who lives outside of Massachusetts, PMA must obtain a criminal background check from the state in which he/she lives. All new staff members must participate in the Protecting God’s Children program.

CRISIS PLANS

All staff have crisis plans on file in case of accident, fire, disease, or situations that threaten students and/or teachers.

DANCES – GUIDELINES

1. The maximum number of students at a dance is 300.
2. A minimum of 80 tickets is to be sold before the dance.
3. Once students enter the dance they will not be allowed to leave and return.
4. Students must arrive by 8:00 p.m. or they will not be allowed in.
5. Backpacks are not allowed at the dance.
6. At no time will inappropriate dancing, such as provocative or sexually explicit dancing, be allowed. Parents will be called to pick up their son/daughter if inappropriate behavior persists.
7. Guests are allowed only if accompanied by a PMA student. The name of the guest must be given when tickets are sold prior to dance. Tickets at the door will only be available to PMA students and their guests. Guests must show a valid school ID.
8. Inappropriate attire will not be tolerated. If students attend the dance in clothing that the administration feels is too revealing or out of place with the mission of the school parents will be called and students will be asked to leave. If in doubt of their outfits, students should not wear them.
9. Hats or hoods may not be worn by males or females.
10. Students should avoid bringing valuables/electronics. Girls should avoid bringing pocketbooks to the dance. The school cannot be responsible for them.

DISRUPTIVE BEHAVIOR

Disruptive behavior is defined as inappropriate behavior that interferes or prevents the smooth operation of any activity. Such behavior might occur in a classroom, study, hallway, cafeteria, assembly, etc. A faculty or staff member observing this behavior controls and/or removes the offending student. A student removed from an activity is subject to appropriate detention and/or punishment. If a student is asked to leave a classroom or area of the school premises, due to disruptive behavior, he/she must go directly to the main office. Appropriate disciplinary action will be taken. An administrator and/or the teacher will notify the parents.

Any student involved in a “prank” or inappropriate behavior directed toward another student, teacher, an administrator, or the school is subjected to suspension, removal from activities, or expulsion. *Students with a disciplinary record may not represent the senior class during graduation ceremonies.*

DIVERSITY

With a growing international population, Presentation of Mary Academy represents a variety of languages and cultures. In order to foster an environment of learning and inclusion, one common language English is the “working language” of the school. It is our intention to support every student who has entered our school and who is multi lingual. Our expectations are to help each student become as fluent in English as possible.

DRESS CODE

The following dress code will apply to all students as of September 2016. When students attend school, they should look neat, clean, and modest and show regard for conventional decencies in dress. The administration will have the final decision in all matters pertaining to dress and personal appearance. Failure to comply will result in disciplinary action.

PMA 2016-2017 UNIFORM POLICY

The following dress code will apply to all students as of September 2016. When students attend school, they should look neat, clean, and modest. The administration will have the final decision in all matters pertaining to dress and personal appearance. Failure to comply, will result in disciplinary action.

****All uniform pieces must be ordered through Lands' End uniforms through the portal on PMA's website. The school code is 900109216.** Each item *MUST HAVE THE PMA LOGO ON IT.***

FORMAL UNIFORM (Formal Days: Mass Days and Special Occasions)

BOYS	GIRLS
BOTTOMS (Each item <i>MUST HAVE THE PMA LOGO ON IT.</i>)	
PMA khaki uniform pants	PMA khaki uniform pants or navy skirt* (skirt must not be shorter than 2" above knee)
TOPS (Each item <i>MUST HAVE THE PMA LOGO ON IT.</i>)	
PMA oxford shirt, blue or white long sleeve *	PMA oxford shirt, blue or white long sleeve *
PMA Tie	
SWEATERS (Each item <i>MUST HAVE THE PMA LOGO ON IT.</i>)	
PMA Sweater, navy blue v neck, cardigan, or zip front*	PMA Sweater, navy blue v neck, cardigan, or zip front*
FOOTWEAR	
Socks: When wearing pants, socks, (midcalf or crew) must be worn.	Socks: When wearing pants, socks (midcalf or crew) must be worn. When wearing a skirt, navy blue knee socks or navy blue tights must be worn.
Shoes: Solid brown, black or navy. Shoes with laces must be tied at all times. No Sneakers	Shoes: Solid brown, black or navy. Sperry's may not have prints. Shoes with laces must be tied at all times. Heels may not be higher than ½ inch. No Sneakers

CASUAL UNIFORM

BOYS	GIRLS
BOTTOMS (Each item <i>MUST HAVE THE PMA LOGO ON IT.</i>)	
PMA khaki uniform pants	PMA khaki uniform pants or navy skirt* (skirt must not be shorter than 2" above knee)
Khaki Shorts *** If shorts are worn, from April vacation to October 31 st , socks (midcalf or ankle) must be worn, white, black or brown.	Khaki Shorts *** If shorts are worn, from April vacation to October 31 st , socks (midcalf or ankle) must be worn, white, black or brown.
TOPS (Each item <i>MUST HAVE THE PMA LOGO ON IT.</i>)	
PMA polo shirts, navy blue, forest green, grey and short & long sleeve *	PMA polo shirts, navy blue, forest green, grey and short & long sleeve *
PMA oxford shirt, blue or white long sleeve *	PMA oxford shirt, blue or white long sleeve *
SWEATERS (Each item <i>MUST HAVE THE PMA LOGO ON IT.</i>)	
PMA fleece **	PMA fleece **
PMA ¼ zip sweatshirt **	PMA ¼ zip sweatshirt **
PMA Sweater, navy blue v neck, cardigan, or zip front* (optional on informal days)	PMA Sweater, navy blue v neck, cardigan, or zip front* (optional on informal days)
FOOTWEAR	
Socks: When wearing pants, socks, (midcalf or crew) must be worn.	Socks: When wearing pants, socks (midcalf or crew) must be worn. When wearing a skirt, navy blue knee socks or navy blue tights must be worn.
Shoes: Solid brown, black or navy. Shoes with laces must be tied at all times. No Sneakers	Shoes: Solid brown, black or navy. Sperry's may not have prints. Shoes with laces must be tied at all times. Heels may not be higher than ½ inch. No Sneakers

Physical Education – PMA T-shirt (given at orientation), sweat pants or shorts to the knee and sneakers that tie.

* Lands' End ** School Store ***Shorts may be worn September to October 31 and April 1 to end of June.

DRESS CODE GUIDELINES

- *Jewelry/Accessories:* No excessive jewelry allowed.
- Hair must be kept neat and clean. Unnatural hair colors are not allowed. Students must be clean and well groomed. Hair must be away from the face. Headbands must be worn in a traditional manner.

- Visible body piercing, such as nose rings, eyebrow piercings, and exposed tattoos are not allowed.
- Hats/hoods are not allowed for all students.
- Oxford Shirts must be tucked into pants. When wearing Oxford shirts, students may leave only the 2 top buttons unbuttoned.
- White undershirts may be worn under polo shirts – **no other color** may be worn.
- Heavy winter outer garments must not be worn in the building.
- Hats and other head gear, hoods, headbands, scarves, bandannas, etc. are not to be worn anywhere inside the school and must be removed when you enter the building.

The following footwear **WILL NOT BE ALLOWED**: Boots, sandals, Addidas like sliders, flip flops, canvas shoes (such as sneakers or Toms), moccasins, slippers, backless shoes, fur lined shoes or two toned in color.

Students found in violation of the dress code will be sent to the Assistant Principal where appropriate disciplinary action will be taken. Students whose attire is inappropriate or not following the dress code will call home for a new outfit.

DRESS DOWN DAYS

Occasionally, dress down days, special activities, or other events may require a “relaxed” dress code. On these days, students are allowed to wear appropriate clothes of their own choosing. Sleeveless tops, half shirts, low cut shirts, ripped jeans, short shorts, (shorts and skirts must be knee length) any type of leggings or inappropriate attire are NOT to be worn at any time. At no time should midriffs or underwear be exposed. Tank tops and camisoles may not be worn. Students are expected to dress appropriately on these special days. T-shirts with inappropriate slogans or pictures, and hats are never allowed. Theme dress down days must reflect the theme or the privilege will be denied on future dress down days. Flip flops and leggings are never allowed. ***Students whose attire is inappropriate will call home for a new outfit.***

FIELD TRIPS

A field trip is a learning experience and should be handled as such. Students will be given a parental/ guardian consent form, which must be returned prior to the trip. No student will be allowed to attend the field trip without this particular written permission slip. Phone calls, facsimiles, or email permissions are not acceptable. While on the trip, the students are representing the Academy and should behave in an appropriate manner. All school rules apply, even on an overnight trip.

FIRE DRILLS

Fire drills are coordinated with the Methuen Fire Department to provide the students with preparation in case of an actual emergency. Fire drill instructions are posted in each room and students will be made aware of and reminded of safe escape routes from the various room locations. It is important that students follow these instructions and leave the building quickly and in silence. Students are to line up in single file with their homeroom. These lines must be silent so that attendance can be taken and instructions heard.

FUND-RAISERS

Major fund-raisers are coordinated through the advancement office. There are a limited number of in school fund-raisers. The Parent Guild is responsible for sponsoring fund-raisers that support student programs. Clubs, organizations, and classes are granted permission for fundraising from the Head of School.

INTERNET

The Internet is a public forum with unrestricted access. **The school restricts permission for the posting of information related to the school, our staff, and students on the internet. No student is permitted to use images of the school, school staff, or other students in any form on the internet, including Facebook, Instagram, etc. or any form of electronic communication without specific written permission from the administration.** The posting of social media or any such information on any website, bulletin board, chat room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited. Any person involved in the posting or transmission of such material will be subject to disciplinary action, possibly expulsion.

iPADS

iPads brought to school are used for academic work only. Academic work is defined as research or work related to a specific classroom assignment. If asked, student must identify the assignment related to the iPad activity. iPads are intended for use at school each day. In addition to teacher expectations for iPad use,

school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their full charged iPad to all classes. Students and parents must have a signed Responsible Use Policy on file.

LIBRARY/MEDIA CENTER

The library is for student, teacher, and staff use. Students visiting the library are expected to be doing assignments that require the use of the library. In order to provide an atmosphere conducive to completing these assignments, student cooperation is expected in keeping the library quiet. Computers located in the library may be used by students at the discretion of the staff member on duty.

The computer lab, located in the library, is for student, faculty, and staff use. It may be used when a class is not in session, including before and after school. The software and hardware of any computer in PMA should not be altered in any way. Installation of any software or hardware without administrative approval is prohibited. Licensed software provided and approved by PMA is the only authorized software to be used. In some cases, students may be instructed to use the school file server for storage of projects and other school related work. No eating or drinking is ever allowed at computer stations.

Students may NOT check personal and social media sites on any computer except Edline and school email. All staff and students must sign the Internet Policy Contract. Inappropriate use of the computers will result in severe disciplinary action.

LOCKDOWNS

Lockdown is a procedure used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the room they are currently in and no one is allowed to leave until the situation has been resolved. Outside classes move to a safe area, not necessarily into the school building. As part of the planning procedures, a safe evacuation area is identified and communicated ahead of time for those staff and students who may be outside the school building and on school grounds when a lockdown is declared.

PMA also trains staff and students to consider ALICE during a dangerous situation. ALICE training gives options other than remaining in a locked room. See ALICE Addendum for additional information.

LOCKERS

Lockers are assigned to students at the start of the school year. Students are totally responsible for items in their lockers. Locks are mandatory. The school is not responsible for items taken from unlocked lockers. **LOCKERS AND LOCKS ARE THE PROPERTY OF PRESENTATION OF MARY ACADEMY AND MAY BE OPENED OR INSPECTED BY THE HEAD OF SCHOOL OR ANY AUTHORIZED STAFF MEMBER AT ANY TIME.** Homeroom teachers will make periodic checks to ensure that lockers are kept clean. It is the student's responsibility to keep the locker clean. Students should refrain from storing food or drinks inside lockers overnight. Posters, signs or photos of an "offensive nature" should not be hung inside or outside of the locker. No student may "switch" or share lockers.

MEDICATION

No student is allowed to carry medication of any kind, prescription or otherwise (Tylenol, Advil, etc). All medications must be left with the nurse. Students refusing or neglecting to follow these procedures could be in violation of the school's Drug Policy and subject to disciplinary guidelines. If a physician requires a student to take prescription medication during the day, an arrangement with the nurse's office is required. (Forms are available on the school's website) If a student needs non-prescription medication during school hours, forms granting parental permission must be on file in the nurse's office. Medicine, prescription or non-prescription, can only be administered by the nurse.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court

order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PASSES FOR LEAVING CLASS

A student should not be allowed to leave a classroom, except for a medical emergency, without a hall pass, or without signing out. No student is allowed to walk through the halls while classes are in session without a hallway pass. The pass must be signed by a staff member and by the person receiving the pass. **Students should return the pass to the teacher who originally issued it before class ends or before proceeding to the next class.**

PERFECT ATTENDANCE

To achieve perfect attendance, a student may not miss any time in school **excused or unexcused**, including tardies and dismissals. Exceptions are made for school-sponsored activities. The final decision rests with the administration.

PHONE CALLS

If a student needs to make a call of an **emergency nature**, he/she obtains a pass and goes to the office. Parents who need to reach their son/daughter, **on emergency basis only**, during school hours, should leave messages with the secretary and they will be passed on at an appropriate time. This should occur only rarely. **No calls or text should be made from a student's cell phone at any time during the school day.**

PHOTOGRAPHS

Students should not be taking photos of staff or other students without permission of the individual.

PREGNANCY

The student must report the pregnancy to the school counselor or the Head of School as soon as she becomes aware of the pregnancy. If the involved student will suffer no ill effects from school attendance, as certified by bona fide medical report, she shall be allowed to remain in school until such time as it is necessary for her to withdraw. The Head of School shall make the final determination of the time for the student to withdraw from school after considering the advice of the counselor and the student's physician. The student will be required to furnish to the school periodic reports of health status as requested by the Head of School. While pregnant and attending classes, the student will forfeit her privileges to represent the school in any capacity, and participate in any activities outside the classroom is at the discretion of the administration. Following the birth of the baby, a student may apply for re-admission, after furnishing a written statement from her physician certifying that she is physically able to return to school.

HEAD OF SCHOOL'S RIGHT TO AMEND

The Head of School reserves the right to amend this handbook at any time. Disciplinary action is subject to the Head of School's discretion.

PUBLICATION OF PHOTOS AND IMAGES ON SCHOOL WEBSITE

During the school year pictures and/or videos are taken for the school yearbook, school publications, website and social media.

In addition, in the course of updating and maintaining the PMA school website, we include photos/images of students at the various events/activities, and/or in the classroom and other school related situations. These photos may be clear enough for parents, to recognize their son/daughter; however, it is the school's policy not to identify any student by name or grade as a caption for the photo. The photos will be captioned in general terms. Parents are asked to sign a permission slip at the beginning of the school year to allow the use of photos/images of their son or daughter.

RESTROOMS

Faculty restrooms are reserved for teachers and staff members only.

RETREATS

Retreats are a part of our Theology curriculum; therefore, day retreats are mandatory.

RUNNING FOR AN OFFICE

Student elections take place according to the school calendar. Student Council elections occur first, then class officers, followed by all other groups.

1. Anyone who is President of Student Council, NHS or his/her class may not hold any other position.
2. Anyone who is President of the remaining organizations may hold an office other than President in another organization.
3. No one may be elected to more than two positions school wide.
4. Students with a disciplinary record, may not run for office.

SCHOOL CLOSINGS

In the case of inclement weather, (snow, ice, etc.) an official announcement of school closings, delays or dismissals will be posted on TV stations and through the school's emergency messaging system.

PMA makes its own decisions and does not follow the City of Methuen.

WBZ TV Channel 4

WHDH TV Channel 7

WCVB TV Channel 5

FOX TV Channel 25

SENIOR PRIVILEGES

If a senior has a study period first class in the morning, he/she may come in five (5) minutes before the start of the second period of the day. Upon arrival he/she must check in at the main office.

If he/she has a study period immediately preceding the 2:00 p.m. dismissal he/she may be dismissed. The student must report to the main office for dismissal. A parental consent form is needed for these privileges. These privileges are not automatic. **The Assistant Principal decides when they begin. Privileges are not "rights" and therefore, may be taken away.**

These privileges are suspended on an individual basis for the following reasons:

1. Any student who receives a negative progress report loses privileges until the end of the quarter. All privileges will resume at the start of the next quarter providing the student has passed. In the event that a student fails a class, he/she may not have privileges unless he/she is passing at midpoint. **Students should not approach teachers about losing privileges.**
2. The skipping of assigned detentions results in a loss of privileges until the detentions are made up. **All these "privileges" are subject to on-going review by the Assistant Principal. She determines if they need to be modified, renewed, or revoked either on an individual or group basis.**
3. Any senior caught participating in pranks or skip days runs the risk of suspension from school and/or senior activities.

SCHOOL PROVIDED EMAIL ACCOUNT

A school provided email account shall be used solely for school related purposes. Students may use this account to communicate with staff, teachers, and other students, so long as the topic and content of the email, as well as any attachments, are related to school activities, assignments, projects, or other school matters.

A PMA provided email account is not the personal property of the students. The school reserves the right to monitor and/or read the contents of any email message or attachment and search for inappropriate language or information, threatening, obnoxious or demeaning comments, evidence of "bullying" or any activity that is illegal or that violates PMA policies. Any messages and/or attachments that indicate or describe illegal activity will be reported to law enforcement immediately.

Students shall not forward or participate in the creation of chain mail or flame mail and must immediately report any message deemed inappropriate to a teacher or staff member. Any received message that makes the student uncomfortable must be reported immediately to a teacher or staff member. Students are responsible for marking any spam or junk mail as such, so that the email filters can act on similar messages in the future.

Students may use a school-provided email account during the school day for the purpose of saving documents created at school, and for the purpose of retrieving documents created while away from school, provided the documents are related to school work and/or activities.

The school provided email account must be set up in Edline and the school information database as the point of contact email for the student. Other personal email accounts should not be used to communicate with school staff or teachers.

SPIRIT SHOPPE

The store sells supplies and takes orders for jackets, sweaters, shirts, and other items with the school logo. School groups may only purchase items to be worn with the school logo from the bookstore. Outside vendors may not be used.

STUDENT SEARCHES

When there is “reasonable suspicion” that a search will turn up evidence that a student has violated or is violating either the law or the rules of the school, a school official may search the student’s person, belongings, locker, and automobile. In order to maintain a safe and secure school environment, the school reserves the right to use any and all legal means in the conduct of student searches.

STUDY HALLS

Study halls at PMA are expected to provide students with an opportunity to pursue their studies and complete homework assignments in an appropriate atmosphere. Students are expected to bring assignments and materials with them for this purpose, thus avoiding the necessity of going to their lockers. **Students should not be talking or listening to music during study.**

If a student wishes to see the School Counselor during his/her study, a prior appointment should be made. A student may be excused from study to do individual research or to use a computer in the Library. Students should not be in the Library to avoid going to study. Students who have an authorized yellow hallway pass granting permission to be in a different location, must leave study hall 5 minutes before it ends to return the pass to the person who originated it.

TRANSPORTATION

It is the responsibility of the parents to arrange transportation to and from school. Parents may make arrangements for car-pooling or the use of local bus transportation.

TUITION AND FEES

Tuition and fees are subject to change each year based on the needs as specified in the school budget. The yearly non-refundable registration fee for freshmen, sophomores, juniors, and seniors is applied toward tuition for the following year. Please refer to the financial policies sent home from the business office.

Fees include items such as apps, AP testing, and graduation, to name a few.

TUITION ASSISTANCE

Tuition assistance may be obtained by applying on-line at factstuitionaid.com. Information is confidential and reviewed by an administrative committee of PMA. Funds are granted according to availability and need.

UNAUTHORIZED USE OF SCHOOL NAME

No individual, without the express prior written authorization from the Head of School, may utilize the school’s name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation or other accommodations
- To order any clothing items
- To post on any website for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school’s name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school’s name or identifying logo, may result in legal action.

VISITORS

Students who have demonstrated an interest in attending PMA are allowed to visit classes in session. Students should have contacted the admissions office for permission one day prior to their visit. Upon their arrival, visitors must sign-in with the main office to obtain a visitor’s pass. Visitors must wear a visitor’s badge

and be accompanied to the classes by a student ambassador designated by the admission's office. **No one should be in the building without a pass.**

ACADEMIC INFORMATION

ACADEMIC PROBATION

Any student whose cumulative yearly average in a subject falls below 70 by midpoint of the academic year is placed on academic probation. The student must meet with the teacher to develop a plan for success. The counselor will facilitate the process. When a student is on academic probation they will not be able to participate in extracurricular activities until the plan for success is developed. If the student is still failing by the end of the next marking period, the Head of School may recommend that the student withdraw from PMA.

ADDING/DROPPING COURSES

Course selection: Students will receive their course selections in the spring. Sometimes, situations arise in which students do not receive their first choices in their schedule. Many times this is unavoidable due to the many singleton offerings that occur. Students are placed in classes based on their average in class.

Course changes are not allowed after the last week of September unless there is a serious reason necessitating a change. All requests for course changes during that time must be made by the student, his/her parents, and/or the subject teacher through the School Counselor. No course change will be made after midpoint in the year.

ATHLETIC PROBATION

Any student who is failing one or more subjects at midpoint or end of quarter will be placed on athletic academic probation. A student on athletic probation will be suspended from games and practices until the student and teacher create a plan for improvement. When the teacher feels there is significant improvement the student will be allowed to play or practice.

EXAMS

All students are required to take Mid-Term exams during the assigned dates. Mid-Term and final exams count for 20% of a student's final average in each subject; therefore, vacations **MUST NOT** be scheduled during these assigned times.

Underclassmen may be exempt from final exams if they achieve the following: 90% each quarter and midterm. In addition, they must not have been absent from a particular class more than 3 times, nor tardy to school more than 4 times during the 4th quarter. AP students are not required to take a final exam, unless they fail the midterm. AP students who have excessive tardies or absences must take the final exam. They may opt to take the final exam if they wish.

All **seniors** are exempt from taking a final examination in a subject if they meet these guidelines: (1) They have an average of at least **80%** for each quarter and on the mid-term in all levels (college prep, honors). (2) They have not been absent from a particular class more than once or tardy to school in the fourth quarter more than twice. AP students are not required to take a final exam as long as they take the AP exam. AP students are not required to take a final exam, unless they fail the midterm. AP students who have excessive tardies or absences must take the final exam. They may opt to take the final exam if they wish.

Students who are exempt have the option of taking a final exam. Students who do not take a final exam will have their mid-term count as 20% of their grade. Some subjects have mandatory final exams. All one semester and one-quarter courses have an obligatory final.

Any student who is absent due to a documented illness for a mid-term or a final has a minimum of three (3) days to make arrangements with the Assistant Principal for makeups. Exams will not be rearranged for students who take vacations during exam weeks. Students who miss exams are subject to failure. Students should not request changes to the exam schedule.

FAILURES

A failure in a required course must be made up before promotion to the next grade. A failure in an elective course need not be made up if the student has sufficient credits. A student with a failure in a required course must make up the credit for that course by going to an approved summer school, Brick and Mortar or online program,

unless the school recommends another course of action. A maximum of 3 summer courses may be taken during the student's four years of high school. Anyone who fails more than three courses will be asked to leave. Final decisions rest with the Head of School.

GRADING SYSTEM

Passing grades range from 65-100. Each quarter is 20% of the final average. Mid-Term and final exams constitute a total of 20% of the student's final average in the course.

GPA is based upon a weighted 4.0 scale and six classes per year. Points are awarded according to the difficulty level of the course: (Honors +.5, Advanced Placement +1.0)

GRADUATION REQUIREMENTS

A student must take 6 courses per year. Each subject has a value of one credit, unless otherwise indicated or approved by Head of School.

Minimum Credit Requirements by Subject for Graduation

Theology.....	4	
English.....	4	
Math	4	
Science.....	3	
Social Studies.....	3	
Foreign Language	3	(3 consecutive yrs of the same one)
Electives.....	2	
Freshman Seminar.....	1	
Sophomore Seminar.....	1	
		25 credits as a minimum total

HOMEWORK

Homework is viewed as a supplement to what has been taught in the classroom. Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught in class, and to complete certain projects that require individual and creative effort.

Parents and students should expect daily home assignments. Students involved in honors and/or advanced placement courses should expect to have additional research and writing assignments. Students who have study periods should use this time to begin working on their assignments. All students are responsible for completing their assignments. Parents and students should ensure that employment and/or activities do not interfere with the amount of time allotted daily for homework. The amount of time students in the same grade spend doing homework may vary depending on the courses. The following table provides guidelines for the amount of time a student should spend daily on his/her homework: Grade 9 & 10 2 - 2 1/2 hours Grade 11 & 12 3 - 4 hours.

HONOR ROLL

Highest Honors - All Honor Points 6.29 or above

High Honors - All Honor Points 5.43 or above

Honors - All Honor Points 4.57 or above

Yearly Average: Formula for grades is computed in the following manner:
(term 1 + term 2 + term 3 + term 4) x 2 + Mid-Term + Final divided by 10.

IEP (Individual Education Plan) and 504 Plans

PMA is a Catholic, private school and as such is free to accept or not accept any student at its discretion. PMA does not provide special education services, therefore the school does not accept any service prescribed in any Individual Education Plan (IEP) or 504 Plan, unless reviewed and authorized by the Head of School. No accommodation will occur unless granted in writing by the Head of School through the student's School Counselor.

INCOMPLETE GRADES

An incomplete may be given at a teacher's discretion, as a quarter grade, for a student who has missed assignments due to extenuating circumstances. All missing work must be made up within the first two weeks of the following quarter in order to receive credit for the courses. Any time longer than that must be approved by the Head of School and School Counselor. A student will not graduate from PMA with incomplete grades.

LEVELS

“Level” represents the difficulty of the course. Corresponding to this system is an “Honor Points” system, whereby a certain number of “Honor Points” is awarded for each academic average on each level.

Level 3 - College Preparatory

Courses offered at Level 3 are designed to prepare the student for entrance into both two and four year colleges. The college prep level courses provide the minimum difficulty level of the 3 levels offered at PMA and are open to all students.

Level 4 - Honors

Honors courses are offered for above average students who wish to pursue detailed and in-depth studies. Requirements for entrance into honors courses, such as minimum grade point averages in prerequisite courses, are explained in the course descriptions.

Level 5 - Advanced Placement

Advanced Placement courses are college level courses for the above average and highly motivated student. All students in AP courses **must take the required national exam at the end of the school year**. Scores are sent to the colleges of the student’s choice. The college then determines how much credit toward a freshman course the student will receive. The approximate cost for this exam is \$90.

INTERNATIONAL STUDENTS

Academic Placements – Academic placement is based on transcripts and are reviewed on a case by case basis.

Class Progression for International students

History

9th grade arrival: World History I, American History I and American History II.

10th or 11th grade arrival: World History II, then TBD after guidance counselor meeting.

Foreign Language

9th grade arrival need ESOL: French or Spanish 10th and 11th grades

9th grade arrival does not need ESOL: French or Spanish 9th, 10th and 11th grades.

10th grade arrival need ESOL: language requirement waived

10th grade arrival does not need ESOL: French or Spanish 10th and 11th grades

11th grade arrival: language requirement waived

NATIONAL HONOR SOCIETY

The National Honor Society of Presentation of Mary Academy, Madonna Chapter, is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the National Office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a faculty council, appointed by the Head of School, which bestows this honor upon qualified students on behalf of the faculty of our school each fall. Students in the 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative honor point average of 6.63 or better. Students must have completed at least 2 years at PMA before being inducted. Junior transfers will be considered if transferring from a comparable American high school. Those students who meet this criterion are invited to complete a student Information packet that provides the faculty council with information regarding the candidate’s leadership and service. Candidates must be able to clearly demonstrate on-going examples of leadership and service.

To evaluate a candidate’s character, the faculty council uses two forms of input: first, members of the faculty are solicited for input regarding their professional reflections on a candidate’s character and leadership; second, candidates are asked to send in a recommendation. These forms and the Student Information Packets are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four

criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service project(s) as well as an individual project. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

REPORT CARDS

Report cards are distributed at the end of each quarter. The first quarter report card is distributed to parents at a teacher conference night. If parents do not pick up the report card, it is mailed home. The report cards for the second, third and fourth quarters will be mailed home.

SUMMER SCHOOL

Summer school is not a substitute for the rigors of a full academic course; rather it provides a student who had difficulty during the year with an opportunity to gain credit towards promotion and/or graduation. A maximum of 2 courses may be made up through summer school in any one summer. Summer school courses must be taken at an approved Brick and Mortar or online program. A maximum of 3 credits towards graduation may be obtained through summer school work. Students who fail more than 3 courses will not be allowed to continue their education at PMA.

TESTING and GRADED ASSIGNMENTS

PMA students will be tested on a regular basis.

Testing Policy: Students shall not have more than two (2) scheduled tests per day. The number of quizzes does not influence the test per day total. PMA teachers do their best to ensure no more than two (2) tests are scheduled per day. However, if by chance, a student is assigned more than two (2) tests, it is the responsibility of the student to inform the teacher at least one (1) day prior to the overload of tests.

GUIDANCE & COUNSELING SERVICES

APPOINTMENTS

Requests to see a Counselor are made by the student to his/her Counselor or through the Main Office. Visits are scheduled during the student's study period. The Counselor is also available to meet with a student prior to the school day, during the lunch period or after school. The Counselor may request meetings with students by sending an appointment slip to the homeroom/study teacher. Parents may call the guidance office to arrange conferences with the Counselor.

COLLEGE ADMISSIONS PROCESS

The Counselor assists students in selecting colleges that best meet their needs and interests. Students should research schools online, talk with college admissions representatives (who visit the guidance office during the lunch period from September through November), and visit the colleges where they plan to apply and/or attend. There will also be an information night in the spring for junior parents on the college admissions process. Juniors and seniors will be made aware of local college fairs as they occur throughout the year. The fairs provide students with the opportunity to meet with college admissions representatives and to gather admissions information.

It is the responsibility of the student to obtain applications from individual colleges and to be aware of deadlines required by each college. Students are responsible for sending their portion of their college applications themselves by the required deadline. Students request transcripts, recommendations, and other pertinent information to be sent directly from the guidance office. Transcript request forms are available in the guidance office. A minimum of 10 school days is required to process transcripts. The Counselor supplies the necessary information and forwards the student's transcript and recommendations. A record of each student's application and transcript information is kept on file.

COLLEGE ADMISSIONS TESTING

The College Board offers the SAT and Subject Tests in October, November, December, January, March, May and June each year. Most colleges require test scores as part of their admissions process.

A. SAT REASONING TEST

The SAT Reasoning Test is scored on a scale of 1600, 2400 with writing. Juniors and seniors prepare for the SAT Reasoning Test by taking the PSATs freshman, sophomore and junior years.

B. SAT SUBJECT TESTS

The SAT Subject Tests are one-hour, primarily multiple choice tests in specific subjects. The subject tests measure a student's knowledge of a particular subject, and the student's ability to apply that knowledge. Some colleges require one or more of these tests for admission or placement purposes. Some require various combinations of tests; others permit students to choose. It is the responsibility of the student to check the requirements of the colleges they are considering before deciding which tests to take. Upon completion of relevant courses, students are encouraged to take the appropriate subject tests.

C. ACT TESTS

The ACT is a national college admission examination that consists of subject area tests in English, Mathematics, Reading, and Science.

The ACT Plus Writing includes the four subject area tests and a 30-minute **Writing Test**. Students must take the writing section in order for the ACT to take the place of the SAT subject tests.

D. ADVANCED PLACEMENT EXAMS

The Advanced Placement Exam is a three to four hour multiple choice and essay exam. The exams measure a student's mastery of introductory level college material in a particular subject. A student who receives a grade of 3 or higher on an AP exam may be able to receive credit for the equivalent courses at some colleges. College and university policies regarding advanced placement credit vary. Students are advised to obtain information regarding the policy at each college they are considering. Students taking an AP course are required to take the AP exam.

E. TOEFL TESTS

This measures international students ability to use and understand English at the University level.

FAFSA

A College Financial Aid Evening is held at PMA in the fall. Community experts in the financial aid field share their expertise on financial aid matters with parents and students.

PRELIMINARY SCHOLASTIC ASSESSMENT TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

The Preliminary Scholastic Assessment Test and the National Merit Scholarship Qualifying Test are combined into one test. The PSAT/NMSQT offers students the opportunity to take a timed test made up of questions similar to the SAT. Test results help students to evaluate their ability to do college level work and guide them in their college plans. Students also compete for scholarships awarded through the National Merit Scholarship program. The fee for PSAT is added to the student's fee bill. Bulletins & information regarding the PSAT are available in the guidance office. The PSAT will be administered to sophomores and juniors at PMA every October.

RECOMMENDATIONS

Students will choose two faculty members to write their college recommendations in spring of their junior year. These requests are coordinated by the guidance office. Teachers submit the completed recommendations to the guidance office by September. Specific requests may be made during a student's senior year. Recommendations are considered confidential property of the writer.

SCHOLARSHIPS, AWARDS & CONTESTS

Local scholarship information and applications are coordinated through the guidance office. Students are encouraged to review scholarship information on a regular basis. It is the responsibility of the student to meet the scholarship deadlines.

SPECIAL EDUCATION SERVICES

PMA does not offer any type of comprehensive Special Education Program. Special Education Services are available through the local public school systems. Parents must assume the responsibility to contact the public school in their town for information/evaluation of their son/daughter if believed Special Education needs exist.

STUDENT RECORDS

A. TRANSCRIPTS

Transcripts for each student are kept on file for 60 years after a student graduates, transfers or withdraws from PMA.

B. STUDENT CUMULATIVE FILES

The student file is a temporary file that contains the majority of the information maintained by the school, (including grammar school) about the student. This includes standardized test results, school sponsored extra-curricular activities, copies of report cards, admissions applications, and core evaluations. The cumulative file is destroyed 5 years after the student graduates or leaves the school.

C. HEALTH RECORDS

Health records contain information regarding the student's health and medical history. The records are updated as needed for each student. All incoming freshmen and juniors must submit evidence of a recent physical examination prior to the start of the school year. All other students wishing to participate in interscholastic sports must have on file evidence of a recent physical examination. All health records are given to seniors when they graduate.

D. TRANSFERS

Any student who desires to leave PMA must notify the Counselor and the Head of School of his/her intentions. A student will not be allowed to withdraw from school without the written authorization from his/her parents/guardian and the completion of an exit interview. School records cannot be sent to another school without a written authorization release form with the parent/guardian's signature. The release form must be from the school to which the student is transferring. In addition, if there are any outstanding bills, these must be paid before any records are sent.

VIRTUAL HIGH SCHOOL

PMA has a membership with Virtual High School (VHS). VHS offers high quality courses for high school students. Our membership instantly expands our elective course offerings. Election of a VHS course is offered to seniors first. All PMA approved credits and honor points for VHS courses, will appear on the student transcript, once the course is completed.

DISCIPLINE

ACADEMIC DISHONESTY

Cheating is defined as the unauthorized use of materials or the copying and/or giving of answers to tests, homework, etc. A student who is absolutely and without question caught in the act of cheating is given a "0%" for that assignment. There is no opportunity for re-doing the work. The teacher will notify the parent of the incident. If necessary, the student, parents, Counselor, and Assistant Principal together develop strategies to avoid a future repeat of this behavior.

Cheating will result in student probation or suspension from any leadership position in the school depending upon the seriousness of the offense.

The following are some examples of cheating offenses:

1. Copying from or the allowing of copying of: homework, assignments, test or quizzes, **with or without** the knowledge or consent of another person.
2. Using any unacceptable aid strategy (ex. cheat sheets) during a test and/or quiz.
3. Giving another student unauthorized help during a test or quiz.
4. Plagiarizing: The copying of another's work, writing, thoughts, or ideas without giving credit (citations) to the author. This includes information from either print or Internet sources.
5. The sharing of tests, answers, or teacher edition texts and materials.
6. Misuse of internet sources

7. Texting while in class
8. Any student cheating on SAT's, ACT's, or any standardized tests is subject to suspension or expulsion.

Plagiarism is defined as the attempt to pass off as one's own the work (assignments, papers, notes, material off the Internet, or foreign language translators, etc.) of another. This is a serious academic dishonesty and no credit is given for plagiarized work. It is the responsibility of the teacher to prove to the administration that plagiarism has occurred. If the administration is satisfied with the proof and the student has had an opportunity to be heard, the parents are contacted. The student, parents/guardian, and Assistant Principal together develop strategies to avoid a future repeat of this behavior. If a student knowingly assists a plagiarist by giving out work, that student is handled in a similar manner. In all cases there is no opportunity to re-do the work and a "0%" is given for all plagiarized material. Second offense will result in an out of school suspension.

ASSAULTS ON STAFF

Any student challenging the authority of a staff member is given a minimum of a *one-hour* detention. Any student who in any way threatens or directs vulgar language or physically assaults a staff member is given **at least** one day school suspension and/or expulsion, depending upon the severity of the assault.

DETENTION SYSTEM

A student will be given a detention for misconduct. A student who receives detention will be given a copy of the discipline form to be brought home and signed by the parent or guardian and returned to the Assistant Principal the next school day. This detention is a silent time.

Serving detention is the student's priority above sports extracurricular activities and after school job. The following infractions may result in detention:

- ★ Gum chewing
- ★ Use of cell phones during school hours
- ★ Unexcused tardiness to school (after one warning)
- ★ Uniform not to code
- ★ Food or drinks in classroom or hallway at unauthorized times (exception is clear water)
- ★ Disrespect and insubordination
- ★ Policy book violation
- ★ Property destruction
- ★ Failure to serve teacher detention

If the behavior is repeated, other disciplinary action will be taken. A student who misses detention more than once may receive an in-school suspension. The Assistant Principal reserves the right to adjust the disciplinary consequence based on the nature of the infraction.

Infractions in the Classroom

The teacher involved will handle most behavioral infractions that occur in the classroom. The teacher will point out the error in behavior and the changes expected. The teacher may issue the student a "teacher detention" and/or call the parents. Each teacher will monitor his/her own teacher detentions, which typically last half an hour. A student receiving a detention will be given one day's notice prior to the time he/she must serve the detention. If a student is given a teacher detention it is the responsibility of the student to know where and when to report to the teacher. Any student failing to meet the obligation to serve a teacher detention will automatically receive a school detention. If the student cannot locate the teacher who issued the detention, he/she must contact the Assistant Principal or another administrator before leaving the building.

If the student is unresponsive to changes in behavior, then the student will be referred to the Assistant Principal. The Assistant Principal will then arrange a conference with the student, his/her parents and the teacher. The Assistant Principal will then proceed with the appropriate disciplinary action.

Teacher detention can be given for the following reasons:

- ★ Tardiness to class
- ★ Unprepared for class (without books or homework)
- ★ Failure to clean up class, lab, café, etc
- ★ Out of class without a pass
- ★ Inappropriate language
- ★ Other classroom infractions

Detentions are never convenient for the student, the teacher or the parent. This inconvenience, unfortunately, becomes a learning opportunity. Detention will not be excused for inconvenience sake.

DISRUPTIVE BEHAVIOR

Disruptive behavior is defined as inappropriate behavior that interferes or prevents the smooth operation of any activity. Such behavior might occur in a classroom, study, hallway, cafeteria, assembly, sports events, etc. A faculty or staff member observing this behavior controls and/or removes the offending student. A student removed from an activity is subject to appropriate detention and/or punishment. If a student is asked to leave a classroom or area of the school premises, due to disruptive behavior, he/she must go directly to the main office. Appropriate disciplinary action will be taken. An administrator and/or the teacher will notify the parents.

Any student involved in a "prank" or inappropriate behavior directed toward another student, teacher, an administrator or the school is subjected to suspension or expulsion.

DRUG, TOBACCO AND ALCOHOL POLICY

Presentation of Mary Academy has established a drug/alcohol abuse policy to provide a drug and alcohol free student environment. The school continues to provide, without penalties, assistance to any student voluntarily seeking drug and alcohol treatment or advice. Refusal of parents to cooperate with school authorities may result in a C.H.I.N.S. of (Child in Need of Services) petition being filed in the Juvenile Court of the Lawrence District Court alleging (as the case may require) that the child lacks the proper guidance.

Smoking or the use of tobacco is not permitted on school grounds, including the parking lots (in or out of cars parked on school grounds), or at any school-sponsored event. Violation of this rule will result in a suspension.

Any student who uses, possesses, distributes, or is under the influence of illegal drugs or alcohol in school buildings, upon school property, or at school sponsored events is suspended from school for eight school days or subject to expulsion. Following any instance of suspension, it is important that the Head of School be assured by both the student and his/her parents through adequate means that positive steps are taken in an attempt to find an appropriate solution to the particular problems which were the basis for the suspension. The student and parents are given every opportunity to demonstrate to the Head of School that an honest attempt has been made to deal constructively with the drug-related problems. At the end of the suspension, the Head of School will determine if returning to school is in everyone's best interest.

Suspended students lose credit for all schoolwork missed, including examinations, and are not allowed to make up the lost credits.

Search of Students and School Property--All parents and students must understand that:

1. The Head of School, Assistant Principal or designee may conduct a search of a student on school premises if he/she has reason or cause to believe that the student has in his/her possession any item, the possession of which constitutes a criminal offense under the laws of the Commonwealth of Massachusetts. This search is made in the presence of a third party.
2. The Head of School, Assistant Principal, or designee may conduct a search of the physical plant of the school and every appurtenance thereof, including student lockers. All cases of actual possession, use, sale, and distribution of alcohol, or a controlled substance in school, upon school property, or at school-sponsored events are reported to the Chief of Police for appropriate action.

Students Seeking Voluntary Drug/Alcohol Assistance:

The school provides, without penalties, assistance to any student voluntarily seeking drug and alcohol treatment or advice. If a student voluntarily seeks information or assistance about illegal substance use, and has not been apprehended for any such violation by school authorities, the staff takes the following action:

1. Immediately consider the best possible means of helping the student, including the use of members of the school staff, pupil personnel services, team conferences, or private and community resources.
2. Contact parents as soon as it is considered to be appropriate.

If the student's explanation satisfies the Head of School that the student has not violated the drug/alcohol abuse laws, the incident should be closed without penalty.

EXPULSION

Actions subject to expulsion are:

1. Physical violence of a serious nature to a staff member or fellow student
2. Malicious destruction to school or student property
3. Theft of school or student property
4. Repeated truancy

5. Violation of drug and alcohol policy and firearm policy
6. Complete disregard for school rules and policies

Expulsion shall occur after a hearing with parents and will result in loss of any fees or tuition already paid. Decision to expel a student rests solely with the Head of School of the Academy.

FALSE FIRE ALARMS; DIALING 911 FOR A FALSE EMERGENCY

Any student who is responsible for causing a false fire alarm or dialing 911 will be subject to an in school suspension for one (1) to three (3) days and referred to the Methuen Police and Fire Departments for possible legal action. Said student and his/her parents also are required to meet with the Head of School before he/she can return to school. Monetary consequences could be incurred from the fire and/or police departments.

FIGHTING

Fighting within the school grounds or at a school sponsored activity results in an out of school suspension for the parties involved. This suspension can be from one (1) to three (3) days at the discretion of the Administration and requires a hearing with the parents, student, and Administration.

FIREARMS

Any student who brings a gun to school will be expelled.

HARRASSMENT/HAZING

Presentation of Mary Academy is committed to providing a safe educational environment for its students. Harassment from administrators, teachers, other school employees and students is completely unacceptable and will not be tolerated in any form. Any student or teacher who feels she/he is a victim of "harassment/hazing" should report the incident to the Head of School immediately. Hazing is considered bullying; therefore, further action falls under the Bullying Policy.

Massachusetts Hazing Law
COMMONWEALTH OF MASSACHUSETTS GENERAL LAWS 269:17, 18, 19

269:17 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, [sic] 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 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.

269:18 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.

269:19 Copy of secs. 17-19; 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 member, 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 regents 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 communication the institution's policies to its students. The board of regents 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.

- A. Any student or teacher who feels she /he is a victim of “harassment/hazing” should report the incident to the Head of School immediately.
- B. Any student or teacher who witnesses and/or has information of a “harassment/hazing” incident shall report that incident to the Head of School immediately.
- C. When the Head of School is made aware of a possible incident of “harassment/hazing” the following steps will be taken:
 1. Immediate investigation of all charges.
 2. Suspension from class the student or students accused of “harassment/hazing” until the investigation is complete. This is an “in house” suspension supervision.
 3. Suspension of the accused teacher from class, without pay, and place the teacher in some appropriate form of non-curriculum activity within the school.
 4. Prohibiting the student organization accused of “harassment/hazing” from meeting until the investigation is complete.
- D. When the Head of School has finished the investigation, the following steps should be taken:
 1. If the Head of School finds NO EVIDENCE of “harassment/hazing:”
 - a. Reinstate the student or students suspended, giving the full opportunity to make up all missed academic assignment with no penalty.
 - b. Reinstate, the teacher(s) involved with back pay. Reinstate the student organization.
 2. If the Head of School determines that the accusation of “harassment/hazing” was a deliberate or willful attempt to discredit another person, a disciplinary action will be taken.
 3. If the Head of School confirms that a “harassment/hazing” did occur:
 - a. The Head of School will immediately contact the appropriate law enforcement agencies to communicate the information obtained.
 - b. The student(s), and /or teacher will be suspended from school.
 - c. The student organization remains suspended until such time as the Head of School has determined it has been reorganized in a manner that assures future student safety.

IN SCHOOL SUSPENSION

If a student commits a violation of the school code that requires an “in school suspension” it is handled in the following manner: The student in question is assigned to a room that is staffed. The student studies or performs all the tasks of the classes missed while in suspension. The student’s work is returned to his/her respective teachers with a maximum grade of 64% being assigned its value. Forms outlining the offense must be signed by the student(s), his/her parent(s)/guardian, and a school administrator.

OUT OF SCHOOL SUSPENSIONS

When a student commits a violation of the school code that requires an out of school suspension it is handled in the following manner:

1. Students suspended out of the school are restricted from school grounds and may not participate in any school functions.
2. Students lose make-up privileges and receive a "0" for the days suspended.
3. Forms outlining the offense must be signed by the student, his/her parent/guardian, and a school administrator.
4. To be re-admitted a parent/guardian, Assistant Principal conference is required.

STEALING

All incidents of stealing from lockers, desks, etc., must be immediately reported to the Assistant Principal.

Any student found guilty of stealing from a student, teacher, or the school is suspended out of school *from one* (1) to three (3) days, unless the severity of the crime warrants expulsion. This is at the discretion of the Head of School and requires a hearing with the Head of School, Assistant Principal, student, and parents and a return of or compensation for the items taken.

STUDENT LEADERS

Students may not be eligible to run for office if there is a disciplinary history or poor academic performance. Officers may be removed if they do not uphold school policies or demonstrate conduct unbecoming of leader. In addition, an officer, may be removed if he/she is not passing a course.

TARDINESS TO SCHOOL

A student arriving at school after the designated time reports directly to the main office. Two unexcused tardies within a marking period will result in a one hour office detention. Each subsequent tardy will result in additional detentions of one hour. Continued tardiness will result in a conference with parents and possible suspension.

TRUANCY

A student is considered truant when he/she is absent from school or leaves school without the permission of parent/guardian and/or Assistant Principal. A student found to be truant receives a one (1) day in school suspension. A student found to be truant a second time is suspended out of school for a period of 1 to 3 days. The student and his/her parents must meet with the Assistant Principal before re-instatement.

VANDALISM

Students involved in vandalism are required to reimburse the school for the materials and labor necessary to fix any damage they cause. If damage is less than \$100.00 the punishment is at the discretion of the administration and the damage must be rectified. If it is over \$100.00, the offending students may be taken to court at the discretion of the Head of School and suspended out of school and or expelled.

WEAPONS

Any student found in possession of what the Administration deems a "dangerous weapon" is subject to expulsion.

NOTICE OF NONDISCRIMINATORY POLICY

AS TO STUDENTS

The nonpublic schools of the Archdiocese of Boston admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national, and ethnic origin in administration of education policies, admissions policies, scholarship, and loan programs, and in the hiring of school personnel.

APPROVED: Rose Maria Redman, Head of School

ADDENDUM
PRESENTATION OF MARY ACADEMY
BULLYING PREVENTION AND INTERVENTION PLAN
Updated December 2010

1. Introduction

At PMA, we expect that all members of our school community will treat each other with civility and respect.

It is the policy of PMA to provide and maintain a learning environment that is free of bullying and any other verbal, physical, or electronic misconduct that disrupts the learning environment or makes it unsafe.

The PMA Bullying Prevention and Intervention Plan, set forth below, is published in response to the recently enacted Massachusetts law against bullying and is an integral part of our efforts to promote a safe learning environment and to prevent behavior that can impede the learning process or cause harm to our students. This Plan is to be applied in accordance with the school's "Nondiscrimination Policy," which appears in the student and staff handbooks.

This Plan is consistent with broader protections at PMA against discrimination, harassment, hazing, and retaliation that appear in our student and staff handbooks. It is intended (1) to prevent bullying and cyber-bullying among our students, (2) to encourage students and their parents to have confidence in PMA's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other PMA policy; and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

It is important that this Plan be well understood by all members of the PMA community. The Head of School is responsible for the implementation and administration of the Plan. Questions and concerns related to this Plan may be referred to the Head of School.

2. Policy against Bullying, Cyber-Bullying, and Retaliation

PMA will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyber-bullying are prohibited on school grounds and at school-sponsored events, activities, functions, and programs. Bullying and cyber-bullying also are prohibited on school buses and other vehicles owned, leased, or used by PMA, and through use of technology or an electronic device owned, leased, or used by PMA.

In addition, bullying and cyber-bullying are prohibited at a location, activity, function, or program that is not PMA-related or through the use of technology or an electronic device that is not owned, leased, or used by PMA, if the bullying creates a hostile environment at PMA for a targeted student, infringes on the rights of a targeted student at PMA, or materially and substantially disrupts the educational process or the orderly operation of PMA.

Definitions. The terms used in this policy are defined as follows:

Bullying. Bullying is defined as the repeated 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 targeted student or damage to the targeted student's property;
- Places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at school for the targeted student;
- Infringes on the rights of the targeted student at school; or
- Materially and substantially disrupts the educational process or the orderly operation of the school.

Cyber-bullying. Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and the Internet. It includes, but is not limited to, e-mail, instant message, text messages, and internet postings, whether on a web page, in a blog, or otherwise.

Hostile Environment. A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation. Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Some examples of Bullying and Cyber-Bullying:

Bullying: Bullying can include, but is not limited to, any of the repeated events defined as follows:

- a. hitting, slapping, pushing, and other physical conduct that causes bodily harm.
- b. teasing or threatening in a manner that puts someone down or is cruel.
- c. deliberately excluding someone, spreading rumors, psychological manipulation, and other actions that hurt someone's feelings or demeans the person.
- d. sexually harassing conduct.
- e. hazing activities.

Cyber-bullying: Cyber-bullying may include, but not be limited to, any of the following kinds of repeated behaviors:

- a. forwarding or threatening to forward a private email, instant message or text message to embarrass or intimidate a person.
- b. spreading hurtful rumors online about another person.
- c. threatening or insulting through aggressive emails, instant messages, or text messages.
- d. posting, or threatening to post embarrassing pictures of someone online without his or her permission.
- e. creating a web page or blog

Legal Definitions and PMA Policy. It is important to bear in mind that stricter standards of behavior than those provided by law may apply under PMA's policies in order that we may prevent inappropriate conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, PMA reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if PMA determines that it consists of sufficient severity to warrant disciplinary measures or other remedial action.

3. Prevention of Bullying and Cyber-bullying

From the beginning of their time at PMA, students learn that as members of our community they have a right to be treated with civility and respect. Our statement of purpose emphasizes respect for

differences, and teachers are clear in their expectations for student behavior. When necessary, parents are notified and asked to reinforce standards for membership in the PMA community.

The handbook is reviewed with students and shared with parents each fall. This handbook includes explicit policies around expectations for appropriate behavior including the acceptable use of technology at PMA.

Staff members are trained annually regarding the Presentation of Mary Academy Bullying Policy. Staff members make sure that students are well informed about what is expected of them and to reinforce positive conduct.

The administration and faculty recognize that it is essential that expectations for student conduct extend to the classroom, the cafeteria, the library and other places of study, the locker rooms, athletic practices, social events, buses and the like. PMA strives to ensure that appropriate adult supervision is provided on PMA premises, on PMA-provided transportation throughout the school year as well as at PMA sponsored events.

4. Reports of Bullying, Cyber-Bullying, or Retaliation

Any student who is the target of bullying, cyber-bullying or retaliation or has witnessed an incident of bullying, cyber-bullying or retaliation or otherwise has relevant information about such conduct is strongly encouraged to promptly report the matter orally or in writing to the Assistant Principal or Head of School, or to any other faculty or staff member with whom the student is comfortable speaking. A parent of a student who is the target of bullying, cyber-bullying or retaliation or of a student who has witnessed or otherwise has relevant information about such conduct is strongly urged to promptly notify the Head of School. Furthermore, any parent who has witnessed bullying, cyber-bullying or retaliation or has relevant information concerning such conduct is strongly urged to promptly come forward to the Head of School.

Any member of the faculty or staff of PMA who witnesses or otherwise becomes aware of bullying, cyber-bullying or retaliation in violation of this policy is required to report it immediately to the Head of School. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying, cyber-bullying or retaliation.

Faculty and staff may not make reports under this policy anonymously. Students and parents may make reports anonymously, but generally, no disciplinary action will be taken based solely on an anonymous report. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Also, while PMA cannot promise strict confidentiality, because some information must be shared in order to conduct an effective investigation, PMA releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a need-to-know basis in order to conduct an effective investigation or to ensure that the requirements of this policy and applicable law are met.

Any student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

4. Responding to a Report of bullying, cyber-bullying or retaliation

- A. **Preliminary Considerations.** When a complaint of bullying, cyber-bullying or retaliation is brought to the attention of the Head of School, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted by the Administration. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyber-bullying or retaliation during an investigation.

B. Notification of Parents. It is the policy of PMA to notify the parents of any student who is found to be a target of bullying, cyber-bullying, or retaliation and the parents of any student who is found to have engaged in such behavior promptly after a determination has been made.

C. Investigation. An impartial investigation of the complaint will be promptly conducted by the Administration. All students are expected to cooperate fully with any investigation under this policy. Failure to cooperate with any PMA investigation can result in disciplinary action.

The investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.

Depending on the circumstances, the Administration, while conducting the investigation also may choose to consult with others, including teachers and/or the School Counselors. Searches of lockers, backpacks or other containers, electronic systems and devices may be made with the help of the Head of School and the Assistant Principal.

D. Resolution, Notification, and Follow-up

The goal of an investigation and any disciplinary or other remedial process is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent a repetition of the prohibited behavior and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

Following interviews and any other investigation undertaken, as PMA deems appropriate, the Administration will determine whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated. If it is determined that the policy set forth in this Plan or any other PMA policy has been violated, the Head of School, usually with the help of the Assistant Principal will determine what disciplinary action and/or other remedial action is appropriate, balancing the need for accountability with the need to teach appropriate behavior. The full range of discipline outlined in the handbook may be taken against a student found to have engaged in bullying or retaliation. In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Massachusetts laws, law enforcement or another appropriate government agency will be notified immediately. In addition, if a reported incident involves students from another school, PMA will notify the Head of School or designee of the other school of the incident so that such school may take appropriate action.

Upon completion of the investigation, the Administration will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made. The Head of School will communicate with their parents to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation.

Follow-up contacts will be made with any student found to have been targeted or retaliated against in violation of this policy and his/her parents to inquire as to whether there have been any further incidents.

5. Collaboration with Families

Each year PMA will inform parents and guardians about its bullying prevention and intervention plan. This plan will be reviewed on a yearly basis.

ALICE

(Alert, Lockdown, Inform, Counter, Evacuate)

ALERT. Use Plain and Specific Language. Avoid code words.

The purpose of the ALERT is to inform as many people as possible within the danger zone that a potentially life-threatening situation exist. This can be facilitated via many different methods (PA, text, email, personal senses). No matter the method of delivery, the objective should be a conveyance of information, not an issuance of a command. The use of plain language, delivered through as many delivery channels as possible, is the best way to ensure awareness within the danger zone. It will empower as many as possible with the ability to make an informed decision as to their best option that will maximize survival chances.

LOCKDOWN. Barricade the Room. Silence Mobile Devices. Prepare to EVACUATE COUNTER if needed.

The ALICE training program explains scenarios where lockdown is the preferable option and dispels myths about traditional lockdown procedures. Relying on lockdown alone will significantly endanger occupants in a violent intruder situation. Traditional lockdown creates readily identifiable targets and makes a shooter's mission easier, whether that is a hospital, a school, a church, or a business. ALICE trainers instruct on practical techniques for how to better barricade a room, what to do with mobile and electronic devices, how and when to communicate with police, and how to use your time in lockdown to prepare to use other strategies (i.e. Counter or Evacuate) that might come into play should the active shooter gain entrance.

INFORM. Communicate the Shooters Location in Real Time

Inform is a continuation of Alert and uses any means necessary to pass on real-time information. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by school employees, safety officers, and other personnel. Information should always be clear and direct and, as much as possible, communicate the whereabouts of the intruder. Effective information can keep the shooter off balance, giving people in the school more time to further lockdown, or evacuate to safety. Active shooters work alone 98% of the time. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can lockdown and prepare to counter. Knowledge is the key to survival.

COUNTER. Create Noise, Movement, Distance and Distraction with the intent of Reducing the Shooters Ability to Shoot Accurately.

ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of all involved, whether in a school, a hospital, a business, or a church. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate. Counter is about survival, the last barrier between a shooter and a potential victim, and anything a person can do to gain control is acceptable. It's the opposite of being a sitting duck, and every action taken is a step towards survival.

EVACUATE. When safe to do so, remove yourself from the danger zone

Our human instinct in the face of danger is to remove ourselves from that threat. ALICE training provides techniques for safer and more strategic evacuations. An active shooter in a building presents a situation like no other. Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter. By evacuating, citizens can avoid having to employ the techniques learned in ALICE training for how best to Counter an active shooter.



2016-2017

STUDENT NAME: (Please Print) _____

Homeroom: _____

We, Parent/Guardian and Student have read the Presentation of Mary Academy Handbook located in the Student Agenda that was purchased at the Book Sale and agree to uphold the policies outlined in this handbook.

PLEASE RETURN THIS FORM TO YOUR HOMEROOM TEACHER BY
FRIDAY, SEPTEMBER 16, 2016

Student Signature

Date: _____

Parent/Guardian Signature

Date: _____

PRESENTATION OF MARY ACADEMY TABLE OF CONTENTS

INTRODUCTION

Head of School's Message	1
Mission Statement	1
Statement of Philosophy	1
Student Responsibility	2

GENERAL INFORMATION

Admissions	2
Announcements	2
Asbestos Reinspections	2
Assemblies	2
Attendance	3
Automobiles	4
Bullying (page 24)	4
Cafeteria	4
Calendar	4
Change of Address	4
College Visitation Days	5
Concussion	5
Confidential Communication to School Personnel	5
CORI Checks	5
Crisis Plans	5
Dances	5
Disruptive Behavior	6
Diversity	6
Dress Code	6
Footwear	7
Jewelry/Accessories	7
Hair	7
Dress Down	7
Electronic Devices	7
Field Trips	7
Fire Drills	7
Fundraisers	8
Internet	8
Ipads	8
Library/Media Center	8
Lockdown	9
Lockers	9
Medication	9
Non-Custodial Parent	9
Passes for Leaving Class	9
Perfect Attendance	10
Phone Calls	10
Photographs	10
Pregnancy	10
Head of School's Right to Amend	10
Publication of Photos/Images on school website	10
Restrooms	10
Retreats	10
Running for an Office	10
School Closings	11
Senior Privileges	11
Spirit Shoppe	11
Student Searches	11
Study Halls	11

Textbooks	11
Transportation	11
Tuition & Fees	11
Tuition Assistance	12
Unauthorized Use of School Name	12
Visitors	12

ACADEMIC INFORMATION

Academic Probation	12
Academic Warning	12
Adding/Dropping Courses	12
Athletic Probation	12
Exams	13
Failures	13
Grading System	13
Graduation Requirements	13
Homework	13
Honor Roll	14
IEP	14
Incomplete Grades	14
Levels	14
National Honor Society	14
Report Cards	15
Summer School	15
Testing & Graded Assignments	15

GUIDANCE AND COUNSELING SERVICE

Appointments	15
College Admissions Process	15
College Admissions Testing	16
A. SAT Reasoning Test	16
B. SAT Subject Tests	16
C. ACT Tests	16
D. Advanced Placement	16
E. TOEFL Tests	16
FAFSA	17
Preliminary Scholastic Test/National Merit	17
Recommendations	17
Scholarships, Awards & Contests	17
Special Education	17
Student Records	17
A. Transcripts	17
B. Student Cumulative	17
C. Health Records	17
D. Transfers	17
Virtual High School	18
Discipline	18
Academic Dishonesty	18
Assaults on Staff	18
Detention System	18
Disruptive Behavior	19
Drug/Tobacco/Alcohol	19
Expulsion	20
False Fire Alarms	20

Fighting	20
Firearms	20
Harassment/Hazing	20
In-School Suspension	22
Out of School Suspension	22
Stealing	22
Student Leaders	22
Tardiness to School	22
Truancy	23
Vandalism	23
Weapons	23
NOTICE OF NON- DISCRIMINATORY POLICY	23
Bullying Prevention & Intervention Plan	24
ALICE	28

Presentation of Mary Academy

STUDENT HANDBOOK 2016-2017



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