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AGREEMENT BETWEEN PARENTS AND STUDENTS AND HOLYOKE CATHOLIC HIGH SCHOOL

Please keep this page as a reference and sign and return the agreement on the last page.

For both the student's and the school's protection we ask each parent and student to read the following declaration and sign page 43:

We, the undersigned parents/guardian and student, hereby acknowledge that we have read and are in accord with the content of the student handbook. We understand that the school assumes and expects that each student who accepts admission at Catholic will comply with the rules and regulations set forth in this handbook. The administration has the exclusive right to set and change policy, and make all school-based decisions. We agree to abide by the school's policies and those decisions made by administration.

Students who reach the legal age of eighteen agree that the parents or guardian remain as a party to this contract. In all matters where parental authorization and responsibility is required for the student who is a minor, the same shall remain in force as a matter of contract during the student's enrollment here even though such student has reached the age of majority.

We also agree that students who enter upon or remain on school grounds or in buildings in a non-supervised situation outside the curricula or extracurricular activities schedule of the school, that the student and parent/guardian waive all rights of legal action for non-supervision on the part of Holyoke Catholic High School or its agents.

In addition, we grant to Holyoke Catholic High School and its agents our permission to seek emergency medical attention for our child, if in their judgment such attention is warranted and we are not immediately available to grant such permission.

Also, as the parent(s)/legal guardian(s), I have read and discussed the Holyoke Catholic High School Acceptable Internet and Computer Use Policy with my child. I grant permission for my child to use the school computers and access the associated networks and network services, including the Internet. I understand that individuals and families may be held liable for violations of this Policy. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

All international students are subject to the same rules and regulations stated in this handbook as are all other Holyoke Catholic High School students. Holyoke Catholic's policies regarding international students as well as international student applications and forms are available on the school's website at www.holykecatholichigh.org. Any questions regarding admissions of International Students should be directed to the Admissions Office.

❖ **Respect for Teachers/Coaches/School Personnel:**

Parents/legal guardians are held to the same standard as students with regards to respect for teachers. Enrollment of the student in the school implies a partnership between the school and the parents/legal guardian/student. If the partnership breaks down, parents/legal guardians can be required to withdraw the student from the school.

Administration

Principal

Dr. Michael Griffin

Academic Dean

Mrs. Theresa Kitchell

Dean of Students

Mrs. Maryann Linnehan

Administrative Assistants

Mrs. Elizabeth Adzima

Mrs. Ruth Allyn

Mrs. Kathleen Brunetti

Mrs. Barbara Moran

Mrs. Linda Neveu

Administrative Services

Admission Director

Mrs. Theresa Zaborowski

Business Manager

Mrs. Marleen Conner

Tuition Officer

Mrs. Sandra Parsons

Director of Advancement

Mrs. Kathleen Plante

Faculty

Art Department

Ms. Maureen McDonald

Computer Science

Mr. Darryl Geoffrey

English Department

Sr. Marlene Mucha, SSJ/Chair

Mrs. Theresa Kitchell

Mr. Joseph Matte

Mrs. Jamie Mercier

Guidance Department Mr.

Christopher Bresnahan/Chair

Ms. Joan Boutin

Language Department

Mrs. Lynn Ash

Mr. Diego Dominquez

Mr. Eli Miranda

Ms. Kelly Henry

Math Department

Mrs. Judith Layzer/Chair

Mr. John Goda

Mrs. Florence Osgood

Ms. Kelly Henry

Religion Department

Mr. Joseph Toritto/Chair

Mr. Phillip Paul

Mrs. Sandra Pollette

Science Department

Mr. Joseph Ciejka/Chair

Mr. John Goda

Mrs. Lise Letellier

Mrs. Denise Malone

Social Science Department

Ms. Catherine Glennon/Chair

Mr. Patrick Clancy

Mr. Todd Deely

Mr. Christian Schatz

Nurse

Mrs. Denise Baines

Librarian

Mrs. Jeanne O'Connell

Campus Minister

Mrs. Sandra Pollette

Athletic Director

Mr. John Goda

Special Projects

Sr. Louise Thomas, SSJ

Technology Coordinator

Mr. Darryl Geoffrey

Maintenance

Mr. William Kern

Class Officers for Class of 2010

AdvisorMrs. Florence Osgood
PresidentSamantha Wright
Vice PresidentRachel Wolff
SecretaryMartin Misiaszek
TreasurerJenna Seymour

Class Officers for Class of 2011

Advisor.....Mrs. Jamie Mercier
PresidentVictoria Kachinski
Vice PresidentPaul Adzima
SecretaryKevin O'Connor
TreasurerKathryn O'Hara

Class Officers for Class of 2012

AdvisorMrs. Lise Letellier
President.....Michael Bozek
Vice PresidentLogan Smith
SecretaryAlex Binczyk
TreasurerErin MacDonald

Class Officers for Class of 2013

AdvisorTBA
Officers will be elected in October

National Honor Society Officers

AdvisorSr. Marlene Mucha/SSJ
PresidentJoseph Dandurand
Vice-PresidentCaitlin Rooke
Secretary.....Kaitlyn Veit
TreasurerMelissa Goulding

Student Council Officers

Advisor.....Mr. Patrick Clancy
PresidentMelissa Goulding
Vice-PresidentLauren DeLisi
SecretaryMaeve Shaughnessy
Treasurer.....Ryan Ferriter
Spirit LeaderJulie Geoffrey
Spirit Leader.....Elizabeth Starzyk

SCHOOL CALENDAR 2009-2010

AUGUST

Guidance Opens – Aug. 24
Freshman Welcome – Aug. 26
Aug. 27 – Grades 9, 10 Only
Aug. 28 – Grades 11, 12 Only
Aug. 31 – All Students

SEPTEMBER

Labor Day – Sept. 7, **No classes**
Liturgy – Sept. 8
Underclassmen Pictures – Sept. 9
Magazine Drive Rally, Hat Day – Sept. 11
“The Pajama Game” Fall Musical – Sept. 11, 12, 18, 19
Back to School Night – Sept. 24

OCTOBER

Freshman Dance – Oct. 2
Columbus Day – Oct. 12, **No classes**
Senior Retreat – Oct. 21
Father Daughter Dance – Oct. 22
Boo Bash – Oct. 29
Diocesan In-Service – Oct. 30, **No classes**

NOVEMBER

Open House – Nov. 8
Veteran’s Day – Nov. 11, **No classes**
NHS Induction – Nov. 19
Liturgy – Nov. 25, **Half Day Dismissal**
Thanksgiving Recess – Nov. 26, 27

DECEMBER

Spirit of the Season Event – Dec. 3
Financial Aid Night – Dec. 9
Placement Test – Dec. 5, Snow Date – Dec. 12
Christmas Liturgy – Dec. 22, **Half Day Dismissal**
Christmas Recess – Dec. 23-Jan. 1

JANUARY

Classes resume – Jan. 4
Mid-Term Exams – Jan. 12-15, **Half Day Dismissal**
Martin Luther King Day – Jan. 18, **No classes**
Junior Retreat – Jan. 19
Catholic Schools Week – Jan. 25-29
Liturgy – Jan. 27
Cookie Dough Rally – Jan. 29

FEBRUARY

Placement Test – Feb. 6
Blood Drive – Feb. 12
Winter Break – Feb. 15-19
Stations of the Cross – Feb. 26

MARCH

Freshman Scheduling – Mar. 9
School Dance – Mar. 12
Sophomore Retreat – Mar. 16
Faculty Retreat – Mar. 22, **No classes**
Reconciliation – Mar. 24

APRIL

Liturgy – Apr. 1
Good Friday – Apr. 2, **No classes**
Senior Parent Appreciation Dinner – Apr. 12
Freshman Retreat – Apr. 14
Spring Break – Apr. 19-23
Spirit Week – Apr. 26-30

MAY

Senior Exams – May 4-7
AP Exams – May 5, 6, 7, 12, 14
Principal's Welcome – May 11
Junior/Senior Prom – May 28
Memorial Day – May 31, **No classes**

JUNE

Baccalaureate Mass – June 1
Class Night – June 2, 7:00 p.m.
Graduation – June 3, 7:00 p.m.
Underclassmen Exams – To be determined
Last day of school – To be determined

DAILY SCHEDULE 2009 - 2010

1st Period	-	7:40-8:42
2nd Period	-	8:45-9:42
Homeroom/Lockers	-	9:45-9:58
3rd Period	-	10:01-10:58
Lockers	-	10:58-11:04
4th Period/Lunch	-	11:04-12:30
1st Lunch 11:04-11:29		Class 11:31-12:30
Class 11:04-11:33	2nd Lunch 11:33-11:58	Class 12:01-12:30
Class 11:04-12:02		3rd Lunch 12:05-12:30
Lockers	-	12:30-12:37
5th Period	-	12:37-1:17
6th Period	-	1:20-2:00
Dismissal	-	2:00

LITURGY SCHEDULE 2009 - 2010

1st Period	-	7:40-8:22
2nd Period	-	8:25-9:09
Homeroom/Lockers/Liturgy	-	9:14-10:14
3rd Period	-	10:17-10:58
Lockers	-	10:58-11:04
4th Period/Lunch	-	11:04-12:30
1st Lunch 11:04-11:29		Class 11:33-12:30
Class 11:04-11:33	2nd Lunch 11:33-11:58	Class 12:02-12:30
Class 11:04-12:02		3rd Lunch 12:05-12:30
Lockers	-	12:30-12:37
5th Period	-	12:37-1:17
6th Period	-	1:20-2:00
Dismissal	-	2:00

AFTERNOON ASSEMBLY SCHEDULE 2009 - 2010

1st Period	-	7:40-8:28
2nd Period	-	8:31-9:14
Homeroom/Lockers	-	9:17-9:30
3rd Period	-	9:33-10:14
4th Period	-	10:17-10:58
Lockers	-	10:58-11:04
5th Period/Lunch	-	11:04-12:30
1st Lunch 11:04-11:29		Class 11:33-12:30
Class 11:04-11:33	2nd Lunch 11:33-11:58	Class 12:01-12:30
Class 11:04-12:02		3rd Lunch 12:05-12:30
Lockers	-	12:30-12:37
6th Period	-	12:37-1:07
Homeroom/Assembly	-	1:10-2:00
Dismissal	-	2:00

HOLYOKE CATHOLIC OVERVIEW

❖ **Profile:**

Holyoke Catholic High School is a distinctive, four-year, co-educational college preparatory school established by the Roman Catholic Diocese of Springfield. We are located in the city of Chicopee, Massachusetts, and proudly serve students of various cultural, academic, and religious backgrounds from thirty surrounding communities. We have accepted the challenges of blending diverse traditions and interests from our inception in 1963 when three parish high schools, St. Jerome, Sacred Heart, and Holy Rosary, merged into Holyoke Catholic. In 1971, a fourth parish high school, Precious Blood, joined the mission and made the merger complete. In 2008 we open our new permanent site in Chicopee, MA.

Generations of Catholics in the Pioneer Valley have sent their children to us to educate in the values and traditions of the Church. Our graduates have integrated themselves into the social, political and cultural fabric of the entire area. Holyoke Catholic remains for them a close connection with their historical roots in the Pioneer Valley and is the place where many of their children's futures have their beginnings.

❖ **Philosophy:**

We affirm the core curriculum as essential to the high academic quality of our program. To that same end, we affirm the importance of our disciplined learning environment, which is supported by our parents, teachers, and administrators. We affirm our commitment to educate the whole adolescent through extra-curricular events and activities. Most importantly, we affirm that the heart of our school lies in the profession of our Catholic faith, which values the dignity and worth of every person.

Holyoke Catholic High School assists the Bishop of the Diocese of Springfield as an extension of the teaching mission of the Church. We find our charism in the life and teachings of Jesus Christ, in whom is revealed God's purpose for creation and God's promise of salvation. We fulfill our mission to serve and strengthen the Church through the religious formation of our students and through their integration into human culture and society.

We find our mission articulated in the American Bishops' pastoral *TO TEACH AS JESUS DID*: to proclaim the Gospel through personal witness and through instruction in religious truths and values; to build a faith community by valuing each individual as belonging to the family of God; to serve the community of God through Christian stewardship and biblical justice.

Holyoke Catholic High School provides parents the opportunity to fulfill their primary responsibility of educating their children in the knowledge of God's love through our commitment to academic excellence and our call to interpret all human experience through the light of faith. In our liturgical and sacramental celebrations, we encourage the formation of a worshipping community that shares in the spiritual life of our supporting parishes and in the whole communion of believers throughout God's world.

In accepting the responsibility to develop in each student the capacity for knowing, loving, and serving God, our teachers commit themselves to high academic and moral standards in both their personal and professional lives. Together, we nurture a community of contemporary learners committed to the Church's concern for justice, compassion, and equity. In this age of shifting values, we teach our students to see

God's love in all things and in all people, to believe in their own dignity, and to live in partnership with others for the well being of all.

We are a community of hope and inquiry, assisting the Church and her leaders in touching the lives of all people with the love and compassion of Jesus.

❖ **Accreditation:**

Holyoke Catholic High School is fully accredited by the New England Association of Schools and Colleges, Inc., (N.E.A.S.C.) a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. In the fall of 2003 we received full accreditation until 2013 from the NEASC.

❖ **Memberships:**

Holyoke Catholic High School holds membership in the following organizations:

- ◆ Massachusetts Interscholastic Athletic Association
- ◆ National Catholic Educational Association
- ◆ New England Association of Schools and Colleges

❖ **Non-Discrimination Policy:**

Holyoke Catholic High School admits academically qualified students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, scholarship or financial aid programs, and athletic or other school-administered programs.

❖ **Student Policies Statement 2009-2010:**

The contents of the 2009-2010 Student Policies booklet are to be accepted by the parents/guardians and students as essential parts of the contract between them and Holyoke Catholic High School.

All students are expected to participate in all religious, social and educational experiences directed by the school. Students are required to respect the principles and values explicitly and implicitly conveyed by the Roman Catholic Church and the appointed authorities of the school. **Under no circumstances may a parent excuse a student from observance of the rules and policies of Holyoke Catholic High School. The school building is open at 7:20am and closes at 3:00pm. The school is not responsible for the supervision of students after 3:00pm.**

❖ **Changes in Policy:**

The school rules, regulations and policies listed in this document may be added to or amended at any time during the year by the administration of Holyoke Catholic High School through an oral or written notice to students or parents.

❖ **Governance:**

Holyoke Catholic High School is an extension of the teaching mission of the Church under the direction of the presiding Roman Catholic Bishop of Springfield. Expressions of this authority and responsibility are made through, and in consultation with, the Holyoke Catholic High School administration consisting of a Principal, an Academic Dean, a Dean of Students, and the Diocesan Schools office.

ACADEMIC POLICIES AND PROCEDURES

❖ **Academic Environment:**

Students who enroll at Holyoke Catholic High School pledge themselves to the highest standards of academic ethics and reflect this commitment in the quality of work they do.

❖ **Course Scheduling:**

The course selection process begins early in the second semester. Students seek information about course selection from teachers, counselors and parents. Course placement is based on a review of achievement, aptitude and student motivation. Courses that need approval must have teacher signatures. The course selection forms are returned with appropriate signatures from teachers and parents. Counselors review these forms. If any potential problems surface during this review, students, teachers and parents are contacted to solve the problem. **Final approval for all course selections and levels is the responsibility of the guidance department, Academic Dean and Principal.**

Courses are offered at Holyoke Catholic High School based on teacher availability and a minimum enrollment of students. The school reserves the right to withdraw a course due to insufficient enrollment or lack of teacher availability.

❖ **Course/Level Changes:**

Teachers are asked to review placements at the end of the school year. They may request changes based on students performance in the second semester. Students have one opportunity to request course changes during early May, when course verification sheets are distributed. The guidance counselors and Academic Dean will evaluate these requests in light of student achievement and the availability of space in requested classes. No changes for second semester courses will be made after March 22, 2010. Requests for specific teachers will not be allowed. Teacher/counselor change requests will be honored once school begins, within the limits of staffing and balanced class size. **No student requests for course changes for 2009-2010 will be considered after September 11, 2009.**

❖ **Dropping Classes:**

This should be a rare occurrence entertained only if a student is failing a course. If after consultation with the student, parents and teacher it is felt that the course is beyond the ability of the student, a recommendation for dropping the course will be made to the Academic Dean. Grounds for dropping are:

- failure after good faith effort and extended after school help
- drastic change in the student's ability or environment
- discovery of a clinically evaluated learning disability relevant to the demands of the course
- total failure of a full credit course by the end of the first semester

Courses are dropped only at the end of a grading period, and the grade for that course remains on the student's transcript. The administration reserves the right to make alternate arrangements for unusual circumstances.

❖ **Course Levels:**

Courses at Holyoke Catholic High School are offered at the college, honors, and advanced placement levels. **Advanced Placement** and **Honors courses** are the most rigorous and advanced levels of study. They are for highly talented and

motivated students who bring strong backgrounds and aptitudes to this most challenging cluster of courses.

❖ **Placement Criteria:**

Placement in Honors courses are based on the following criteria:

Freshman: (Two of these 3 must be met)

- Placement test scores should be 80% or higher in relevant sections
- Grades from junior high should be A and/or B
- Other standardized test scores 80% or higher

Sophomores, Juniors, and Seniors:

- Average of A or B if current related course is Honors level
- Average of A if current related course is College level

❖ **Placement in AP Courses:**

Students are admitted to AP courses if they meet departmental standards that include the following:

- grades in current and related courses
- ability to write clearly and correctly
- willingness to attend additional teaching and practice sessions as scheduled
- recommendations of teachers in current and related courses
- all students taking AP must take the AP exam

❖ **Extra Help/Tutoring:**

Students are encouraged to seek extra help directly from their teachers whenever needed. When scheduling makes it impossible, students in need of tutoring may be assigned to a member of the National Honor Society. The teacher or guidance counselors with the cooperation of the moderators of the honor society arrange this tutoring.

Students in danger of failing a course are encouraged to seek tutoring assistance immediately. Students are expected to keep all appointments with student tutors and/or teachers until performance improves.

Students with learning differences that have a clinical diagnosis meet yearly with a team composed of counselors, administrators, students and parents to evaluate learning plans. Counselors provide a written version of the revised plan for teachers to use during the academic year.

If learning differences prove to be too severe to be handled within our academic setting, students and parents will be advised, in a timely manner, to seek an alternate setting.

❖ **Evaluation and Grade Reporting:**

- ◆ **Report Cards** are issued quarterly. The dates for issuance of report cards are noted in principal's newsletter.
- ◆ **Mid-Quarter Evaluations** are issued (in addition to report cards) in each marking period for every student. This evaluation gives students and parents a "snapshot" of the quality of academic work approximately four weeks into a quarter. (Should a student's marks deteriorate after evaluations have been given, the teacher will notify the parents with a phone call or in writing.) Study proctors will give students a conduct and effort grade.

- ◆ **It is the responsibility of parents to check for all academic notices.** Mid-Quarter evaluations and report cards are given directly to students for hand-delivery to parents. The dates are clearly specified in school publications.
- ◆ **Marking System** A letter marking system is used at Holyoke Catholic High School. Numerical equivalencies are provided below:

93 - 100	A	73 - 76	C
90 - 92	A-	70 - 72	C-
87 - 89	B+	67 - 69	D+
83 - 86	B	63 - 66	D
80 - 82	B-	60 - 62	D-
77 - 79	C+	0 - 59	F

❖ **Course Credit Values:**

Students are required to pass (D- or above) 60% of any course in order to receive credit. In full year courses, each quarter makes up 20% of the Final Grade. The Mid-term exam is worth 10% and the Final Exam is worth 10% toward the Final Grade.

For example:

1st Quarter grade	=	20%
2nd Quarter grade	=	20%
Mid-term exam	=	10%
3rd Quarter grade	=	20%
4th Quarter grade	=	20%
Final exam grade	=	10%

In half-credit courses, each quarter makes up 20% of the Final Grade. The Final exam equals 10% of the Final Grade.

For example:

1st Quarter grade	=	20%
2nd Quarter grade	=	20%
Final exam grade	=	10%

❖ **Grade Appeal:**

All appeals must be made within 3 days of report card distribution. At the end of the year, that deadline becomes 14 days from the date of report card.

❖ **Incomplete:**

If work is incomplete because of absence due to extended illness or other extenuating circumstances, an F will be issued on the usual report card date. However, students will have the opportunity to make up the work missed, thereby changing the grade. **All work must be made up by the next evaluation date (4 weeks) or the F becomes permanent. Seniors with such incomplete work forfeit senior privileges until the work has been completed.** Special arrangements may be made if a student's recovery does not meet this 4 week time frame.

❖ **Exams:**

Mid-term and final exams are given to all students in every course. Only performance classes such as Art and Music may replace an exam with a product (art) or a concert (music). If a student misses an exam he/she must take that exam during the conflict period set up on the last exam day. Students missing exam week due to outside commitments must take their exams **after** the conflicting commitment is completed. Report cards will not be issued for these students until exams

have been completed and grades have been submitted by the teacher. The exam marks appear on the report card.

Please note: No student may take mid-term or final exams until all financial obligations to the school are current or have been satisfactorily addressed as defined by the Business Office. Exam days are half days, 2 exams per day. Students with first period study on exam day must attend school. Students with second period study may leave after first period final is complete.

❖ **Senior Exam Exemptions:**

Seniors may be exempt from second semester exams if they have a combined 3rd and 4th quarter average of 87% (not rounded) in a class. **That average will become the grade for the exempt exam.**

❖ **Grade Point Averages:**

Grade point averages are calculated using the following weights:

<u>Honors/AP</u>	<u>College</u>
A = 4.5	A = 4.0
A- = 4.2	A- = 3.7
B+ = 3.9	B+ = 3.4
B = 3.6	B = 3.1
B- = 3.3	B- = 2.8
C+ = 3.0	C+ = 2.5
C = 2.7	C = 2.2
C- = 2.4	C- = 1.9
D+ = 2.1	D+ = 1.6
D = 1.8	D = 1.3
D- = 1.5	D- = 1.0
F = .0	F = .0

❖ **Honor Roll:**

At the conclusion of each quarter, honors will be determined by Grade Point Average and posted in the school and sent to local newspapers.

The standards for honors are as follows:

First Honors	3.7 - 4.5
Second Honors	3.4 - 3.69
Honorable Mention	3.0 - 3.39

National Honor Society students must maintain a cumulative 3.6 GPA. In order to graduate with honors, seniors must earn a cumulative GPA of 3.6 or above.

❖ **Academic Honesty:**

The school expects all students to be academically honest. Students have the responsibility to acknowledge the work of others, only taking credit for work that is solely their own.

CHEATING is defined in the Random House Dictionary of the English Language as the “taking of an examination or test in a dishonest way, as by improper access to answers, or to defraud or to practice deceit; to violate rules or regulations.”

Cheating on tests, copying assignments, or sharing work in any way not directly assigned by the teachers are forms of academic dishonesty. Giving or receiving help on tests or projects unless specifically permitted by the teacher are also forms of cheating.

PLAGIARISM is defined in the Random House Dictionary of the English Language as “The unauthorized use of close imitation of the language or thoughts of another author and the representation of them as one’s own original work.” Using other’s ideas and words without clearly acknowledging the source of that information is plagiarism.

Cheating and plagiarism are prohibited in all areas of study, including but not limited to: homework, tests, quizzes, lab reports, research papers and projects.

If a student cheats or plagiarizes and/or any student willingly assists another student in cheating or plagiarizing the following consequences will occur:

1. The student will be given an F on the test, quiz or assignment.
2. The student will be given 7 demerits and his/her parents will be notified immediately.

❖ **Homework:**

Homework is included in calculating a student’s quarterly grade in each course. The actual value will vary according to each teacher’s criteria, which will be explained at the beginning of a course. Homework both reinforces and anticipates classroom work and is essential for academic success. Homework is not limited to written work. Reading, review of class notes, research for long-term projects, preparation for quizzes and tests, etc. are all included in the definition of homework. **Students who expect to progress in their studies should be prepared to devote a minimum of two hours outside the school day to homework.**

❖ **Summer School:**

Students who do not successfully complete a course (passing at least 60% of the course) are expected to remediate the credit through summer school. Students may take a maximum of 2 courses per year in summer school. Successful completion of a summer program may change one quarter’s mark from failing to passing.

A counselor will inform students of the need for summer school as soon as possible after final grades have been received. As much as possible, counselors will have information on area summer programs. The counselor or Academic Dean must approve summer school programs, and the school must receive final grades by the first week in September. It is the responsibility of the student and his/her parent to sign up for summer school classes.

❖ **Dual Enrollment:**

Seniors may take a course at Elms College and receive dual credit-both at HCHS and at Elms College. Students apply for a fall course in May, and for a second semester course in November. HCHS recommends students if they have demonstrated ability and interest in related courses. However, Elms College is totally responsible for accepting students or not-based on their own criteria and space in respective courses.

❖ **Other College Courses:**

Students may not take a course at the college level to avoid taking a course in our normal curriculum. However, if a student wishes to take a college level course-besides a dual enrollment course at Elms College, he/she will not be given reduced credit load, nor will he/she receive credit at HCHS.

4 YEAR PLANNING SHEET – COURSE SELECTIONS

(Students must take 6 credits per year)

Grade 9	Grade 10	Grade 11	Grade 12
English	English	American Lit	British Lit
Religion	Religion	Religion	Religion
Mathematics	Mathematics	Mathematics	20th C U.S. History
Environmental Science	Biology	Chemistry	
World Civilization	World History (.5 credit)	U.S. History	
Language *	Language *	Language *	
Study	Study	Study	Study

Electives: *French, Latin, Spanish	Electives: *French, Latin, Spanish Basic Art Web Design (.5 credit) Multimedia (.5 credit) CAD (.5 credit) Visual Basic (.5 credit) A Cappella (.5 credit)	Electives: *French, Latin, Spanish Basic or Inter. Art Web Design (.5 credit) Multimedia (.5 credit) CAD (.5 credit) Visual Basic (.5 credit) Physics A Cappella (.5 credit) SAT Prep (no credit)	Electives: *French, Latin, Spanish Inter or Adv. Art Web Design (.5 credit) Multimedia (.5 credit) CAD (.5 credit) Visual Basic (.5 credit) A Cappella (.5 credit) Adv. Math Calculus Psychology (.5 credit) Pottery (.5 credit) Literary Explorations Physics Adv. Biology Forensic Science Humanities
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STUDY – Can be replaced with another class, provided counselors agree that the student can handle 7 classes. This is NOT recommended for freshmen.

❖ **Graduation Requirements:**

At the beginning of each year, students are asked to check their academic documents for accuracy and immediately report all needed corrections to their guidance counselors.

Each student must pass a minimum of six credits per year. Twenty-four credits are required for graduation. The breakdown of requirements is as follows:

4 English - 4 research papers are required in addition to passing each level of English.

3 Math

3 Science

3 Foreign Language (at least two years in the same language)

3 Social Studies (World Civ and U.S. History)

4 Religion (one credit for every year at HCHS) *This includes a mandatory retreat and community service requirement for each year, a total of 50 hours by graduation

Senior Seminar (required)

4 Electives

24 Total

Seniors not meeting full credit requirements will not participate in the graduation activities (Baccalaureate, Class Night, and Graduation).

At any time parents are encouraged to contact administration, teachers, or guidance with specific concerns regarding their child's course of studies. The Academic Dean reserves the right to make different arrangements based on unusual or extenuating circumstances.

❖ **Graduation Honors:**

The highest 2 cumulative grades point averages at the end of the senior year will be designated Valedictorian (highest) and Salutatorian (second highest). This will be determined by carrying out the GPA to 3 decimal places. Any Senior who achieves a 3.6 cumulative GPA will be designated an Honors Graduate.

❖ **Senior Seminar Experience:**

The purpose of the Senior Seminar experience is to provide our seniors with a different, yet focused, learning experience in the broader community. It is a 2 week internship to enable our seniors to explore a profession, a vocation or a social justice program. This is a graduation requirement; however, it does not replace the senior community service requirement of 20 hours. Senior seminar will begin May 10, 2010 and continue until May 21, 2010.

❖ **Senior Privileges:**

Senior privileges are granted to seniors only. When their study hall falls during first position they will be allowed to gather in the cafeteria instead of their assigned classroom. They will be allowed to eat breakfast, listen to music, visit with friends. Card playing is not acceptable. When their study hall falls during last position seniors will be allowed to leave at the end of fifth position (1:17pm). Seniors are not allowed to exercise this privilege when there is a half-day, a school wide assembly, or a liturgy.

In recognition of their status, seniors may receive Senior Privileges providing that the following criteria are met:

- Must maintain a C average in academics, and no F's
- Must not have more than four negative comments in conduct and effort
- Must not be on the detention list
- Must not have more than four tardies

Seniors must have on file with the Dean of Students written permission from their parents. Privileges for the first quarter become effective sometime during the first two weeks of school. When seniors are free to leave the building, they should do so quietly and without disturbing classes that are in session. Seniors who choose to remain in school on privilege time must remain in their study hall and continue to follow all school policies, including uniform.

Seniors must plan ahead in retrieving books from lockers. No special locker privileges will be given to seniors leaving at 1:17pm.

❖ **Academic Probation:**

A student is considered to be on academic probation if 3 or more failures occur in one marking period. During this period, the student will be placed on an academic probation contract. Under the direction of the Academic Dean, the Guidance Department and subject teachers will monitor the student's progress. Dismissal from the school may take place if insufficient improvement is determined.

❖ **Transcripts:**

Holyoke Catholic High School issues official transcripts directly to the colleges and universities indicated by the student. There is a \$2.00 fee for each transcript for seniors; \$4.00 for graduates.

❖ **Guidance Services:**

The Guidance Department assists and supports the student in experiencing success as a learner, sustaining feelings of self worth, acquiring decision making and problem solving skills, growing in emotional awareness, maintaining healthy interpersonal relationships and acquiring knowledge of further educational and career opportunities.

College Admission and Counseling are the primary guidance services. Counseling involves a student-counselor relationship in which a student has the freedom to express ideas and feelings. The student is encouraged to seek information and discuss reasons for choices before acting upon them. This assistance helps the student assume responsibility for plans and decisions. There are many occasions when problems of an academic or personal nature interfere with achievement. On these occasions a third party can assist students and parents. Through counseling or information-giving, the counselor is prepared to help the student deal with needs or problems that may present themselves, whether of a personal, social, academic or career nature. The objective is ultimately to help students advocate for themselves. If necessary, a referral to outside resources can be made.

The responsibilities of the school counselor are many and varied. The school counselor involves himself/herself in assisting the student in making an adequate personal/social adjustment to the school situation. Within this context, individual or group counseling processes are initiated to assist students with personal adjustment, educational planning, and career development. The interests and needs particular to the individual student determine the course of the counseling relationship. The student-counselor relationship requires the effort of both student and counselor. Students are encouraged to take time early in the school year to get to know their individual counselor. A strong student-counselor relationship can be an integral part of a successful high school experience.

• **Assignment of Counselors**

The intention is to assign each student at Holyoke Catholic the same guidance counselor throughout his/her four years, enabling the counselor and student to develop a positive, on-going relationship. Counselors encourage communication with parents through phone conversations and meetings at school, so that the best interests of each student can be served. Counselors are available to ensure that the needs of those with emotional, social or special learning needs are met.

Mr. Christopher Bresnahan is assigned students whose last names begin with A-K. Ms. Joan Boutin is assigned students whose last names begin with L-Z.

Parents who wish to make a personal appointment with their son/daughter's counselor are requested to contact the Guidance Office.

❖ **Campus Ministry:**

Our Campus Minister oversees the spiritual activities of the school, providing morning prayer, reconciliation services and liturgies for holy days and special occasions. The campus ministry sponsors a retreat day for each class during the school year enabling students to reflect on their lives as Christians.

CODE OF CONDUCT

All students at Catholic have the right to learn in an atmosphere characterized by respect, trust, fairness, and peace. The code of conduct and other policies described in this handbook demonstrate the school's commitment to provide such an atmosphere. They also show the school's resolve to counsel those who attempt to compromise the good order of this educational community. To be assured of an atmosphere that provides both freedom and justice, a discipline policy that upholds these rights equitably for each individual is essential.

THE ACCOUNTABILITY PROCESS: DEMERITS AND DETENTION

❖ **Detention:**

Detention time will be issued to any student whose action or failure to act violates school policy.

There are two forms: *teacher detention* and *school detention*:

1. Teachers first attempt to resolve disruptive behavior or classroom conflict by requesting that the student report after school, or at a time convenient for the teacher. Teachers may assign detentions for classroom infractions, tardiness for class, missing homework, and other behavior consistent with the school's expectations for appropriate behavior.

2. School detentions are assigned with a yellow slip that denotes a half-hour for the following reasons:

- Non-excused tardy
- Exceed tardy limit
- Tardiness to class
- Failure to serve a teacher detention
- Failure to return late slip/signed report card or other forms
- Violation of uniform
- Food, beverages, gum, candy, during class time/in between classes
- Failure to wear School ID

School detentions are held Tuesday, Wednesday and Thursday of every week. Detention begins at 2:05 PM and ends at 2:35 PM. Students are expected to remain in uniform, follow the direction of their proctor, and complete whatever assignment they are given.

Students will receive a yellow slip from faculty/staff member issuing the detention and are expected to serve the detention before the end of the following week. If they do not serve by the following Thursday, they will receive another 30 minutes of detention and one demerit.

Skipping school detention is a serious matter. All school privileges, including athletics and activities are suspended until this time is made up.

Copies of detention slips are given to the student and the Dean of Students. A third copy is mailed home to parents, and teachers keep a fourth copy for their records. If a student-athlete accumulates over 1.5 hours of detention, the student must serve the detention at the first available detention session date of the following week, regardless of whether the student has a contest or practice.

❖ **Demerits:**

Demerits denote infractions of a more serious nature and often incur graver consequences. Demerits accumulate and cannot be worked off.

- At ten demerits, the student meets with administration and guidance counselor.
- At fifteen demerits, the student is placed on contract. At that time, the student and parents will meet with administration and his/her guidance counselor to determine the terms of the contract for the rest of the school year. All privileges will be restricted for the first thirty days. The student will be required to meet with his/her counselor for the duration of the school year.
- **When a student reaches twenty demerits, the student is placed on probation and is subject to suspension or expulsion.**
- **If a senior has twenty demerits before graduation, he/she will not be able to participate in any senior activities including commencement.**

The following are infractions for which demerits are issued:

- 1 Skipping a detention
- 1 Disrespect/Insubordinate behavior
- 1 Profanity
- 1 Inappropriate display of affection
- 1, 2, 3 Use of cell phone or other electronic device in class
- 5 Skipping class/study/assembly
- 5 Expulsion from class
- 5 Smoking on restricted grounds, between classes, or in the building
- 5 Misconduct/fighting at school or sponsored event
- 7 Truancy
- 7 Stealing
- 7 Cheating or plagiarism
- 10 Vandalism
- 10 Possession and/or use of illegal substances or any dangerous items

Any offense or repeated failure to comply with school regulations, that disrupts the educational process or damages the well-being of the school and those associated with it, or any action that violates the values of Catholic teaching, is also considered a serious offense.

Any intentional or negligent endangerment of a person's safety or well being, including their reputation and good name, is a serious offense and can be subject to suspension and expulsion.

❖ **Process for addressing serious offenses include:**

1. Student meets with the Dean of Students immediately.
2. Parents will be notified and will meet with administration who determines what conditions must be satisfied in order for the student to be returned to good standing.
3. The student is suspended and the parents must meet with administration before reinstatement is possible. This action includes a prohibition of the student's participation in, or attendance at extracurricular activities. Students should take assignments from Edline at the beginning of the suspension and turn them in within three days of returning from suspension.

❖ **Appeals:**

Students may appeal any demerit or detention to the Dean of Students within **three school days.**

- The student must first appeal to the issuing teacher.
- If the issue cannot be resolved at that level, then the student should approach the Dean of Students.
- The Dean of Students will convene the Accountability Board to hear the appeal.

❖ **Accountability Board:**

A discipline committee, appointed by the Principal consults with the Dean of Students and provides advice and counsel regarding particularly difficult cases. The Accountability Board is also available when a student appeals a demerit. The Board meets at a convenient time whenever the need arises.

HOLYOKE CATHOLIC UNIFORM

Students at catholic believe that they should be valued for who they are not by how they look or what they wear. It is required that students come to school in a uniform at all time with the exception of scheduled non-uniform days of when special permission is granted by administration. All clothing must be clean, in good repair, and must fit properly (not skin tight). Hairstyles must be moderate in color and style and not take attention away from the learning environment. No facial piercings, visible tattoos, tongue rings, chains or excessive jewelry may be worn during school. Please note that the uniform applies throughout the school day, from arrival through departure and throughout the lunch period. Hats are not allowed in school at any time.

All clothing must be purchased through Donnelly's School Apparel. Accessories (socks, stockings, belts, ties) are available through Donnelly's but they do not have to be purchased there. ***Students will be considered out of uniform if they do not have the Donnelly's logo/school seal on pants, shorts, capris, shirts and blazers.***

Students are encouraged to make as many choices as they wish. Students do not have to purchase every style and/or color. For example, students are not required to purchase summer clothing. Blazers, sweaters, vests and sweatshirts are optional. If not in correct uniform, a change in clothing may be required.

<u>Boys</u>	<u>Girls</u>
Pants - Khaki flat front	Pants - Front twill khaki (high waisted)
Khaki pleat front	Mid-rise khaki
Black pleat front	Mid-rise black
Shorts - <i>Summer option only</i>	Capri khaki <i>Summer option only</i>
Khaki/black flat front	Skirts - Must be knee length
Khaki/black pleat front	Khaki box pleat/Khaki kilt
Shirts - Oxford short/long sleeve white	Grey/box pleat/Grey kilt
Oxford short/long sleeve light blue	**Girls must wear ankle socks, knee socks, or stockings with their skirt.
** (Oxford must be tucked in)	Peds are not acceptable.
Polos - Short/long sleeve navy	Blouses - 3/4 sleeve fitted white only
Short/long sleeve white	3/4 sleeve fitted white only
Senior '10 Option – Purple	Oxford short/long sleeve white
Sweater - Pullover w/logo	Oxford short/long sleeve light blue
Crew neck w/logo	Oxford short/long sleeve pink
Vest w/logo	** (Oxford must be tucked in)
Blazer - Navy w/school seal	Polo - Overblouse short/long sleeve navy
Sweatshirt - <i>Holyoke Catholic Only</i>	Overblouse short/long sleeve white
** (Holyoke Catholic Oxford Shirt or Polo must be worn underneath sweatshirt)	Senior '10 Option – Purple
	Sweater - Pullover w/logo
	Crew neck w/logo
	Vest w/logo
	Blazer - Navy w/school seal
	Sweatshirt - <i>Holyoke Catholic Only</i>
	** (Holyoke Catholic Oxford Shirt or Polo must be worn underneath sweatshirt)

Please Note:

- ❖ T-shirts and camisoles must be white if they are worn under a shirt, blouse, or polo.
- ❖ Girls may not wear more than one uniform shirt at a time.
- ❖ Students should not wear long sleeve shirts underneath short sleeve shirts.
- ❖ Slippers are never acceptable.

SUMMER DRESS CODE

Summer dress code includes capris and shorts. Sandals must have back-straps for safety reasons (home-made back straps are not acceptable). Sandals may never be worn in the lab for safety reasons.

LITURGY DAYS

Students are required to purchase an oxford shirt or blouse from Donnelly's. In addition each student must have a pair of dress shoes. (sneakers are not acceptable on liturgy days) **Shorts are not allowed on liturgy day.**

SPIRIT DAY (FRIDAY)

Every Friday is Spirit Day. On this day students recognize the clubs and teams in which they participate. All shirts and/or sweatshirts must be approved by administration. If Liturgy falls on a Friday, students must wear Liturgy Day attire.

GAME DAY

Athlete's are allowed to wear their team jersey when they have a game on a week-day. All sports attire must be in school colors. (green and gold) Uniforms that are sleeveless must have a white t-shirt worn underneath, or shirt purchased as part of the uniform.

DRESS DOWN OPTION

Dress down days are a privilege. When students are given dress down days, dress and grooming must be neat and clean. The student's dress and appearance must not distract from the educational process. The dress down code allows **ONLY** the following:

- Pants must be loose fitting. They may be any color (except white). Jeans/denim are acceptable. Low-rise, cargo, spandex or leather is not allowed. Pants must be loose enough to allow free movement but not so loose that they appear to be falling off. A belt must be worn with pants that have belt loops. Jumpers and skirts must be knee length.
- Blouses/shirts may be solid, printed, and collarless. Tee shirts in good repair are acceptable. Any clothing that displays printed material or graphics that from any perspective could be construed as promoting illegal behavior, or violence, or is in any way demeaning or defamatory or harassing is absolutely inappropriate dress.
- Sweaters can be any color, solid or patterned.
- Alternate sweatshirts are allowed provided they do **NOT** display or promote any illegal behaviors, violence, demeaning, defamatory or harassing language or ideas.
- Socks/Stockings must be worn except during the hot weather option.
- Hats are **NEVER** to be worn in the school building or at lunch.

❖ Attendance Policies:

Attendance to class is essential to academic success. Students are required to attend all scheduled classes. Meeting the minimum attendance criteria is necessary for the satisfactory completion of all courses. The school and parents must work together in developing a commitment among students concerning attendance. Every effort should be made to schedule all appointments, including dental and medical visits, driving exams, etc., outside of school time. The following is a summary of the attendance policy for your review.

If a student is absent 5 days total in a quarter, he/she will need medical excuses to cover any subsequent absences.

Accurate records of student attendance are kept by the main office. The office will report to the Dean of Students when any student has been absent from school four or more times in a quarter. The Dean of Students will alert the parents in writing as to the school's concern.

If a student is absent, he/she is not allowed to participate in or attend extracurricular activities on that day.

If a student knows he/she will be absent for more than 2 days in a row, an extended absence form must be obtained from the Dean of Student's office.

- **Absences:**

Parents must notify the main office between **7:20 a.m. and 10:00 a.m.** concerning daily absences. After 10:00 a.m. a phone call will be made home by the attendance secretary to verify absence.

- **Tardiness:**

Students who arrive after the 7:40 a.m. bell must report to the attendance secretary, who will log them as tardy and issue a late slip. It must be signed by the first position teacher and returned to the attendance secretary by the close of school day. If parents have not called the school by 10:00 a.m., the attendance office will call home to verify tardiness and alert parents as to student's time of arrival. **If the attendance office does not speak to a parent in 24 hours, a detention will be issued. (This is an unexcused tardy)**

Students will be allowed three excused tardies over the course of the school year. **For example, funerals, doctor's appointments, etc.** All other tardiness will result in detention time being assigned, 1/2 hr. before the end of first position. One hour after first position (8:45 a.m.) If a student is tardy more than seven times (excused or non-excused) there will be a parent, student, and administration conference. Excessive tardies will result in loss of driving privileges.

- **Dismissals:**

Students are not permitted to leave the campus during the school day without authorization from a member of the administration (eligible seniors operate within the context and boundaries of senior privilege). This authorization will not be given under any circumstance unless parents have been contacted.

If a student is to be dismissed during the school day, he or she must notify the attendance secretary with a note from his/her parent or guardian before the start of the school day. The teachers of the classes that will be missed must then also sign the note, a practice that allows teachers to give assignments when necessary. Notes are kept on file for 1 academic year. **When a student brings a note to be dis-**

missed early, the attendance office will call home to verify the early dismissal.

If a student leaves school without permission, parents will be notified and the student will be marked as truant. **The student will be issued seven demerits and the students' parents will be called by the Dean of Students.**

Parents/guardians will be called in the case of a student's illness. The parent or person designated by a parent must report to the main office and sign the dismissal book when the student is leaving the school. All dismissals are computed as absences.

Students will be dismissed only to persons listed on the school emergency form on file in the main office. No minor who is ill will be released to his or her own care or the care of another student without a parent's permission.

- **School Cancellation/Delayed Opening/Emergency Closings:**

Snow days will be determined by the Chicopee Public School. Parents and students should consult the local radio and television broadcasts for the cancellations. If Chicopee Public Schools are closed, HCHS will be closed. Any other delays or emergency closings will be broadcast on local television and on our website when applicable.

- **Attendance Requirements for Courses:**

In order to receive credit in any one quarter marking period, a student may not be absent more than **five days**.

In order to receive credit for the year, a student may not be unjustifiably absent from a class more than **eighteen times**. Tardiness and dismissals are factored in as class absences.

When a student's record shows 5 or more unexcused absences in a quarter, student and parents are notified that report cards will be withheld pending a hearing with an attendance committee composed of counselors and administration. The hearing allows the student to present additional information concerning the absences. It also allows the committee to reiterate the importance of being in school, and the ultimate consequences of losing academic credit for excessive unexcused absences.

When a student is unjustifiably absent from class fifteen times in one year (including tardiness, absences or dismissals) parents will be notified of probable loss of credit for the course.

Justifiable reasons for excused absences are:

1. Illness verified in writing by the physician
2. Death of family member or close friend
3. School-approved workshops
4. School-sponsored sports events
5. College visits [maximum of three]

The School does not allow for an alternative vacation period for students unless it is specifically justified by the parents and approved in advance by the principal. An extended absence form must be obtained from the Dean of Student's office, filled out, and returned before leaving.

- **Make-up assignments due to absence:**

A student absent on a test day must be prepared to make up the test in a prompt

manner. For short absences of one or two days the teacher will judge what is a reasonable make-up time. In cases where absences extend for three or more days, the student should make up work in a timely manner. For absences of shorter duration, students should be in the habit of telephoning each other to find out what assignments they ought to be completing while not in school.

- **Assignments for extended absence:**

In case of extended absence of more than three consecutive days, assignments may be requested through the guidance department. **Please allow a minimum of twenty-four hours for this material to be compiled. If extended absence is due to a vacation, student will have three days after returning to school to turn in all assignments**

❖ **Visitors/Shadowing:**

All visitors must sign in at the main office. They will provide you with a visitor's pass.

No student should invite or receive visitors into the school building or on school grounds without prior approval from Administration.

Requests should be made at least two days in advance of such a visit. Written permission by parents of the student who would like to shadow as well as that of their teacher or school principal is required. School visitor forms may be obtained from the Admissions office. The permission from the visiting student must include information as to how to get in contact with the parents in case of emergency. No visitor will be allowed in to the school without such forms being approved by the Admissions Director. Prospective students may shadow on a prearranged day between **November 1st – May 31st** only. Any other special arrangements must be made through the Admissions office.

Visitors must conform to all student rules and regulations and be in appropriate attire, no jeans or t-shirts. Those not so conforming will forfeit the privilege of visiting and will be asked to leave the campus.

Any student who is currently suspended or any individual who has been dismissed, expelled, or left the school in other than good standing is considered a "visitor." In the case of extracurricular events such as, but not limited to, social, dance, prom, cultural or celebratory events, such "visitor" must seek permission to attend from the principal at least thirty (30) days in advance of the event.

Any Holyoke Catholic High School student who entertains unauthorized visitors anywhere on campus will be subject to disciplinary actions.

❖ **College Visits:**

Juniors and seniors are encouraged to visit three colleges they are considering for application. Prior to a visit, the student obtains and completes a College Day Form from Guidance, has it signed by a parent and the appropriate teachers, then returns it to the main office. **The form needs to be in the main office one day before the scheduled visit.**

❖ **Lunch Program:**

Holyoke Catholic provides a student cafeteria with a varied menu. Items must be purchased on a cash basis only. No credit will be allowed.

- Students are required to follow all school policies during lunch time. Students are not permitted to order lunch from an outside vendor to be delivered to the school.

- **Food and drink are never allowed in the classroom.**

❖ **Searches of Students:**

A search of a student, his/her clothing and/or possessions by a school official is justified when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school. No search will be excessively intrusive.

- Lockers will be examined randomly throughout the school year.
- Backpacks will only be searched when there is reason to believe that a student may have contraband eg. Drugs, alcohol, weapons, stolen property. The backpack will always be searched with the student present and two staff members present.

❖ **Anti-Tobacco Policy:**

Holyoke Catholic High School is committed to providing a healthy, smoke-free environment for our students, staff, and community. Smoking is never permitted on school grounds at any time, or at any school-sponsored events. The smoking ban includes all campus-designated areas, including the properties, roadways and parking areas surrounding the school property.

While violations receive the prescribed five demerits, the overarching goal is good health. Therefore, we make counseling and cessation programs available.

Repeat offenders will be referred to the Dean of Students, who will notify the parents and make arrangements for the student's participation in a smoking cessation program. Programs are often free and address tobacco use in terms of education, counseling, and treatment. Referred students will be required to complete all parts of the program.

❖ **Substance Abuse Policy:**

The community of Holyoke Catholic High School is aware of, and will always act in, the best interest of the student who has been entrusted to us and in the best interest of the parents who expect this care from us. We believe in the honor and integrity of our students but realize the difficulty and pressure young people are put under regarding drugs and alcohol in today's society. We discourage the idea of the social acceptance of these substances and advocate abstinence in our students' lives. **Students in possession of drugs or alcohol will be subject to suspension and possible expulsion. The selling or purchasing of any illegal substance on school grounds will be grounds for expulsion.**

Students approached with drugs or alcohol by **anyone** during, before or after school, or at any school-sponsored event, must report the incident immediately to a faculty member or administration.

While any violation of the substance abuse policy is a serious infraction and carries with it severe penalties, the overarching goal is good health. Therefore, if a student violates the policy the following procedure is pursued:

1. The student will be referred to the Principal or the Dean of Students
2. Parents will be notified immediately
3. The Student will receive ten demerits and will be suspended from school until a meeting is held with his/her parents. Depending upon the severity of the infraction, the student could be expelled.
4. In compliance with State Law, police notification and involvement will be called upon as necessary.
5. A referral to a psycho-educational program will be required. This will be arranged by the student's guidance counselor and/or the Dean of Students

6. Counseling will be set up on a regular basis with the student and his/her guidance counselor in order to have the necessary support and to be able to follow up on services being provided.

[Again, in the interest of good health, students who come forth and ask for substance abuse assistance will not be penalized or suspended.]

❖ **Harassment Policy:**

Holyoke Catholic High School supports an environment conducive to respectful treatment of its students and employees. It is the intent of Holyoke Catholic High School to maintain a learning and working environment, free from unlawful and sexual harassment; and such harassment will not be tolerated. This policy applies to all students and employees.

Unlawful Harassment. Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her age, color, disability, gender, national origin, race, religion, sexual orientation or that of his or her relatives, friends, or associates; and that (1) has the purpose or effect of creating an intimidating, hostile or offensive learning or working environment; (2) has the purpose or effect of unreasonably interfering with an individual's educational or work performance; or (3) otherwise adversely affects an individual's scholastic or employment opportunities.

Sexual Harassment is prohibited. It is defined as unwelcome conduct which involves sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of a student's ability to attend school and perform his or her studies and activities or employment; or (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's scholastic or work performance by creating an intimidating, hostile, humiliating and abusive school or work environment.

Examples of sexual harassment include, but are not limited to: explicit or implicit demands for sexual favors in exchange for educational benefits; unwelcome letters, telephone calls or displays of materials of a sexual nature; physical assaults of a sexual nature; unwelcome and deliberate touching, leaning over, cornering or pinching; unwelcome sexually suggestive looks or gestures; unwelcome pressure for sexual favors; unwelcome pressure for dates; and unwelcome teasing, jokes or questions of a sexual nature.

Other Harassing Behavior. Verbal or physical conduct that denigrates, shows hostility toward, belittles or ridicules an individual, is prohibited..

A student or employee who feels that he or she has been sexually harassed or has witnessed sexual harassment has the right and obligation to report such conduct. Each administrator or teacher who is aware of an incident of potential sexual harassment must report such conduct. Reports of unlawful and sexual harassment should be made to a member of the Administration or one of the Guidance Counselors.

All complaints of unlawful harassment or sexual harassment will be taken seriously and will be investigated promptly in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will include private interviews with the person filing the complaint and with witnesses. The person alleged to have committed the unlawful or sexual harassment will also be interviewed. When the investigation is complet-

ed, the results of the investigation will be reported to the individual who filed the complaint and to the person alleged to have engaged in the conduct.

If it is determined that unlawful or sexual harassment has occurred, Holyoke Catholic High School will act promptly to eliminate the offending conduct. Disciplinary action will be taken as deemed appropriate under the circumstances, which could include counseling, a warning, probation, suspension, expulsion or termination, depending on the circumstances.

If any student or employee of the Holyoke Catholic community is subjected to or witnesses what he or she perceives to be Other Harassing Behavior, as defined in this Policy, he or she is encouraged to promptly report the incident to the Dean of Students or a Guidance Counselor. It will then be determined if an investigation of the incident is required.

Retaliation. Holyoke Catholic High School will not tolerate any retaliation against anyone who in good faith reports an incident of alleged unlawful or sexual harassment, provides information in relation to such a report, or who cooperates in an investigation. Retaliation is viewed as a very serious violation of this policy and should be reported immediately to the Dean of Students or a Guidance Counselor.

False Accusations. Holyoke Catholic High School recognizes that false allegations of harassment, as defined in this Policy, can have serious effects on innocent individuals. If an investigation results in a finding of evidence that an individual who has accused another of harassment made false allegations, the accuser will be subject to disciplinary action which could include a warning, probation, suspension, expulsion or termination, depending on the circumstances.

❖ **Suspicious Behavior:**

It is imperative that any suspicious or threatening behavior by anyone on or around our campus be immediately reported to a teacher, the main office, or any administrator.

❖ **Trespassing:**

Anyone not officially recognized as a member or guest of Holyoke Catholic community must be reported immediately to the main office.

❖ **Cell Phones:**

Cell phones are not allowed in school at any time during the school day including the lunch room. Students will leave their cell phones in their locker during the day. If a student is seen with a cell phone, or if a cell phone is confiscated in class or the lunchroom, the cell phone will be given to the Dean of Students immediately, and that student will receive 1 demerit. If the same student has a cell phone taken away a second time, 2 demerits will be issued and a parent/guardian must come into school and pick up the cell phone. If there is a third time, 3 demerits will be issued and parents will be called in for a meeting with administration. If a cell phone goes off during class and the student who owns it cannot be identified, administration reserves the right to search the students. The accrual of demerits could lead to the loss of extra-curricular participation in activities, and possible dismissal from HCHS.

❖ **Electronic Equipment:**

Radios, televisions, tape players, cell phones, pagers, compact disc players, ipods, MP3 players, game boys, etc. are not to be used during the school day.

Calculators that are being used for anything other than class work will be confiscated. Teachers will confiscate such devices, which will be turned in to the Dean of Students. Cell phones should not be used on campus except in cases of emergency. Any questions on appropriate use should be forwarded to the Dean of Student. They are to be kept in backpacks at all times.

❖ **Backpacks:**

Backpacks, briefcases, and other bags carrying books and extraneous material are not allowed in the classroom or the lunchroom. All school materials will be carried into the classroom and placed on or underneath the desk. Students will be allowed to go to their lockers five times throughout the day. These times are: before school, homeroom, before lunch, after lunch, and at dismissal. They will not have to carry more than two classes of materials at one given time. If a student brings his/her backpack to class, he/she will be directed to return it to his/her locker and a detention will be issued.

❖ **Bus Conduct:**

Students qualify for the Chicopee school bus if they live in Chicopee and are more than 2 miles from the school. Students may also ride the HCHS bus for a fee determined by the school. Bus privileges can be forfeited at anytime by misbehavior or disrespect. It is expected that Holyoke Catholic High School students will conduct themselves in a mature and courteous manner on all buses. Transportation officials will receive the full cooperation of the school in dealing with any student whose conduct is out of order. **These rules must be followed daily on the bus:**

- Students will not be allowed to ride the bus without an official bus pass with their name on it. **Passes will be checked daily**
- Students will not be allowed to ride any other bus other than the one that has been designated for them.
- Students who do not have a bus pass, will not be allowed to ride the bus **AT ANYTIME.**
- Athletes may not utilize the bus for transportation to practice after school.
- **ABSOLUTELY NO FOOD OR DRINK ALLOWED ON THE BUS.**

Some examples of misconduct on the bus include, but are not limited to:

• **Violation of Safety Procedures**

Example: Unnecessary standing or moving around in the bus while it is in motion. Hands, arms, head, or any part of the body are to be kept inside the bus.

• **Destruction of Property**

Example: Writing on or ripping seats. Breaking latches on windows.

• **Possession of Drugs/Alcohol**

• **Excessive Mischief**

Example: Throwing any items inside the bus, or outside the windows.

• **Rude/Discourteous/Unacceptable Behavior**

Example: Insubordinant to bus driver, spitting, profane language, harassing other students and/or people on the street.

• **Chronic Possession or Consumption of Food/Drink**

• **Fighting/Pushing/Tripping**

• **Smoking**

• **Injury to Another Person**

• **Verbal Harassment**

If an incident is reported to administration, the following procedures will occur:

1st offense student will meet with the Dean of Students.

2nd offense student will be suspended from the bus for a period of time to be determined by the Dean of Students.

3rd offense student will lose his/her bus privileges for the duration of the year. Transportation fee will not be refunded. (if applicable)

****Please Note: Possession of drugs and alcohol will result in immediate dismissal. Students who are written up on the bus will receive the same discipline that the Code of Conduct provides if the incident happened in school.*

❖ **Automobiles:**

All students wishing to park their cars in the school parking area must obtain a registration form from the Dean of Students and pay a fee of \$100.00. After supplying all required information a sticker and a parking spot will be assigned. No cars are allowed to leave the premises during school hours without permission. Upon arrival, students are not to loiter in cars or in the parking lot. During the course of the school day students are not to go to their cars without the express permission of an administrator. Vehicles that are parked without authorization from the administration will be towed at the owner's expense. If there are no spaces available, student's name will be placed on a waiting list. **Excessive tardies will result in loss of driving privileges.**

Speed must never exceed 10 mph in the student parking lot.

Repeat violations of speed regulations in student parking lot could result in the loss of driving privileges. This speed regulation also applies during any athletic and/or social function in which a car is used. Students who lose their driving privileges will forfeit the \$100.00 fee. There is no parking in front of Assumption Church at any time.

❖ **Students sign a contract agreeing to the rules for having a car on campus:**

- Excessive tardies will result in loss of driving privileges.
- Students are not allowed to go to the car during the day without permission from an administrator.
- Students must not drive more than 10 miles per hour in the parking lot at all times.
- If students get a new car during the year, they must bring a copy of the new registration to the Dean of Students office as soon as possible.
- If student becomes ill during the day at school, he/she will not be allowed to drive home without permission from a parent.
- The one hundred-dollar parking fee is non-refundable. If the student loses his/her parking privilege for any reason, a refund will not be issued.
- Students are required to follow the direction of the crossing guard.
- **The consequence for breaking any of these rules could be revocation of parking space.**
- Students who park in non-school designated areas must be in accordance with the City of Chicopee's parking regulations.

ATHLETICS

Holyoke Catholic High School sponsors a wide variety of extracurricular activities to meet the needs and interests of its student body. These activities are designed to round out a student's education by providing experiences wherein social skills, group cooperation, and competitive drives may be integrated to develop a fuller sense of self and others.

❖ Interscholastic Sports:

Holyoke Catholic High School offers an extensive inter-scholastic athletic program, which strives to promote the physical, social, and moral development of students. The purpose of the program is to teach students proper techniques of team and individual sports, encourage physical development and develop positive attitudes of good sportsmanship and team play within a competitive environment.

The Sports provided at Holyoke Catholic High School are:

FALL

Cross Country
Soccer
Golf
Cheerleading

WINTER

Alpine Skiing
Swimming
Basketball
Cheerleading
Indoor Track
Wrestling

SPRING

Outdoor-Track
Tennis
Softball
Baseball

❖ Athletic Rules & Policies:

Participation in interscholastic sports at Holyoke Catholic High School is a privilege. As a participant, the student is a representative of the school and is expected to reflect the school's philosophy and values.

Violations of our standards may call for the restriction or withdrawal of the privilege of athletic participation as determined by the coaches, athletic director, and administration of Holyoke Catholic High School. It is a condition of participation that students, parents, and guardians recognize the right of school authorities to determine such restrictions and withdrawal of the privilege of participation, as these officials deem appropriate.

The rules and policies of the Massachusetts Interscholastic Athletic Association (M.I.A.A.) and the Pioneer Valley Interscholastic Athletic Association (P.V.I.A.C.) and those of the school govern Holyoke Catholic athletics as they are published, posted, or announced. The following summary of these rules and policies is a guideline for all parties and is not exhaustive. These rules and policies are subject to revision. Specific questions concerning the existence or application of a rule or policy may be raised with the athletic director.

❖ M.I.A.A./P.V.I.A.C. Rules:

1. Academic Eligibility: A student must secure a passing grade in at least 4 traditional yearlong English courses during the last marking period preceding any athletic contest. To be eligible for the fall, students are required to have passed for the previous academic year the equivalent of 4 traditional year long major English courses. (See HCHS rule #7 below for further restrictions on eligibility).

2. Transfer: A student who transfers schools, without a change of residence, is ineligible for one year in those sports participated in as a varsity athlete or its equivalent, at the original school during the one year period immediately preceding the transfer.
3. A student athlete may only take part in one formal practice or the equivalent of one regulation event when school is in session. The contest must be at the site of the same host and immediately follows the other and the single contest limit are not exceeded. (Walk-throughs, shoot-arounds, batting practice, etc. are not considered a formal practice).
4. If an official disqualifies a student from a contest, the student is ineligible for the next contest. If a student is so disqualified in a second occasion in one season, that student is ineligible for one year in that sport.
5. A student must have a physical examination administered by a licensed MA medical physician, nurse practitioner, or physician's assistant in order to be eligible to participate. A physical exam is valid for thirteen months (395days). A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.
6. On entering Grade 9 of any school, a student has 12 consecutive sports seasons of eligibility. The student's non-participation in any such season does not extend that student's eligibility.
7. A student must be under nineteen years of age to compete; however, he or she may compete during the academic year he or she turns nineteen, provided the nineteenth birthday occurs on or after September 1st of that year.
8. A student who, regardless of quantity, uses, consumes, possesses, buys, sells, or gives away any item containing alcohol, marijuana, tobacco, or any controlled substance, is ineligible for 25% of the season. A second or subsequent violation renders a student ineligible for an additional 60% of the season. Any remaining time will carry over to the next season.
9. Massachusetts General Law (Chapter 269 Section 17) states that it is a criminal offense to commit an act of "Hazing." The law defines hazing as "any conduct or method of initiation into any student organization...which willfully or recklessly endangers the physical or mental health of any student or other person." Examples of hazing include, but are not limited to, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor or beverage, drug or other activity that physically endangers someone or subjects them to extreme mental stress. Incidents of hazing must be reported to an administrator as soon as it is practicable.

❖ **Holyoke Catholic Athletic Rules:**

1. A student must complete the school provided forms that grant parental permission to allow a student to participate in athletics. Also, a statement of parental permission for the school to seek emergency medical attention in the event that the parent is unavailable to grant the same must be completed.

2. **A student may not participate in a contest or practice when that student is not in attendance at school by 10:00 a.m., or does not attend the last three positions of the day on the day of the contest or practice. This rule also holds when a student is absent the Friday before weekend or holiday contest.** For example, if a student is not in attendance at school on Friday and he/she has practices scheduled that Friday and a game the following day on Saturday, the student may not participate in practice on Friday or the game on Saturday. The principal may waive this rule only for good cause (e.g., medical appointment, school-sponsored trip, required college interview, etc.) The intent of the rule is to prevent “resting up for the contest.”
3. Coaches will impose appropriate penalties for non-excused absences from team practices.
4. **EARLY DISMISSAL PROCEDURES:**
Athletes will drop off all equipment needed in the athletic office before school in the morning before class begins.

Athletes must get any/all books needed for the day during locker period after lunch. **ATHLETES WILL NOT BE ALLOWED TO GO TO THEIR LOCKERS DURING AN EARLY DISMISSAL.**

Athletes will not leave the classroom until they are called over the intercom.

Athletes will not be allowed back in the building once they have been dismissed early.

If there are two teams being dismissed on the same day, alternate arrangements will be made with the Athletic Director/Dean of Students on that day.

5. All school property such as uniforms and equipment issued to athletes by a team is the team member’s responsibility. Failure to return this same equipment in good and clean condition makes the athlete financially responsible for the equipment. No report cards will be issued if all responsibilities are not met.
6. The stealing of school property or the property of any individual while a student is a participant in athletics, and/or when such an act is carried out in connection with such participation, are grounds for dismissal from athletics.
7. Violations of the code of conduct established for all students of Holyoke Catholic when committed by team members shall cause the same penalty as for any other student. If such penalties imposed cause a failure to adhere to the rules of a given team’s membership requirements, the appropriate athletic penalties may be imposed with the approval of the athletic director. However, the remedial benefits of athletic discipline will be borne in mind in such cases. A coach may not impose additional sanctions for non-athletic violations without the approval of the athletic director.
8. A student who receives a detention must serve the detention on the first available detention session date of the following week. A student-athlete is

excused from detention on the day of a contest but must serve the detention immediately at the next available detention session. ****If a student-athlete accumulates over 1.5 hours of detention, the student must serve the detention at the first available detention session date of the following week, regardless if the student has a contest or practice.**

9. **INELIGIBILITY:** Additionally, any student with one or more F's in a quarter will not be eligible for sports or extra-curricular activities. Students have the opportunity to apply for a one time in four year waiver if they receive an F in a marking period. Because the primary purpose of Holyoke Catholic High School is to provide for a student's quality academic preparation, students not maintaining a C- average in a given quarter will be ineligible for sports and extra-curricular activities for the entire next quarter.
10. Practice and games will not occur on Good Friday.

ELIGIBILITY REQUIREMENTS

To allow for the differences in the value of a C- among course levels, the C-average for sports eligibility will be computed according to the following scale:

Grade	Numeric Value	Grade	Numeric Value
A	11	C	5
A-	10	C-	4
B+	9	D+	3
B	8	D	2
B-	7	D-	1
C+	6	F	0

A numeric average of at least 4.0 (with no rounding off) is needed to participate. For example: Student's Grades

$$\begin{array}{r}
 \text{C+ (6)} \\
 \text{D- (1)} \\
 \hline
 \text{C (5)} \\
 12
 \end{array}
 \qquad
 \begin{array}{r}
 \text{C- (4)} \\
 \text{C- (4)} \\
 \hline
 \text{C- (4)} \\
 + 12 = 24
 \end{array}$$

$24/6 = 4.0$, therefore, student may participate.

Students who fail to achieve the minimum grades (see chart above) in the last quarter of the year are ineligible for the first quarter of the following year.

Students are eligible to receive a waiver once in their four years of high school. Students can receive only one F in a marking period. Students must score a 4.0 or above on the ineligibility scale (see page 31 in the student handbook. Waivers will only last for one quarter/marketing period.

Ineligibility becomes effective the day report cards are issued and continues until report cards are issued at the end of the quarter.

INELIGIBILITY WAIVER

❖ Procedure:

Student must acquire a waiver form from the Athletic Director or Dean of Students. The completed waiver form should be returned to Athletic Director or the Dean of Students. The student will attend a meeting of the waiver committee and present reasons why the waiver should be granted. If the waiver is granted, the student must agree to the following stipulations:

- Student will get an academic report from the relevant teacher weekly.
- Student will meet with his/her guidance counselor weekly to review report and receive support necessary.
- Student must meet with relevant teacher weekly after school for assistance needed.
- Two consecutive weekly reports with grades below passing or with significant missing assignments would nullify the waiver.

❖ Scheduling Athletic Events:

The scheduling of athletic events is not totally in the control of Holyoke Catholic High School. Membership in a league dictates the teams we will compete against. When teams have to travel a distance to compete, team members will be allowed to leave school early. The athletic director, coach, or activity moderator will emphasize to the students in their care that it is each student's responsibility to make up work they may miss. If a student is abusing the privilege of early dismissal, or if a student is doing poorly academically because of missing class time, the subject teacher will speak to the athletic director and/or coach in an attempt to resolve the problem.

EXTRA-CURRICULAR ACTIVITIES

An "Extra-curricular" organization is a club, team, company or student organization that has status in the student handbook and that has a published schedule of events or performances. Because the achievement of these organizations' goals depends on a common commitment of time and talent, such organizations may make reasonable rules regarding attendance. Such rules are revisable by the administration. Extra-curricular activities follow the same eligibility requirements as Athletics, see page 29.

The Justice League	Newspaper
A Capella Choir	Yearbook
Academic Decathlon/As School Match Wits	National Honor Society
Athletics	Key Club
Creative Writing	Students Against
Lacrosse	Destructive Decisions
Student Council	Performing Arts
Mathletes	Speech

General School Policy Regarding All Extra-curricular Events:

All school-sponsored events are seen as an extension of the school life of H.C.H.S. and therefore, the school philosophy and decorum are expected to be upheld by everyone involved. All school policies, e.g., substance abuse, respect for others and for property will be in effect. To participate in school-sponsored extra-curricular activities such as practices, games, meets, tournaments, dances, school sponsored trips, etc., students must be in school by 10:00 AM on the day of the event, or the Friday before a weekend event. It is the responsibility of coaches

and moderators to see that this expectation is upheld with proper emphasis on academics as well as concern for the student's well being.

If a student is not able to be in school, he/she is not eligible for extracurricular activities. If they arrive at a function they will be asked to leave.

❖ **Dances:**

- All school dances are for Holyoke Catholic students only, with the exception of the semi-formal and proms.
- No one will be admitted late to the dance without prior permission from administration or the faculty member in charge.
- Those in charge of the dance have the right to ask any undesirable person to leave.
- Once students leave the dance, they may not return. Parents will be called if student leaves early.
- No food or drink will be allowed into school dances. Only drinks provided by HCHS.
- Backpacks will not be allowed into school dances.
- All school policies apply at all school sponsored events.

❖ **Assemblies:**

Assemblies of the entire student body or of classes will be scheduled throughout the school year. These assemblies provide us with the opportunity to discuss issues of school life and celebrate special moments together. At all times, students should follow the directions of the attending faculty members and act in a mature and courteous manner. Students will assemble in the designated areas by home room groups. They will fill in the space quickly and in an orderly fashion. Seniors will be called to assemblies first.

The utmost courtesy and respect should be given to every person who speaks to the student body. Silence should prevail regardless of one's own predisposition, interests, or indifference. Any response other than clapping is rude, undignified and unacceptable. **No student may leave an assembly without permission and knowledge of an adult.**

❖ **School Store:**

The campus school store will be open daily during all three lunch periods. Students will be able to purchase school supplies, purchase tickets to school events, etc. There will also be a supply of school clothing such as sweatshirts, hats, etc. Custom made items will be sold as ordered. Clothing is also available through the school store online. The link is available on the HCHS home page.

❖ **Building/Equipment/Grounds:**

Students are expected to exercise reasonable care in the use of school buildings, equipment, and grounds. Any destroying or defacing of school property is a very serious school offense. Students will be expected to pay for any damage caused by vandalism, and receive accompanying demerits.

❖ **Daily Announcements:**

All announcements must be submitted in writing—approved with a faculty member's signature—to the main office the day before or by 7:30 a.m. on the day the announcement hopes to appear. The written announcement must include the date(s) for its inclusion in the bulletin.

❖ **Daily Schedules:**

The schedule used for regular school days is printed in the beginning of this handbook. Special schedules are published as necessary.

❖ **Field Trips:**

Educational field trips may be made during school time only with the prior permission of the principal or his/her administrative designee. Parents must complete and submit the school permission trip form, to be distributed to students by the teacher conducting the field trip, before a student will be allowed to participate in the excursion. The use of parental permission forms also applies to club trips.

The school requires that students conform to the uniform policy when on school-sponsored field trips. Exceptions will be considered by the administration when the nature of the trip may make the school uniform awkward or impractical. Field trips are a privilege and can be revoked for discipline reasons by administration.

❖ **Fire Drills:**

A fire evacuation plan is posted in each room. Students should know the fire exit plan in the room where they are located. When the fire alarm sounds, students will immediately stand and silently form a single line as they leave the room. All windows and doors should be closed. Lights should be turned off. Running is not permitted. **Students/Staff are to be silent during a fire drill** and are to remain at least 100 feet away from the building until the signal is given to re-enter. All persons in the school must leave the building during a fire drill.

❖ **Elevator Passes:**

If a student needs an elevator pass due to illness or injury, he/she will be required to see Mrs. Linnehan for authorization.

❖ **Emergency Care:**

Parents must complete and submit annually a student emergency information form (on the reverse side of this handbook's contract page), which will be kept on file. It is crucial that this information be accurate and up-to-date.

❖ **Medication Policy:**

Students who need to take medication during school must fill out a Diocesan Medication form. This form must be filled out by his or her doctor and be registered with the nurses office. Students with medication will be supervised by the nurse or administration. The form will consist of the following information:

- Reason for medication
- Type of medication
- Dosage of medication
- Times to be taken
- Parental permission
- Signature of physician

Medications will be stored in the nurse's office, in a locked cabinet.

❖ **Illness During School:**

Students who become ill during the school day should report to the nurse. The school nurse or, in her absence, the Dean of Students will determine what action is necessary based on the nature and degree of the illness. Prior to any student being sent home due to illness, the nurse, who will contact a parent or guardian to arrange

appropriate transportation. **If a student drives to school and later becomes ill, the school recommends that a parent transport him/her home. However, if the parent gives the student permission, the student will be allowed to drive him/herself home. Students should not call home on their own with cell phone when ill.**

❖ **School Identification Cards:**

All students will be issued a school I.D. card in September. They must wear the I.D. on a lanyard daily. Detention will be issued if students do not wear their I.D. If a student loses his/her lanyard there will be a \$10.00 charge for a new one. They are used for identification as well as entrance to school-sponsored activities. Students who ride the bus must have their I.D. card in addition to their bus pass. They should be carried at all times. **There will be a replacement cost of \$10.00 for any lost ID card.** School I.D. cards will also be used for Elms College Library privileges once an orientation program has been completed and a bar code has been attached.

❖ **Library:**

Books may be borrowed for TWO WEEKS only: one renewal period will be allowed. Books must then be returned and made available to other students for a period of at least two days. If the books are still on the shelf, the person who had taken them out originally may borrow them for one more week. A fee of five cents (5) per school day will be charged for over-due books.

All periodicals and reference materials are to be used in the library only. Articles may be photocopied for ten cents (10) per page.

No student is allowed to take a reference book from the library at any time.

RESERVED: A Faculty Reserve Shelf is available for student use. Certain books and magazines will be kept in reserve for use of the students in the library. These books will be held until the assignments are completed.

Leisure reading will be done at the discretion of the librarian. Any student receiving deficiencies or failing grades will not be allowed leisure reading time. **Computers are for Research Only.** Students must adhere to all Elms College Library rules or they will forfeit privileges.

❖ **Lockers:**

All students will be assigned a locker at the beginning of the school year. The school is not responsible for items missing from the lockers. Students will be allowed to use lockers 5 times per day. Before school, during homeroom, before lunch, after lunch, and dismissal. If students need to go to their lockers at any other time during the day they will be escorted by administration. Lockers will be randomly checked throughout the school year. Students dismissed early for sporting events or senior privileges must have all materials they need from their locker after lunch.

❖ **Lost and Found:**

Lost and found items are located in the school store.

❖ **Passes:**

Passes must be obtained by ALL STUDENTS who need, AT ANY TIME, to leave their assigned rooms. No student may be out of class or study without a pass.

❖ **Working Permits:**

Working papers are available from the city or town offices of a student's residence – not through the school.

❖ **Tuition Information:**

Holyoke Catholic is a regional diocesan high school. This means that our local parishes, the pastors, priests and people of the Diocese of Springfield subsidize us through the Bishop's Office. It is by this support that no student does or has ever paid the full cost of education.

TUITION FOR THE 2009/2010 ACADEMIC YEAR

The budgeted cost of educating a student for this year is \$8,044.00

Full Tuition Rate	\$6,900.00
Parish Sponsored Rate	\$6,050.00

TUITION PAYMENT OPTIONS:

Option #1 Full payment option

Payment in full due by June 30, 2009, entitles payer to \$50.00 discount.

Option #2 FACTS Management Company makes electronic withdrawals from a checking or savings account-FACTS remits to Holyoke Catholic. Requires a \$38.00 annual enrollment fee. Payments may be budgeted over 10 months. Withdrawals are made on the 5th or the 20th of each month beginning in June.

PAYMENT POLICY

1. Payment may be made, depending on choice of option by cash, check, or through FACTS Management Company. If a check is returned by the school's bank due to insufficient funds or other reason, a \$20.00 Returned Check Fee will be assessed. The school reserves the right to require payment in cash or by bank check if the following occurs:

- a. Payment is being made on a delinquent account.
- b. Payment on any account is made after the last due date.
- c. The school has received a check payment that has not cleared the bank. In this case, the school reserves the right to require all future payments in cash or by bank check.

2. Students whose tuition accounts are delinquent may be prohibited from taking mid-term and final exams, and may receive incomplete grades. Family accounts must be current to begin the school year in September. Under no circumstance will a student be allowed to graduate if there remains unpaid tuition or fees. In addition, diplomas, transcripts and other credentials may be withheld. The school shall have the right to legal action for the collection of unpaid tuition and fees. Parents/guardians will be responsible for all costs of collection, including court expenses and attorney fees.

3. Parents/guardians who are experiencing financial difficulty should contact the tuition office as soon as possible.

❖ **Refund Policy:**

Holyoke Catholic High School will consider requests for full or partial refunds upon receipt of a written notice of withdrawal stating the effective date and the name of the school the student will be attending. Students who are expelled are not eligible for refunds. Registration deposits and fees (e.g. parking fees, transportation fees, senior fees, etc.) are non-refundable.

The following guidelines will serve as the Administration's basis to determine the amount of any refund or remaining balances due.

A \$400.00 withdrawal fee is retained by the school for administrative expenses associated with enrollment and withdrawal process.

Refunds will not be given for the time a student has spent in school, including the current month.

No refunds will be made for students who withdraw after the start of the fourth marking period.

If you have any questions regarding tuition, please do not hesitate to contact Mrs. Sandra Parsons in the Tuition Office.

❖ **Financial Assistance:**

Assistance is available through both Holyoke Catholic and the Diocese of Springfield Financial Aid Programs by filing one application.

Holyoke Catholic High School Financial Aid Grants

All awards are based on the family's financial need.

Application process is through the Facts Grant and Aid Assessment Company. Sources of assistance are through the Catholic challenge campaign, fundraising, Alumni donations, Parent Partnership and benefactors.

Application forms are available from the Holyoke Catholic Business Office
Application deadlines are:

1st deadline: March 15th

2nd deadline: May 15th

Diocese of Springfield Financial Aid Program

Must be an active member of a Catholic parish.

All awards are based on the family's financial need.

Application process is through the Facts Grant and Aid Assessment Company. Application forms are available from the Holyoke Catholic Business Office.

Application deadline is March 15, 2010.

If you have any questions regarding Financial Aid, please do not hesitate to contact Mrs. Sandra Parsons in the Financial Aid Office (ext. 1130).

**HOLYOKE CATHOLIC HIGH SCHOOL
ACCEPTABLE INTERNET AND COMPUTER USE POLICY**

Internet access and computer use through Holyoke Catholic High School is a privilege, not a right. Therefore, student access may be limited or revoked by School officials at any time if this privilege is abused or violates acceptable use in any way. Students engaged in unacceptable use of the Internet or computer use will also be subject to disciplinary action.

All student use of the Internet is to be conducted under faculty supervision, in classrooms, libraries, or laboratories. Students are responsible for acceptable use of the computers, the Internet, and the network, just as they are responsible for their behavior in other areas of the school, as outlined in Holyoke Catholic's *Code of Conduct and Discipline Policy*.

The computers and associated networks are provided for students to conduct educational research and support educational endeavors. Acceptable uses are characterized by:

1. Abiding by generally accepted rules of computer use etiquette including being polite, using appropriate language, and demonstrating courtesy toward others.
2. Respecting the privacy of personal data.

3. Respecting the integrity of the computer, the computer system, network, and associated data.
4. Pride in one's own work as well as the recognition and acknowledgement of the intellectual property of others.
5. Exercising due care in the utilization of computer hardware and software, as well as to respect and follow procedures and guidelines issued in order to respect and ensure the security of the Holyoke Catholic computer system and its resource limits. These include, but are not limited to, guidelines and virus protection procedures.
6. Sharing limited resources with others.
7. Reporting misuse of any of the equipment, hardware or software, to school authorities. In addition, students should promptly inform their teachers or school administrators of any on-line communication that is, in any way, threatening, harassing, or otherwise inappropriate.
8. Being accountable for all actions undertaken while using the computer, including Internet use.
9. Using computing and communications facilities in a manner consistent with local, state, and federal laws and policies.
10. Showing consideration toward the school and community.

Unacceptable uses of the computer and associated networks are characterized by:

1. Fostering private or personal information about yourself or others. Any individual's information is his or her own property and is not to be accessed, exposed, or exploited in any way.
2. Attempting to log in through or to access another person's files.
3. Accessing or transmitting pornographic, obscene, offensive, or threatening material of any kind.
4. Posting or sending messages, accessing messaging/chat sites, "spamming", accessing instant messaging sites, i.e. AOL™, or any other messaging activity, either by Internet or intranet mode.
5. Violation of Holyoke Catholic's *Code of Conduct and Discipline Policy*, engaging in racial or other forms of discrimination, including sexual harassment, hazing, plagiarism, cheating, or interfering with the rights of reproduction or transmission of material that is protected by copyright. Infringing upon copyrights is the inappropriate reproduction or transmission of material that is protected by copyright. Copyright laws will be respected.
6. Participation in any communications that facilitate gambling, the illegal sale or use of drugs, alcohol, or weapons, gang activity, or that threatens, intimidates, or harasses any other person, or that violates any local, state, or federal law.
7. Participating in commercial activities that are not directly related to the educational purpose or financial status of Holyoke Catholic High School, i.e. online shopping in any form, Ebay™ bidding/buying, online wallet/credit card software sites, and related activities.
8. Downloading music and music software, games, software/hardware/firmware upgrades/updates, or any other download not authorized by appropriate school personnel.
9. Using Listservs.
10. Any deliberate destruction, mutilation, modification, tampering with, or activity which inhibits or interferes with the normal operation of the computer hardware, software, or Local Area Network system, subject to referral to law enforcement authorities.

Failure to abide by the procedures stated in this Policy and the *Code of Conduct and Discipline Policy* can result in the following penalties:

- First offense: 3 days' revocation of computer use privileges
- Second offense: 10 days' revocation of computer use privileges
- Third offense: Permanent revocation of computer use privileges

Additional access to network services, such as access to network printers, will be provided to students who agree to act in a considerate manner and demonstrate individual responsibility in their use of the computer system.

Access to our telecommunications network will enable student to explore the many libraries, databases, and other providers of information throughout the world. Holyoke Catholic believes that the benefits to students from access to these information resources and opportunities for collaboration exceed any potential for abuse.

Ultimately, however, parent(s)/legal guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using media, communications, and information sources. To that end, Holyoke Catholic supports and respects each family's right to decide whether or not to apply for independent Internet access.

Students should not assume that their use of the computers and associated systems would be private. All student files and records may be accessed and examined by the school administration, the Network Administrator, and other staff for educational and administrative purposes, including the need to ensure that this Policy is being followed. Pursuant to local, state, and federal laws, administrators and staff may provide access to student files and records to law enforcement authorities. All files will be subject to Holyoke Catholic's *Code of Conduct and Discipline Policy* and local, state, and federal laws and regulations.

Disclaimer of Liability

The Internet is accessible to the public. Holyoke Catholic, in its commitment to promote a safe and secure learning environment, cannot screen the Internet for all inappropriate contacts. Holyoke Catholic High School disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

Holyoke Catholic High School reserves the right to change this policy at any time.

Before students are authorized to access the computers and associated networks, including the Internet, they and their parent(s)/legal guardian(s) are asked to sign a statement that they have read and understand Holyoke Catholic's *Acceptable Internet and Computer Use Policy* and agree to abide by its provisions, as well as the associated *Code of Conduct and Discipline Policy*.

AGREEMENT BETWEEN PARENTS AND STUDENTS AND HOLYOKE CATHOLIC HIGH SCHOOL

Please return this page to your home room teacher by September 4, 2009 with both student and parent/guardian signatures.

For both the student's and the school's protection we ask each parent and student to read and sign the following declaration:

We, the undersigned parents/guardian and student, hereby acknowledge that we have read and are in accord with the content of the student handbook. We understand that the school assumes and expects that each student who accepts admission at Catholic will comply with the rules and regulations set forth in this handbook. The administration has the exclusive right to set and change policy, and make all school-based decisions. We agree to abide by the school's policies and those decisions made by administration.

Students who reach the legal age of eighteen agree that the parents or guardian remain as a party to this contract. In all matters where parental authorization and responsibility is required for the student who is a minor, the same shall remain in force as a matter of contract during the student's enrollment here even though such student has reached the age of majority.

We also agree that students who enter upon or remain on school grounds or in buildings in a non-supervised situation outside the curricula or extracurricular activities schedule of the school, that the student and parent/guardian waive all rights of legal action for non-supervision on the part of Holyoke Catholic High School or its agents.

In addition, we grant to Holyoke Catholic High School and its agents our permission to seek emergency medical attention for our child, if in their judgment such attention is warranted and we are not immediately available to grant such permission.

Also, as the parent(s)/legal guardian(s), I have read and discussed the Holyoke Catholic High School Acceptable Internet and Computer Use Policy with my child. I grant permission for my child to use the school computers and access the associated networks and network services, including the Internet. I understand that individuals and families may be held liable for violations of this Policy. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

All international students are subject to the same rules and regulations stated in this handbook as are all other Holyoke Catholic High School students. Holyoke Catholic's policies regarding international students as well as international student applications and forms are available on the school's website at www.holykecatholichigh.org. Any questions regarding admissions of International Students should be directed to the Admissions Office.

Photo Release Form

___ I give Holyoke Catholic High School permission to use and reproduce my child's name and photograph for public relations and development opportunities.

___ I do not give Holyoke Catholic High School permission to use and reproduce my child's name and photograph for public relations and development opportunities.

Parent/Guardian Signature(s) _____

Student's signature _____

Today's Date _____ Year of Graduation _____

Please submit to your home room teacher by September 4, 2009.

STUDENT INFORMATION

STUDENT NAME _____ PRESENT GRADE _____

CURRENT ADDRESS _____

STUDENT HOME PHONE _____

STUDENT CELL PHONE – Optional _____

STUDENT E-MAIL _____

EMERGENCY CONTACT PERSON (other than parent)

NAME _____ RELATIONSHIP _____

PHONE _____ PHONE _____

MOTHER'S NAME _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____

E-MAIL _____

WORK PHONE _____

OCCUPATION _____ WORKPLACE _____

JOB TITLE _____

FATHER'S NAME _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____

E-MAIL _____

WORK PHONE _____

OCCUPATION _____ WORKPLACE _____

JOB TITLE _____

PROVIDE THE FOLLOWING INFORMATION ONLY IF APPLICABLE:

CUSTODIAL PARENT: BOTH _____ MOTHER _____ FATHER _____

COURT DOCUMENTS PROVIDED? YES _____ NO _____

STUDENT RECORDS WILL BE SENT TO BOTH PARENTS UNLESS IT HAS BEEN PROHIBITED BY A COURT ORDER.