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St. Mary's Academy

701 Grace Avenue

Inglewood, CA 90301

Phone: (310) 674-8470 Fax: (310) 674-6255

Website: www.smabelles.org

School Code: 051780



Educating Young Women of Distinction Since
1889!

Student / Family Handbook
2023-2024

2023-2024

St. Mary's Academy

Fully accredited by WASC and WCEA

Founded in 1889

Sponsored by the Sisters of St. Joseph of Carondelet

Our Lady of the Angels Region

Patron: Mary Mother of Jesus

School Colors: Blue and Gold

School insignia: Belles

Alma Mater

Come all you loyal schoolmates now,
In hall and campus through,
Let voices ring with faith anew.
For Alma Mater with her color's gold and blue
We ask no other emblem or no other sign to view.

Alma Mater, thy loved blue is our dear Mother's own,
Oh, may she keep thy children true to her and her dear Son,
The halls wherein we learn of Him who rested on thy knee,
Will ever be to each of us a cherished memory.

When sunshine fortifies our way
When sorrow hovers near,
We'll keep in mind thy counsels clear;
To guide in danger and in trial and loss to cheer,
Beneath the banner of our Queen we'll ever persevere.

Alma Mater, thy loved blue is our dear Mother's own,
Oh, may she keep thy children true to her and her dear Son,
The sparkling fountains, towering walls, the shady pathways near
Will ever be to each of us our Alma Mater dear



St. Mary's Academy
Class Schedule 2023-24

8:15-9:00	1	8:15-9:35	Block 1	8:15-9:35	Block 5	8:15-9:35	Block 5
9:05-9:50	2	9:40-11:00	Block 2	9:35-9:55	Break	9:35-9:55	Break
9:50-10:15	Break	11:00-11:20	Break	10:00-11:20	Block 6	10:00-11:20	Block 6
10:15-11:00	3	11:25-12:45	Block 3	11:20-12:00	Lunch	11:20-12:00	Lunch
11:05-11:50	4	12:45-1:25	Lunch	12:05-1:25	Block 7	12:05-1:25	Block 7
11:50-12:30	Lunch	1:30-2:50	Block 4	1:30-3:00	Faculty/Staff PLC	1:30-3:00	FLEX
12:35-1:20	5	2:50-3:00	Daily Duties				
1:25-2:10	6						
2:15-3:00	7						

St. Mary's Academy Liturgy Schedule		Final Exam Schedule					
Time	Tuesday (60 minute classes)	Day One: Blocks 1-2		Day Two: Blocks 3-4		Day Three: Blocks 5-7	
8:10AM	First Bell	8:10 AM	First Bell Report to 1 st Block Class	8:10 AM	First Bell Report to 3 rd Block Class	8:10 AM	First Bell Report to 5 th Block Class
8:15-9:20	Block 1 (+ PA dismissal)	8:15-8:20	All School Prayer	8:15-8:20	All School Prayer	8:15-8:20	All School Prayer
9:25-10:40	Liturgy (1hr, 15min)	8:20-9:50	1st Block Exam	8:20-9:50	3rd Block Exam	8:20-9:50	5th Block Exam
10:40-11:00	Break	9:50-10:10	Break (20 min)	9:50-10:10	Break (20 min)	9:50-10:10	Break (20 min)
11:05-12:05	Block 2	10:15-11:45	2nd Block Exam	10:15-11:45	4th Block Exam	10:15-11:45	6th Block Exam
12:05-12:45	Lunch	11:45-11:50	Announcements and Dismissal	11:45-11:50	Announcements and Dismissal	11:45-12:15	Lunch (30 min)
12:50-1:50	Block 3	11:50-12:20	Lunch (30 min)	11:50-12:20	Lunch (30 min)	12:20-1:50	7th Block
1:55-3:00	Block 4 (+5 min for Daily Duties)	12:20-1:05	Office Hour #1 (45 min)	12:20-1:05	Office Hour #1 (45 min)	1:50-1:55	Announcements and Dismissal
		1:10-1:55	Office Hour #2 (45 min)	1:10-1:55	Office Hour #2 (45 min)		

All posted calendar dates will conform to these bell schedules for school assemblies, events, and Masses. Prior notice will be given when alternative bell schedules will be used for special event programming. The school calendar is located on the school website at www.smabelles.org.

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HISTORY OF ST. MARY'S ACADEMY

On January 6, 1889, five Sisters from St. Louis and one from Tucson arrived in Los Angeles to open a school in St. Vincent's parish, Los Angeles, which would be a parish school and an Academy. St. Mary's Academy opened the next day at 21st and Grand. It had an enrollment of approximately fifty students. A few high school girls were admitted early in St. Mary's Academy's history, and on June 28, 1892, two young women were the first to graduate from the high school. As the city grew, facilities were added to accommodate an increased student body. By 1903, the original St. Mary's Academy was comprised of four buildings, which were used for a girl's high school and grammar school, music and art conservatory, the administrative center for the western province of the Sisters of St. Joseph of Carondelet, and a boy's school which later became St. Vincent's Grammar School.

In 1904, St. Mary's Academy moved to a new site at Slauson and what is now Crenshaw Boulevard. When the original building was completed in 1911, it was situated on twenty acres of land. The property was surrounded by truck farms. It included facilities for the school (room for 200 boarders and day students), the administrative offices, and novitiate of the Sisters of St. Joseph. Excellent educational programs were provided at the high school and grammar school with special provisions for the fine arts. When more room was needed, two other halls were added in 1921 and 1922. College classes were inaugurated in 1925 for the future Mount St. Mary's College. Another building was constructed to house the college. At this time, the high school offered three diplomas: Latin-Scientific, Academic, and Elective. Special Music diplomas were awarded to four-year pianists, organists or harpists. St. Mary's Academy was accredited by the University of California and Mount St. Mary's College. When the college moved to its present site in the Santa Monica Mountains, in 1931, the building vacated by the college was then used by the Academy.

The elementary school was discontinued in 1946, making classroom space available for increasing high school enrollment. In 1957, student boarding was discontinued.

With the future in mind and the desire to provide Catholic education with the best and most modern facilities, St. Mary's Academy again moved in 1966 to its present site in Inglewood. Throughout the years, the aim of the Sisters of St. Joseph of Carondelet and the other dedicated women and men of the faculty and staff has been to provide an excellent education for its students which sets a firm foundation for higher education and encourages responsible Christian living. St. Mary's Academy continues to guide its students toward maturity and service in an ever-changing world. In an effort to uplift their self-concepts, students are encouraged to remember: "SMA Belles are Women of Distinction."

MISSION STATEMENT: THE SISTERS OF ST. JOSEPH OF CARONDELET

The Sisters of St. Joseph of Carondelet hold as their mission to continue the mission of Jesus “that all may be one,” *John 17:21*

The members of the congregation minister in a way that:
Heals and reconciles
Serves all persons without distinction
Makes known through their loves the gospel they proclaim
Enables others to assume a more active responsibility for continuing the mission of Jesus
Recognizes and defends the human dignity of all persons
Promotes justice with a particular concern for the poor.

Charism - The Spirit and Charism of the Sisters of St. Joseph is unifying love.

MISSION STATEMENT: ST. MARY’S ACADEMY

St. Mary’s Academy, a Catholic, private, college preparatory high school for young women, founded by the Sisters of St. Joseph of Carondelet, shapes women of distinction who are committed to lifelong learning and service to the “dear neighbor”.

PHILOSOPHY

St. Mary's Academy is a Catholic High School for young women, founded, sponsored and administered by the Sisters of St. Joseph of Carondelet. Together with the students' families, the administration, faculty and staff are committed to forming a Christian community that nurtures and challenges each young woman to attain her full potential. This effort is consistently characterized by respect for the individual, service to the "dear neighbor," academic excellence, preparation for higher education and the empowerment of young women who are inspired to take their places in an ever-changing world.

Enriched by a tradition of quality academic and spiritual learning for over a century, St. Mary's Academy has been an expression of the educational mission of the Catholic Church and an extension of the family. The distinctive characteristics of St. Mary's education are based in the conviction that a young woman finds character and expression in service of others. This education promotes the formation and integral development of young women from various backgrounds and cultures and provides opportunities for the development of contemporary leadership while preserving the spirit that has made St. Mary's Academy unique.

INTEGRAL STUDENT OUTCOMES (ISOs)

A graduate of St. Mary's Academy is a woman of distinction who **LEARNS** by:

- Demonstrating intellectual, organizational, and critical thinking skills,
- Developing creative and academic talents through curiosity,
- Accepting challenges and takes risks in active pursuit and follow-through of goals, and
- Expressing herself and her ideas competently.

A graduate of St. Mary's Academy is a woman of distinction who **LIVES** by:

- Developing positive self-worth and emotional well-being,
- Cultivating habits that reflect healthy living and nutrition, and
- Understanding the significance of physical fitness and recreational skills.

A graduate of St. Mary's Academy is a woman of distinction who **LOVES** by:

- Discerning with a moral foundation,
- Upholding Judeo-Christian values,
- Protecting tolerance of diversity in any form, and
- Promoting respect for herself and others.

A graduate of St. Mary's Academy is a woman of distinction who **SERVES** by:

- Exercising cultural responsibility and accountability,
- Committing to promoting a just society, and
- Demonstrating spiritual depth and consciousness with roots in the love of God and dear neighbor through service to the community.

Handbook Edits/Updates - CSJ Charism - Spring 2023

Useful Links:

<https://csjla.org/who-we-are/>

<https://csjla.org/wp-content/uploads/2021/07/2019-Acts-of-Chapter-1.pdf>

<https://drive.google.com/file/d/1Z5Ty-dAXhahdtHQZi2zJswPaEOxF3uzx/view> (pg. 10)

The CSJ Charism at St. Mary's Academy

The charism of the Sisters of St. Joseph of Carondelet is the foundation of all aspects of life at St. Mary's Academy. The CSJs sisters are committed to the service of the Dear Neighbor, prompted by the call to cultivate a spirit of unifying love, inclusion, reconciliation, and peace. Guided by the Maxims and ministry of the Sisters of St. Joseph, St. Mary's Academy continues the legacy of the Sisters of St. Joseph by creating an environment focused on service to the Dear Neighbor, committed to the furthering of social justice, reconciliation, inclusion, and peace in our world, and strengthening our community with a sense of "unifying love" through the cultivation of leadership skills.

Special school events also highlight the CSJ heritage that guides St. Mary's Academy.

These events include:

- St. Joseph Week celebrations leading up to the celebration of the Solemnity of Saint Joseph;
- Giving the Saint Joseph Award which recognizes the graduating senior who best embodies the spirit, service and leadership of the founding Sisters of St. Joseph;
- Ongoing education on peace and justice issues globally and ways for students to become active participants in championing peace;
- Partnering with the CSJ Institute at Mount Saint Mary's University for retreats and faith formation;
- Participation in the annual CSJ High School Leadership Conference, which connects our Belles to other CSJ-sponsored institutions; and
- Enhancing the existing Kairos Retreat model with Maxims.

ST. MARY'S ACADEMY

FACULTY & STAFF DIRECTORY 2023-2024

Name	Position	Email	Ext
Alfano Jimmy	English Teacher	jalfano@smabelles.org	312
Amaya Carla	Learning Support	camaya@smabelles.org	308
Anderson-Minor Jared	Dean of Academics (9-10) Teacher	jandersonminor@smabelles.org	321
Angel Alejandra	Director of Campus Ministry/ Christian Service Coordinator/ Teacher	aangel@smabelles.org	230
Aviles Daniela	English Teacher	daviles@smabelles.org	313
Ivette Delon	Front Office Assistant	idelon@smabelles.org	202
Condrat Joe	Math Teacher/ Robotics	jcondrat@smabelles.org	306
Denison Anora	English Teacher	adenison@smabelles.org	317
De Vera Joe	IT Coordinator	jdevera@smabelles.org	207
Doherty Sr. Maureen CSJ		mdoherty@smabelles.org	221
Finn Mashanda	Dean of Women Athletic Director	mfinn@smabelles.org	204
Fitz Mike	Director of Engineering Pathway/Teacher	mfitz@smabelles.org	319

Frulan Molly	Director of Counseling	mfurland@smabelles.org	231
Gonzalez Martin Jose	General Maintenance Worker	jgonzalezmartin@smabelles.org	N/A
Hazelton Sheri	Math Teacher	shazelton@smabelles.org	310
Hernandez Ruby	Social Studies Teacher/ Data Library Coordinator	rhernandez@smabelles.org	3406
Hopkins Lauren	Advancement	lhopkins@smabelles.org	209
Jones Daphne	Director of Admissions	djones@smabelles.org	211
Lynna Landry	Dean of Academics (11-12) Teacher	llandry@smabelles.org	316
Lucas Odom Dr. Brandi	Head of School	bodomlucas@smabelles.org	203
Lewis Velda	Business and Main Office Assistant	vlewis@smabelles.org	205
Magana Ayde	Spanish Teacher	amagana@smabelles.org	421
Perez Malinda	Director of Finance and Facilities	mperez@smabelles.org	206
Pham Long	Religion Teacher	lpham@smabelles.org	302
Ortiz Stephanie	Admissions & Mission Advancement Coordinator	sortiz@smabelles.org	215

Silva Adriana	Activities Director Teacher	asilva@smabelles.org	301
Stanford Holly	Director of Arts Pathways	hstanford@smabelles.org	309
Stone Jeannie	Main Office	jstone@smabelles.org	200
Rhema Wharton Krystle	Art Teacher	krhema@smabelles.org	413
Jimmie White	Facilities Manager	jwhite@smabelles.org	212
Christina Yamasaki	Spanish Teacher Campus Ministry Associate	cyamasaki@smabelles.org	318
Hiedi Duckler Dance Studio	Dance	hduckler@smabelles.org	423

GENERAL SCHOOL POLICIES

A. NON-DISCRIMINATION POLICY

St. Mary's Academy is mindful of its mission to serve all persons without distinction and to admit qualified students regardless of race, color, national, and/or ethnic origin while honoring the rights, privileges, programs, and activities generally accorded or made available to students of the school. St. Mary's Academy does not discriminate on the basis of race, color, national, and/or ethnic origin in the administration of admissions policies, educational policies, tuition assistance programs, and other school-administered programs. Non-Catholic students are welcomed and those who are admitted participate in the religious celebrations and rites of the school community within the guidelines established by the Catholic Church.

B. FINANCIAL POLICIES/OBLIGATIONS

Tuition and fees paid by families constitute a portion of the actual per pupil expenses, which is \$17,752. The difference between the per pupil cost and the tuition charged is obtained in many ways, primarily through generous donations from foundations, corporations, alumnae, and individuals, from multi-faceted advancement programs, and fund-raising activities.

WHAT IS INCLUDED IN TUITION?

1. Dedicated, qualified, caring faculty and staff who will work in partnership with students and families to provide the best Catholic education in alignment with the mission of St. Mary's Academy.
2. A college-preparatory curriculum featuring Career Path Programs that engage students in specifically designed courses and real-world applications, particularly in Healthcare, Engineering, and the Arts.
3. A variety of co-curricular programs through which life skills, leadership, and a commitment to "serve the dear neighbor" are developed.
4. Textbooks and other learning materials/resources that will support a challenging, engaging, and authentic learning program for all students.
5. Additional support for academic success including access to qualified counselors, faculty and peer tutoring, and a support block focused on math and reading enrichment/remediation, SAT test prep, and college readiness.
6. Socio-emotional support available for all students through the counseling department, including dedicated instructional time structured into the weekly bell schedule.
7. A safe, clean, healthy, and technology-friendly environment that reflects our Catholic traditions, values, culture, and needs.

Payment of Tuition:

1. Tuition for the current school year shall be paid in full through FACTS Tuition Management (FACTS) by the due date in accordance with the SMA Tuition agreement contract. Payments at the school can be made by cash, check, cashier's check, money order, Visa, or Mastercard only.

Delinquent Tuition:

1. A late fee will be assessed by the school for all outstanding balances.
2. If three collective attempts to collect payment fail, the student will be placed on tuition suspension and may not attend school or school activities until past due balances have been received and paid only by cash, cashier's check, or money order.
3. Students with a 30-day past due tuition and/or fee balance will be automatically placed on tuition suspension each quarter until their account is current or a payment arrangement is made.
4. Students with a 30-day past due tuition and/or fee balance at the end of each semester will have all grades marked with an "I" (incomplete) on the student's report card and official transcript. Students will be allowed to take final exams only if accounts are current. Grades of incomplete will automatically revert to grades of "F" if the student does not take their final exam prior to the start of the new school year.
5. Students with outstanding balances may not be able to:
 - a. Receive diplomas.
 - b. Re-register the following school year.
6. Students with outstanding balances may not be able to participate in activities including but not limited to:
 - a. Athletic team participation, dances, Grad Night, Prom, Graduation, etc.
 - b. Any monies paid for these activities will be applied toward the student's outstanding balance.
7. Students may lose financial awards if accounts become delinquent.
8. At the school's discretion, further sanctions may be taken as follows:
 - a. Use of a collection agency.
 - b. File a claim in court.

Refunds:

1. Prepaid tuition will only be refunded in full if written notice of withdrawal is received by the school at least ten (10) days before the first day of classes for the current school year are scheduled to start. The registration fee is non-refundable.
2. Once the current school year begins, tuition refunds are made on a quarterly basis. Should a student attend school during any portion of a quarter (one day or more), the full tuition amount for that quarter is owed and no portion of that quarter's tuition will be refunded. Parents/Guardians will also be assessed a prorated parent/guardian involvement hour fee for any uncompleted hours through the end of the month in which the student is withdrawn.
3. If a student is dismissed from school at any time during the school year, the undersigned remains responsible for the student's tuition, which will be prorated through the end of the month in which the student is asked to leave or dismissed.

4. If a student pays a fee to participate in or attend a co-curricular activity or event and then is unable to attend, no refund of the fee will be made. Athletic Spirit-Pack fees are non-refundable as they purchase durable goods that belong to each student. All Senior fees are non-refundable.

General Terms and Conditions:

1. The term and conditions of the school's enrollment attendance policies, and all other policies which may be provided to the student are hereby incorporated into this agreement.
2. It is further understood, that the student and student's parents/guardians, will abide by the policies and guidelines as documented in the Student/ Family Handbook.

Returned checks/ ACH Fee:

1. A \$35.00 fee will be assessed by the school for each payment returned due to non-sufficient funds. A \$30.00 fee is assessed by FACTS for each payment returned due to non-sufficient funds. If two checks are returned for non-sufficient funds, the school will no longer accept personal checks and you will be required to pay with cash, money order, Visa, Mastercard, cashier's check, or through FACTS.

Late Fees and Mandatory Parent Meeting No-Show Fee:

1. A \$35.00 late fee will be assessed by FACTS for any payment that is past due.
2. The school will not reserve a place for your student(s) for the current school year until the Tuition Agreement and all enrollment forms are completed online through SchoolAdmin, registration fee is paid, and a tuition agreement has been created in FACTS for quarterly or monthly tuition payments. You are responsible for all tuition and fees owed for the current and/or prior school years per your Tuition Agreement.
3. Families are required to attend the two (2) mandatory parent meetings held in the Fall and Spring Semesters. Families will be assessed a \$50 No Show fee per missed meeting.

C. SCHOLARSHIP AND FINANCIAL AID PROGRAM

The purpose of the St. Mary's Academy (SMA) Scholarship & Financial Aid Program is to provide families with financial support in order to support the academic and moral success of their daughters. The program is a collaborative endeavor where motivated students work diligently to be successful and donors invest in the student's future. SMA is most grateful to our donors who are committed to SMA and view their contributions as investments in the academic achievements and future success of our students.

In the Scholarship & Financial Aid Program, "Scholarship" refers to funds granted based on merit, for example: recognition in a specific area (math, science, arts, journalism, etc.), overall academic achievement, attainment of a certain GPA, pursuit of certain career paths, qualifications based on donor designations, and other kinds of merit programs. "Financial Aid" refers to funds granted based on financial need and other donor restricted/unrestricted designations. In many cases, students receive both Scholarship and Financial Aid.

All SMA Scholarship & Financial Aid funds come from outside donor sources. The allocated amount in the award letter from SMA includes all funding that the student will receive for the entire 2023-2024 school year, including awards from the Catholic Education Foundation (CEF) or any other donor. Before

the school year, SMA works with its donor-partners to coordinate Scholarship & Financial Aid awards. The total amount granted from all donors for the year is reported to each student in their award letter.

Please note that specific donors may give notification of their award later in the school year, but this does not change the total award amount for the student because it will have already been included in the original award letter. Specific donors send award notifications at different times during the school year (i.e., before the first semester, at the beginning of the first or second semester, or late in the school year). The Scholarship & Financial Aid amount in a student's award letter is the total amount granted for the entire year regardless of the timing of specific donor notifications.

STUDENT ELIGIBILITY REQUIREMENTS - All students are encouraged to apply for the Scholarship & Financial Aid Program by submitting completed Scholarship and Financial Aid Forms through FACTS Grant & Aid and with CEF in November of each school year for funding for the next academic school year. **Scholarship & Financial Aid awards are not automatically renewed from year to year.** New application forms must be filled out annually. Even in the event of a renewable Scholarship award, families are asked to accept their Scholarship every year by submitting a completed Scholarship Form. Students who receive Scholarship & Financial Aid awards must adhere to written donor acknowledgment requirements and maintain the following:

1. Satisfactory Academic Standing with a GPA of 3.0 or above if receiving a Scholarship Award and a GPA of 2.0 or above if receiving Financial Aid and
2. Satisfactory Disciplinary Standing reflected by good citizenship (i.e., no unsatisfactory citizenship marks or behavioral probation)

D. PARENT/GUARDIAN INVOLVEMENT HOURS

Purpose: Service hours require parent/guardian involvement and help to build the school community through our families and to decrease the actual cost of educating a student at St. Mary's Academy.

Requirements: Families are required to participate in 10 hours of service to the school. Families who receive financial assistance are required to participate in an additional 10 hours for a total of 20 hours. Hours may be served by participating in the authorized activities described below or by donating purchased goods. One hour of service will be given for every \$20.00 worth of purchased goods with proper receipts. Receipts are required for all donations. Hours not participated in by May 1 of each year will be billed to the student's account equivalent to \$20.00 dollars per hour. Any approved parent/guardian involvement hours completed after May 1 may be applied to the following school year. Hours are not transferable, nor may they be carried over to the following school year. If your daughter withdraws from St. Mary's Academy, a prorated parent/guardian involvement hour fee will be charged. Parents/Guardians who play a direct supervisory role for students either on or off campus are required to be VIRTUS trained and Fingerprinted by the school.

Parental Proxy: Parents/Guardians are encouraged to participate in the hours, however, due to work and/or childcare obligations parents/guardians may designate one family member over the age of 21 to participate as their proxy. The alternate family member must be registered with the Main Office and be approved for duties by administrative staff prior to participating.

Contact: You may contact the Main Office for service opportunities.

Authorized Activities / Events: Participation is only valid through activities and/or events that are authorized by the school and supervised by an Administrator or by a Faculty/ Staff member. Parents/Guardians must notify the supervisory administrator of their request to serve for each event to confirm participation and service availability/details. Participation includes but is not limited to: administrative support, event set-up and clean-up, hospitality, chaperoning, maintenance support (light cleaning), attendance at school-approved events (i.e. liturgies, academic awards, special performances, etc.), or attendance at Parent Association and Grade Level Meetings. Involvement hours will not be given for attending the two (2) mandatory Parent meetings.

Authorized Signatures: Only the following may sign participation hour sheets to verify completed service: Head of School, Assistant Head of School, Dean of Students, Athletic Director, Main Office, Program Directors, Moderators, or Coaches. Participation hour sheets must include sign in and sign out times. Parent Association members' authorization signatures will not be considered valid and those hours will not be counted.

E. RELIGIOUS REQUIREMENTS

All students are required to participate in the theology curriculum and religious activities of the school. Students are graded on academic performance and achievement in accordance with course expectations and learning outcomes, and not on their religious affiliation, personal belief, or the practice of their faith.

F. REQUIRED CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents/guardians, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in the student/family handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel using the appropriate channels at St. Mary's Academy. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive.

3. Any student, parent/guardian, or other person who insults, harasses, or abuses any school personnel at any time and at any place, including electronically or on social media, risks the continuation of their child in the school.
4. These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (i.e., athletics, field trips, after-school activities, etc.).

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

G. STUDENT SUPERVISION

St. Mary's Academy does not sponsor or approve of unsupervised after-school activities. Although the school tries to provide supervision for all sponsored events, parents/guardians and students should understand that this supervision is limited in scope, and that ultimately the parents/guardians, and not the school, are responsible for ensuring the safety of the student. St. Mary's Academy does not guarantee supervision before and after school hours. The school is released from all liabilities outside of the regular school hours.

At the close of the day, students are dismissed and the school assumes no responsibility for supervision of the student after school, unless she is participating in a school-sponsored event (as that term is defined below). Parents/Guardians should understand that upon dismissal the school does not monitor the students' destinations.

With regard to school-sponsored events, each event has a specified start and end time. Although supervision is provided during a school sponsored event, the school assumes no responsibility for the participants either before the designated starting time or after the designated end of the event once the student leaves the supervised event. Parents/Guardians and students are responsible for getting the student to the event and for the student's destination after the event is over. The school assumes no responsibility for ensuring that the student leaves the event for any specific destination or at any specific time.

A "School Sponsored Event" or "Event" is one which has been approved by the school and for which the school provides supervision. If a student or parent/guardian has any questions regarding an activity, the administration should be contacted.

H. ELECTRONIC DEVICE POLICY

Students are required to have a Chromebook for instructional use in their classes at all times. Unauthorized use of cell phones, other electronic devices, and/or headphones/earbuds during instructional time interrupts the learning process. In order to avoid possible disciplinary actions, the following guidelines are in effect:

1. Use of cell phones, other electronic devices, and/or headphones/earbuds is **NOT** permitted during school instructional hours, including liturgies, and assemblies, and must be off and out of sight.
2. Headphones/earbuds (wired or wireless) are **NOT** permitted during school instructional hours, unless permitted by school personnel.
3. However, cell phones and/or electronic devices can be used appropriately during breaks, lunch, or other approved times. The following rules must be observed:
 - Devices should not be left unattended.
 - No music/videos that others can hear.
 - No photos, videos, recordings, pictures that degrade or demean the student's reputation, the reputation of other students/school personnel, or the school's reputation as a whole.

Students who do not follow the above rules may have their cell phones or electronics confiscated. See **Section I of Discipline - Confiscated Items Policy** for more details.

Messages

Students may not receive phone calls or text messages during school instructional time. If students need to be contacted, messages will be taken by the Main Office should an emergency arise and only from those listed on the emergency card. Failure to comply with faculty/staff members will result in disciplinary action.

The school is not responsible for damaged/lost electronic devices.

I. ELECTRONIC COMMUNICATION POLICY

Internet and Electronic Communications Policy

St. Mary's Academy acknowledges that students often communicate by way of electronic/digital modes of communication or devices, such as computers, mobile phones, tablets, emails, instant messaging, voicemails, text messages, video messages, social media, blogs, chat rooms, internet postings, Twitter feeds, Instagram, YouTube, TikTok, Snapchat, Discord, websites, and more. Students must beware that all types of electronic communications are easily stored, copied, and/or re-transmitted. Students should have no expectation of privacy in any of these types of communications and should recognize that, even if they intend such communications to be private, they can easily and quickly become public at any time.

Students are responsible for all their electronic communications. Students may be disciplined for engaging in internet or electronic communications that reflect thoughts, actions or attitudes that are in violation of any law or regulation, inconsistent with the values of St. Mary's Academy, or which violate school policies or rules. Students may also be disciplined for using any St. Mary's Academy electronic communication system in an inappropriate manner, or to transmit or receive any inappropriate electronic communication. Such systems include but are not limited to the St. Mary's Academy network, any computer issued, sold or leased to students for school use, any electronic communications device, or any email, website, blog or other Internet or electronic file system.

Students who receive or view any internet or electronic communication that is inconsistent with the values of St. Mary's Academy, or which violate school policies or rules, are expected to report the communication to the Administration or the Dean of Students.

Examples of improper electronic communications and prohibited use of St. Mary's Academy electronic communication system include but are not limited to:

1. Sending, receiving, or accessing any type of communication that constitutes harassment, bullying or hazing, including any conduct that, in the view of a reasonable person, has the purpose or effect of creating an intimidating or hostile educational, work, or living environment;
2. Sending, receiving, or accessing any type of communication that is inconsistent with the values of St. Mary's Academy, or which violates school policies or rules;
3. Sending, receiving, or accessing any type of communication that would result in violation of any federal, state, or local law or regulation;
4. Using any St. Mary's Academy system to coordinate, plan, or facilitate acts inconsistent with the values of St. Mary's Academy;
5. Use of any marks, logos or symbols associated with St. Mary's Academy without permission of the school or in a manner that brings discredit to or damages the reputation of St. Mary's Academy or persons associated with St. Mary's Academy;
6. Use of copyrighted material without permission.

Electronic Communications for Academic and Co-Curricular Purposes

Educational technology services that are available to students after creating an account includes the following:

1. Gmail (applying to colleges, scholarships, and enrichment programs, storing academic files, peer-editing and instructor review assignments, creation of academic website portfolios, etc.)
2. Google Classroom (communication with teachers and other classmates, access to teacher notes, course materials, and academic websites, online quizzes, tests, and polls)
3. PowerSchool (portal via the St. Mary's website that allows students and parents/guardians to view student grades in classes)
4. MobileServe (digital platform used to track student service hours)
5. Remind app (text notification service used to send and receive urgent/immediate school information)

The use of these services is designed for academic instruction and improved communication among students, teachers, parents/guardians, and administrators. While the school will work to monitor the communication, it is the responsibility of the parent/guardian to notify the school of any inappropriate use of these electronic communication services.

J. SCHOOL SEARCHES

Students' legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the

student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's/guardian's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school Administrator conducts a search of a student's person or personal effects, an adult witness will be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or a school rule has been violated.

A student has a greater expectation of privacy concerning her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects including but not limited to electronic devices (i.e. phone, computer etc.) must have a reasonable suspicion that a law or school rule is being or has been violated. The student's parents/guardians may be notified of any such search if applicable.

An alert from trained and certified detector dogs is sufficient to allow the school official to have reasonable suspicion and to conduct a warrantless search of the student's locker, car or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student. If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents/guardians and/or local law enforcement agent may be called for assistance or referral.

K. VISITOR POLICY

St. Mary's Academy is a closed campus. All visitors to the campus must first report to the Main Office for a visitor's pass. Students from other schools are allowed on campus only to attend certain activities such as some evening performances, meetings, and games. Any unauthorized person trespassing on the campus is reported to appropriate school personnel. Students' guests at school activities must follow school rules, including conduct code and dress code. Students who host a visitor not complying with school policy and/or rules will face disciplinary action equivalent to the visitor's noncompliance.

Parents and guardians are welcome to visit the campus during school hours and may enter the school facilities with permission of an Administrator. When visiting campus to speak to school personnel, a scheduled appointment is necessary.

Students are not permitted to bring siblings or friends to campus during school hours except to athletic events or student activities open to non-SMA students. Students are not permitted to "baby sit" children or infants on campus at any time.

Students who are suspended, expelled, or asked to withdraw for disciplinary reasons are not permitted on campus at any time.

Visitor's Passes

All visitors to the SMA campus must have a visitor's pass and must wear the pass at all times. Visitors are entered into the Raptor Technologies Visitor Management System each time they visit.

L. MAIN OFFICE / STUDENT DELIVERY POLICY

The Main Office will not accept deliveries for students or page students for deliveries during instructional time. Such deliveries are disruptive to the educational program and the efficient operation of the Main Office.

Food/Flowers/Balloons

Deliveries from third party services for food items to be shared for non-approved school events or activities, floral bouquets, and balloons may not be delivered to students while on campus (i.e., Door Dash, Uber Eats, Grub Hub, etc.).

M. PERSONAL PROPERTY/TEXTBOOKS

The school assumes no responsibility for personal belongings including but not limited to electronic devices, textbooks, materials, vehicles, clothing, shoes and instruments. The school is not responsible for damaged, stolen, or lost property.

N. PARENT/STUDENT COMPLAINT REVIEW PROCESS

Circumstances may give rise to conflicts among students, parents/guardians, and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur.

However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. Legal representation is not permitted during the Complaint Review Process.

Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

1. At the school level:
 - a. For academic concerns, contact the teacher directly. For non-academic concerns, contact the immediate personnel in charge (i.e., Dean, Director, Moderator, or Coach).
 - b. If not resolved, contact Administration.
2. Following the school level:
 - a. If the complaint is not resolved at the school, the complaint may be submitted to the Board Members of St. Mary's Academy. Please contact the Main Office for further information.

O. WITHDRAWAL PROCEDURES

A parent/guardian wishing to withdraw a student from school should notify the school in writing at least 24 hours in advance. By providing this information in advance, parents/guardians help facilitate the withdrawal process. A withdrawal packet must be obtained from the Main Office and be completed by the

parent and/or guardian. After the completion of the withdrawal forms, there will be an exit interview with the Principal.

Withdrawing students and parents/guardians are required to:

1. Pay any unpaid balance for student tuition and fees
2. Return all textbooks and checked-out materials and equipment
3. Sign a release of student records

P. HEAD OF SCHOOL'S RIGHT TO AMEND

The Head of School reserves the right to amend school rules and regulations as necessary during the school year. Parents/Guardians will be notified via the school's website of any such amendments.

The Head of School is the final recourse within the school and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. The Head of School is the final interpreter of all regulations and policies in this handbook.

STUDENT HEALTH AND SAFETY

A. IMMUNIZATION REQUIREMENTS

California State Law requires immunization against polio, measles, diphtheria-tetanus and a TB test for all students. Beginning in 2011, all students must have the TDAP pertussis vaccination to attend school.

B. EMERGENCY INFORMATION & PROCEDURES

St. Mary's Academy works diligently to make sure that students and staff are prepared for emergencies. The School has an Emergency Safety Plan that provides guidance for the school staff in an emergency. The School conducts regular emergency drills throughout the school year including:

- Fire Drill – The School practices this procedure during the first month of each semester;
- Earthquake Drill – Once a year, the School conducts a full-scale earthquake exercise as part of the Great California Shake-Out in October. During the second semester, the School practices a scaled down “drop, cover, and hold” to remind students how to protect themselves during an earthquake;
- Lockdown Drill – During the second month of each semester, the School practices how they will respond to a threat of violence on or near the campus.

Parents/guardians are asked to make sure that their students actively participate and take emergency drills seriously. These drills help make St. Mary's Academy the safest place for students during an emergency. The School stocks emergency supplies to sustain students and staff for 72 hours. These supplies include: water, food, first aid supplies, search and rescue equipment, and sanitation items. These supplies are checked regularly by school staff.

In the event of a disaster, the School may need to care for students for several days if parents/guardians are unable to reach the School. It is important to have adequate emergency medical supplies on hand. The School request that parents/guardians bring a 72-hour supply of any prescription medications for their child to the main office. Medications should be in a container with the pharmacy label listing the child's name, the name and dosage of the medication, and instructions for administering the medication.

What Can Parents Do During an Emergency?

Parents/guardians should be familiar with the School 's emergency procedures, request and reunion gate location or the Parental Communication Center, and update contact information whenever it changes.

Parents/guardians should monitor their cell phone for emergency messages from the School.

Parents/guardians should remember that the School has emergency procedures in place to protect all students and that the School will follow these procedures during an emergency. Parents/guardians should also remember that children look to them for guidance and support during an emergency; parents/guardians who are calm and are prepared for emergencies can inspire children to do the same.

This will go a long way to promote recovery and a return to normalcy. Parents/guardians are encouraged to contact the School 's administration for information regarding the School's emergency plan. Questions about the School's Emergency Safety Plan should be directed to the main office at (310) 674-8470.

EMERGENCY RESPONSE

The School will respond to emergencies by moving students to the safest possible location. During a lockdown or shelter-in-place, students will be moved indoors to use the building as protection. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area away from buildings and on to the track. In the event St. Mary's Academy is deemed unsafe, the students and staff will be relocated to one of two locations in this order:

- St. John Chrysostom Catholic School
530 E Florence Ave, Inglewood, CA 90301
- Edward Vincent Park
700 Warren Ln, Inglewood, CA 90302

During an emergency, parents/guardians who want to pick-up their children may be asked to go to the Parental Communication Center located by the main gate entrance on Grace Avenue and show identification. This is a specific location that the School uses to release students during emergencies. Please remember that students will only be released to a person whose name is listed on the student's Emergency Information Form. Parents/guardians must make sure that the student's Emergency Information Form is current and correct and notify the School any time the emergency contact information changes.

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when the campus must be protected, parents/guardians will not be able to pick-up their children until the school campus is declared to be safe by law enforcement. In these circumstances, students are sheltered in a secure location for their safety and will be released only when it is safe.

C. FIRST AID

Only minor and very basic first aid may be administered to students. No secondary treatment, such as changing or removing bandages may be administered. Parents/Guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from any injury. A complete and current emergency card is to be available for each student so that if she becomes ill or has an accident, the parent or guardian can be contacted immediately. Parents/Guardians must inform the school office regarding any special medical need or needs for medication regarding their student.

D. MEDICATION POLICY

Prescription Medications - Students are not allowed to take any medication on campus during school hours unless supervised by Main Office staff. Any student taking prescription medication must list it on the emergency card. This includes the use of an inhaler or epipen. However, the epipen and/or inhaler must remain with the student at all times for her safety. All other prescription medicine must be in its original prescription-labeled bottle and given to the Main Office staff with a parent/guardian note indicating the administration of the prescribed medication.

E. COMMUNICABLE DISEASE

A student who has been absent from school because of reported communicable diseases must have a permit (release) issued by the Public Health Department, a physician, or nurse before she is admitted to school.

F. CAMPUS BOUNDARIES

Students are not permitted to leave the campus boundaries while school is in session. The school does not and cannot supervise students after school, off campus at local parks, etc. While we cannot supervise non-official activities that take place off-campus and after school, students are required to uphold and reflect moral Christian values as exemplified at SMA. Students are still held accountable for any misbehavior that may occur (i.e., drinking, fighting, smoking, sex, etc.). If the Administration becomes aware of such behavior, the school reserves the right to take disciplinary action.

G. TRANSPORTATION

Students driving to school must park on campus in the student parking lot and obtain a parking permit from the Main Office. Proof of current license, registration, and insurance is required. Students are to observe all driving laws and any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be subject to disciplinary action. Out of respect for those living near the campus, students are asked not to play their car radios/stereos loudly in the parking lot or while parked anywhere near the boundaries of the campus. Students are not permitted to park their cars in the first row by the planters near the senior grass. Students are not permitted to go to their cars during the day unless they have permission from an Administrator.

Transportation to and from events off campus, including but not limited to athletics, activities, campus ministry, where the school has not provided a bus or vehicle is the sole responsibility of the parents/guardians. The school assumes no responsibility for students when parents/guardians allow their daughters to be driven to activities and events by another parent/guardian or student of the school. Allowance for this type of transportation must be evidenced through a signed release from the students' parent/guardian. This transportation is in no way connected with the programs of the school. The school is not responsible for the behavior of students providing rides to and from school.

H. ARRIVAL AND DEPARTURE FROM CAMPUS

Drop off: Students can be dropped off in the parking lot by the track field by the student entrance or at the main entrance along Grace Ave.

- Doors open at 7:30am. Students will enter through the main office or the Student entrance.
- Students arriving after 8:15am must come to the office for a late slip.

Pick up: Gate will open at 2:50pm for parents to enter the school. If you need to wait longer for your student, park in a spot so as not to block the rest of the cars.

- The Main Office closes at 4pm. Please arrange to have your child picked up from school before 4:00pm.
- Parents will be notified of any upcoming athletic practices or interest meetings.

SPECIAL LIFE CIRCUMSTANCES

A. PREGNANCY

A primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

The student may choose to remain at St. Mary's Academy, if it is in their best interest and that of the entire school community. The Principal must meet with the pregnant student and both parents and/or guardians. The student may be required by the school to receive regular medical care and appropriate professional and spiritual counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents/guardians and the newborn child.

The Principal, in consultation with the Board Members shall review all aspects of each case and make determinations based upon its unique circumstances. If the student desires to return to school after the birth of the child, the school will facilitate her enrollment.

B. ABORTION

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings. The school recognizes the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion disregards innocent human life and is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. (Gaudium et Spes, 51; Code of Canon Law, 1398)

In accord with the policy above, each situation regarding abortion will be handled on an individual basis.

C. CHILD ABUSE

Child abuse is a reality of our society. Child abuse includes physical injury, which is inflicted on a child by other than accidental means, sexual exploitation, or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonable suspected incidents of child abuse must be reported immediately, or as soon as possible by telephone to a child protective agency* by a child care custodian or health practitioner. All school personnel are mandated reporters. "Reasonable suspicion" means that most people, given the same facts and information, would suspect child abuse. Hard proof is not needed to make a report. For the purpose of the reporting statute, "child" means a person under the age of eighteen years.

***A Child Protective Agency:** A child protective agency is defined as a police or sheriff's department, probation or county welfare department. In Los Angeles County, for example, the appropriate child protective agency would be either the Los Angeles County Department of Child and Family Services or the law enforcement agency having jurisdiction over the area where the abuse occurred. In most cases this is where the child resides.

D. MARRIED STUDENT POLICY

Central to the philosophy of St. Mary's Academy is the belief that parents/guardians are the primary educators of their children. In support of this, the school and the parent/guardian work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent/guardian is compromised. Therefore, any student who marries will not be allowed to continue at St. Mary's Academy. Likewise, a student not living in the home of a parent or legal guardian may not be allowed to attend St. Mary's Academy.

E. EMANCIPATED OR EIGHTEEN-YEAR-OLD STUDENTS

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

F. VERBAL/WRITTEN CONFIDENCES

Appropriate professional boundaries are to be maintained between students and school personnel. School personnel may respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

ATTENDANCE POLICIES

School Attendance is the Law Compulsory Full-Time Education: Education Code 48200 In the state of California, each person between the ages of 6 and 18 years, not exempted under provision of this chapter, is subject to compulsory full-time education. Each parent, guardian or other person having control or charge of such a pupil shall send the pupil to full-time day school or continuation school or classes for the full-time designated as the length of the school day. Los Angeles Municipal Code 45.04 Juveniles are prohibited from loitering during the hours and days when the school, which the minor would normally attend, is in session.

Students are expected to be punctual and in class daily as required by law. Students may not leave the campus during the school day or during school functions without prior permission from Administration. Students must sign out in the Main Office prior to leaving. Students will not be released from school without proper written parental or legal guardian consent.

A. REPORTING AN ABSENCE or TARDINESS

Parents/Guardians must report an absence by emailing the Attendance Office at attendance@smabelles.org prior to the start of each school day the student will be absent. In this communication please include the student's full name and grade level and reason for the absence.

Tardies may be reported by calling the school office 310.674.8470.

Returning to School:

Upon returning to school after an absence, the parent/guardian will email attendance@smabelles.org **OR have their** student bring to the Main Office a note containing;

1. Students' full name
2. Student grade level
3. Date(s) of absence
4. Explicit reason for absence
5. Signature of the parent/guardian
6. Parent/guardian phone number

Absence notes are kept in the student's attendance file for the entire school year. If documentation is not provided on the day a student returns to school after her absence, the front office will contact the

parents/guardians and request the documentation. If the parents/guardians are not reachable and documentation cannot be obtained, the front office gives the student an “Unexcused Absence”, resulting in disciplinary action.

If the front office suspects that an absence note has been forged, she will call the parent/guardian listed on the note for validation. If the note is forged, the Dean is notified for disciplinary action.

Re-Admit Slip:

On the day of the return to school after an absence of any duration (even one period), a student must obtain a readmit slip from the Main Office. Students must have all teachers sign the admit slip and return to the Main office at the end of the day.

Students who are absent for 3 or more consecutive school days without any communication from parent/guardian(s) to the school will require a parent/guardian conference with Administration before re-entering the school.

B. EXCUSED ABSENCES

A strict policy is enforced regarding absences. **Absences will be excused** when proper documentation is submitted upon the day of a student's return to school for the **following reasons only**:

1. Illness/personal well-being (doctor's note needed after 3 or more consecutive school days of absence)
2. Medical/Dental Appointments
3. Death of family member/Bereavement
4. Court ordered appearance
5. Quarantine
6. Approved school-related activities
7. Any other reasons not listed above would need to be approved by the Dean of Students

*To be excused, these absences require written documentation from the medical or court facility indicating date and length of time the student was at the facility.

C. UNEXCUSED ABSENCES

Absences for other than the above reasons, even with the permission of parents/guardians, are considered unexcused. Parents/Guardians should realize unexcused absences might negatively impact a student's learning and grades. Students may not request make-up work for an unexcused absence (i.e., assignments, quizzes, tests, projects, etc). All unexcused absences without parent/guardian knowledge are considered trancies. Students who are truant for any portion of the school day will be assigned Saturday Detention. Make-up work is not granted for classes missed as a result of truancy. Seniors who are considered truant may lose senior privileges including but not limited to prom and Grad Nite.

As co-educators, we encourage all parents/guardians to be positive examples of honesty and integrity when providing proof of excused absences for students.

D. TRUANCY

California Education Code (E.C.) E.C. 48260 Truancy Definition Any pupil subject to compulsory full-time education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the Regional Superintendent.

E.C. 48260.5 Parent/Guardian Notification Notifying a parent/guardian of their student's truancy is required by law. Truancy Letters are automated and sent from the school office on a monthly basis, based on school records.

E. PARTICIPATION IN CO-CURRICULAR ACTIVITIES/EVENTS ON DAYS OF ABSENCES

A student may not attend any co-curricular activity or event after being absent from school on any day or from **any class** period during the day. Exceptions to this rule are **verified** medical/dental/funeral/court appointments. Any other reasons not previously mentioned would need to be approved by the Dean of Women. A student is to have a statement from the doctor noting the time and length of the appointment. Violation of this rule may result in disciplinary action.

F. EXCESSIVE ABSENCES AND LOSS OF COURSE CREDIT

A student who is habitually absent from school will be subject to disciplinary action.

1. A student who has 6 excused absences in one semester will be notified regarding her excessive absences and risk of being on Disciplinary Probation. Parents/guardians will be notified.
2. A student who has 8 or more absences in one semester will be placed on Disciplinary Probation and will meet with the Dean of Women in order to discuss how to improve attendance. Parents/guardians will be present at the meeting as well. Parents/guardians and students will sign the probation form and be given a copy. A Student Success Team Meeting may be held at the discretion of Administration or the request of the student's parents/guardians.
3. Students who have 10 absences may result in loss of academic credit.
4. Violation of the Disciplinary Probation is subject to expulsion from the school.

Extended Absences due to Medical Reasons

Students who have excessive or extended absences due to medical reasons should communicate promptly and work directly with the Dean of Women to determine accommodations and deadlines. If a student has been absent due to a serious illness or hospitalization during a semester, a teacher may assign a grade of incomplete so the student has the opportunity to make up the assignments that were missed. It is the responsibility of the student to find out what work must be completed. The grade of incomplete will automatically become an "F" if the student does not comply with the determined accommodations and deadlines set by the Dean of Women.

G. EXTENDED ABSENCES

Parent/Guardian requests for an extended absence (three or more days) are to be directed to the Dean of Women who will determine the status of the absence.

H. VACATIONS

The school strictly enforces the policy of not excusing absences which occur during school days for vacation purposes. All vacations must take place during designated calendared holidays and breaks.

Vacations during final exams will not be excused and students will receive a 0 for missed final exams and will not be allowed to make up final exams. The school does not make exceptions to this policy. Please contact the Dean of Women if you have any questions.

I. TARDINESS TO SCHOOL

Gates will be locked once school starts, therefore students must enter through the main office to receive a tardy slip and then report to class. Students that are tardy, arriving at school later than 8:15 am, must provide a valid excuse from a parent or guardian. This excuse can be given in the form of a written note or by calling the Front Office (310) 674 - 8470. If the student attends an appointment, they should bring an official note for excusal purposes.

EXCUSED TARDIES

Students are allowed **5** excused tardies per semester. In order for a tardy to be excused, a parent/guardian should communicate the reason for the excused tardy to the Main Office by writing a note, a phone call, email written to attendance@smabelles.org, or in-person conversation by the end of the first class on the day of the tardy.

UNEXCUSED TARDIES

Excessive tardiness will not be tolerated. A student who consistently receives detentions for tardy infractions without showing signs of improvement contributes to the overall erosion of discipline and the lack of an educational environment truly conducive to building community and learning.

A student who is habitually late for the start of school and/or her classes will be subject to further disciplinary action.

1. A student who receives three (3) unexcused tardies in one semester will serve a detention.
2. If a student receives six (6) unexcused tardies in one semester, she must serve a second detention and the Dean of Women will notify the parents/guardians about her risk of being placed on Disciplinary Probation.
3. If a student receives nine (9) or more unexcused tardies in one semester, she will be placed on Disciplinary Probation and will meet with the Dean of Women regarding her probationary period. Parents/guardians will be present at the meeting as well. Parents/guardians and students will sign the probation form and be given a copy. A Student Success Team Meeting may be held at the discretion of Administration or the request of the student's parents/guardians.
4. Violation of the Disciplinary Probation is subject to expulsion from the school

J. COLLEGE VISITATIONS

Every attempt should be made by parents/guardians to schedule college visitations so as to not to interfere with the school day. The counselor must clear absence due to a college visit one week before the actual visit in order to obtain an "excused" status.

K. OFF-CAMPUS

Parents/Guardians are asked to refrain from requesting off-campus permits except in case of emergency. Leaving school early is unnecessary. Medical, dental, or other appointments should be made for after school. However, if medical appointments are made during the school day, a parent/guardian must sign the student out in the Main Office. Upon returning, the student must bring a doctor's note verifying the appointment.

If a student is to leave school early, she must bring a note to the Main Office **before** school so as to avoid the need for telephone calls to the office. The student will then wait for parent/guardian arrival in the Main Office at the designated time. If the student returns later the same day, a class admit slip should be obtained in the Main Office.

Following this procedure will assist in a more efficient running of the Main Office and also help to avoid unnecessary interruptions of the other students in the classroom.

ACADEMIC POLICIES

A. CURRICULUM

St. Mary's Academy provides a comprehensive college preparatory curriculum that ensures the minimal standards for admission to the University of California and/or the Cal State College systems. St. Mary's Academy offers a varied curriculum in English, Languages other than English, Mathematics, Physical Education, Theology, Science, Social Studies, and the Visual and Performing Arts.

Theology courses are graded and receive full academic credit; several courses are A-G approved, and, therefore, students are required to earn passing grades. Students are graded on the comprehension and academic mastery of subject matter and not on their religious beliefs. As part of the theology course offerings, students are required to complete their Christian Service hours.

9th GRADE	
English	English 9 Advance English 9
Mathematics	Algebra I -or- Honors Algebra I -or- Geometry
Science	Biology -or- Honors Biology
Foreign Language	Spanish I (Native)- or-

	Spanish I (Non native)
Theology	Old Testament -and- New Testament
Physical Education/ Health	PE (1 semester) Health (1 semester)
Visual and Performing Arts	Introduction to Art

10th GRADE	
English	English 10 Honors English 10
Mathematics	Geometry Algebra II
Science	Chemistry Honors Chemistry
Foreign Language	Spanish II (Native)- or- Spanish II (Non native)
Theology	Sacraments -and-??
History	World History AP World History
Electives*	Study Hall Fitness

11th GRADE	
English	English 11 AP English Language
Mathematics	Algebra II Pre Calculus
Theology	Social Justice -and- Ethics
History	US History AP UUS History
Electives*	General Electives Psychology Physics Spanish 3- or AP Spanish Language Study Hall Fitness Pathway Electives Health Career Pathway: Healthcare Ethics -and- Cultural Competence in Health Care Arts Pathway: Engineering Pathway: Computer Science Principals -or Principles of Engineering

12th GRADE	
English	Women in Literature AP English Literature

Mathematics	Pre Calculus AP Calculus Statistics
Theology	Vocations
History	Government (1 semester)- and Economics (1 semester) -or- AP Government- or- Honors Economics
Electives*	General Electives Psychology Physics Spanish 3- or AP Spanish Language Study Hall Fitness Pathway Electives Health Career Pathway: Project Lead the Way Human Body Systems Honors Arts Pathway: Digital Journalism Engineering Pathway: AP Computer Science, Computer Science Principals -or Principles of Engineering

B. ACADEMIC GRADING POLICY

As a college preparatory school, St. Mary’s holds high academic standards for all of its students. It is the purpose of the school to develop in its students the curricular knowledge, academic and study skills, and the sense of personal responsibility that will support successful completion of high school studies and prepare each student for the transition to college. It is, therefore, an academic policy that all students who attend St. Mary’s will earn grades congruent with college readiness and admission standards. Students whose academic averages drop below this level (i.e., who earn a cumulative grade point average below 2.0) may be subject to academic review. It is important that both students and parents/guardians understand the different ways in which individual academic disciplines reflect learning progress. In all cases, instructional and assessment practices are developed to reflect learning characteristics and skill development of that particular discipline.

St. Mary’s Academy (SMA provides consistent, high-quality learning that accelerates growth and achievement to ensure college and career readiness for all students. SMA believes that grades serve as a valuable instructional purpose by helping faculty, students, and parents/guardians identify areas of strength and areas needing improvement. We acknowledge that each student has the right to course grades that represent an accurate evaluation of the student’s achievement and mastery. In accordance with the standards set forth by Joe Feldman in Grading for Equity, grades at St. Mary’s Academy must adhere to the following standards:

Grades must be bias-resistant, preventing biased subjectivity from infecting our grades. All SMA grades are based on valid evidence of student's content knowledge and not based on evidence that is likely to be altered by teacher's implicit bias or reflect a student's environment. Grades represent impartial, consistent observations of the quality of student work and student mastery of course content and academic standards.

Grades must be mathematically accurate, validly reflecting a student's academic performance. All grading in SMA courses must use calculations that are mathematically sound, easy to understand and correctly describe a student's academic performance.

Grades must motivate students to strive for academic success, persevere, accept struggles and setbacks, and to gain critical lifelong skills. Grading at SMA should motivate students to achieve academic success, support growth mindset, and give students multiple opportunities to obtain proficiency. Behavior, effort, and attendance are evaluated and reported separately from the student's academic grade.

Grades provide feedback to the student and parent/guardian on student performance. Student performance should be readily communicated to parents. It is the teacher's responsibility to upload a minimum of one grade in the gradebook per week. Teachers are also responsible for communicating to parents and supporting them in understanding ways in which they can support their student.

Grades provide feedback to the teacher on the impact of their instruction. SMA teachers are expected to respond to assessment data. In keeping with Response to Intervention procedures, if less than 80% of students meet proficiency on formative/ summative assessment teachers are expected to re-teach, re-engage, and re-assess.

SMA grading policy shall be administered in a uniform manner based on standards that apply to all students in that course and grade level. Administration and teachers shall ensure that students' grades conform to this system. Teachers shall inform students and parents/guardian in advance how student achievement will be evaluated in the classroom. The grade assigned by the teacher shall not be changed by the administration, principal, or president.

Evaluation for Student Achievement

1. Grades will reflect student achievement toward mastery of course content standards.
2. Grades should be reported each grading period (progress report, end of quarter, end of semester)
3. Teachers are expected to provide supporting data for grades assigned. Grade records should reflect an adequate sampling of work in a given area to justify the assigned grade.
4. In all aspects of grading and reporting, it is critical that teachers give accurate and complete information to students and families. Teachers are expected to contact parents/guardians to report student grade concerns including but not limited to consistently low performance or rapid decline.
5. Grades will be available and kept current for parents and student monitoring through the school approved electronic grading system.

6. There should be at least one grade per week of instruction for all subjects.

Grading Guidelines

1. Grades must consistently reflect students’ achievement toward mastery of course content standards.
2. To ensure equity, content level teams will establish standards-based common criteria for student work and assessment.
3. Teachers are responsible for communicating student progress in academic work habits, and citizenship.
4. A minimum of 80% of the course grade must be comprised of authentic assessments of skill and content (formative and summative). Practice assignments should be worth no more than 15% of the grade. Participation points can account for no more than 5% of the grade.
5. Students must complete all assessments and 90% of practice assignments in order to receive course credit.
6. Traditional extra credit assignments are not allowed. Teachers are encouraged to provide students with endless opportunities to demonstrate proficiency (test retakes, test correction, etc.).
7. The minimum grade allowed for any assessment of learning is 50%. No zero grades shall be included in the gradebook for any assessment

≥ Formative/Summative Assessments	≤ Practice and Participation
Standards Based Tests & Quizzes	Entrance/ Exit Tickets
Standards Based Summative Tests	Practice Tests
Interim Assessments	Essay Drafts
Finals	Homework
Projects	Practice
Final Drafts Essays	Classwork
Lab Reports	Student Involvement
Summative Presentations	Class Activities
Demonstration of Proficiency	Warm- Ups
Portfolios	

Grading Policy and Scale

St. Mary’s Academy annually publishes a School Profile, which is sent to all colleges and universities receiving St. Mary’s Academy student transcripts. This School Profile includes a school wide grading percent scale to be used for the purposes of clarifying St. Mary’s Academy academic standards. This scale is as follows:

- A 93-100%
- A- 90-92%
- B+ 88-89%

B	83-87%
B-	80-82%
C+	78-79%
C	70-77%
F	60%-↓

Grade Point Average (GPA)

The four-point system per unit is used in computing the grade point average for the semester.

- A = 4 Grade Points per Unit
- B = 3 Grade Points per Unit
- C = 2 Grade Points per Unit
- F = 0 Grade Points per Unit

At the beginning of every academic year, each teacher provides a syllabus with regard to: grading frequency and distribution, make-up procedures, and coursework policies. Each student is responsible to know the academic expectations of each of her teachers, and for the following procedures outlined in the *Student Family Handbook* and the class syllabus.

Citizenship/Conduct marks reflect the student’s overall behavior and contributions to the classroom environment: Outstanding (O), Satisfactory (S), Needs Improvement (N), and/or Unacceptable (U). Needs Improvement (N) and/or Unacceptable reflect documented student behavioral (detentions given, parent conferences requested, etc.) issues and documented academic dishonesty within the course.

Semester Course Grade Inquiry Protocol

A St. Mary’s Academy student is expected to take responsibility and ownership over her academic performance. This includes advocating for herself if she has a clarifying question regarding a semester’s final course grade. To ask clarifying questions about a final grade, the **student herself** (not her parent/guardian) MUST first email the appropriate Dean of Academics to request a grade inquiry by stating their full name, grade level, and the course to which they are referring. The Dean of Academics will provide guidance on how to proceed with the request for a grade inquiry.

- Jared Anderson-Minor Grades 9 - 10 jandersonminor@smabelles.org
- Lynna Landry grades 11 – 12 llandry@smabelles.org

The deadline to submit a request to the Academy Director is the end of work week (Friday by 10:00am) in which final grades are posted. Anything requested after this deadline will not be considered. The Academy Director and the Dean of Faculty will review the grade inquiry and then communicate with the student regarding next steps should they be necessary.

Grading Rubric for Assessments

(Adapted from Grading Rubric for Formal Assessments Fontana Unified School District)

Letter Grade	% Range	Descriptor	Performance Band
A	100-90%	An A-grade means the student shows mastery of content above grade level rigor with in-depth inferences and applications that go beyond what is taught in class	Advanced

B	89%-80%	A B-grade means the student has completed proficient work on all course objectives at grade level rigor with no major errors or omissions.	Proficient
C	79-70%	A C-grade means the student has completed proficient work on the most important objectives, although not on all objectives, at below grade level rigor of what was explicitly taught in class.	Basic
F	69-0%	An F-grade means the student has completed proficient work on less than half of the course objectives and cannot successfully complete the next course in the sequence.	Below Basic
INC	-	An INC-grade in course means the students has not completed all assessments for the course and/or less than 90% of practice work. An INC-grade turns into an F-grade at the end of the school year.	

Other Grading Notation

Grading Notation	Explanation
<i>M</i>	“M” denotes a missing assessment. The student notation allows student, parent/guardian, and teacher to be clear about what materials are missing.
<i>AB</i>	Student was absent on the day of the assessment and is pending completion.
<i>P</i>	Teachers has the assignment, but it has not yet been graded.

Students who earn a semester grade of F must repeat the course. A grade of F-grade means the student does not earn credit for the class and must make up the credit for graduation. All courses required for Graduation are included in the GPA. Honors/AP level courses carry one additional grade point (A = 5, B = 4, C = 3) for a C or above.

Report Cards

Grades are always available for students and parents/guardians via PowerSchool. Printed report cards are available at the end of each semester upon request.

C. MAKE-UP WORK

Students are responsible for all material covered and assigned during an absence. If the absence is excused the student has an equivalent amount of time to make-up assignments (i.e., absent 1 day allows you 1 day to complete missed work; absent 2 days allows you 2 days to complete missed work). Missed quizzes/exams need to be arranged with the teacher according to their individual classroom policies. Please consult the teachers’ course policies or syllabi for each individual policy.

If absences are due to school-related or sponsored events, including but not limited to athletic contests, field trips, performances or retreats and students know they will be missing a course period, students are responsible for handing in all assignments on or before the originally scheduled date of the event.

D. ACADEMIC REPORTING/REPORT CARDS

Students' grades are accessible to the parents/guardians via PowerSchool at any time, as PowerSchool reflects a teacher's real-time updating of grades. Teachers are required to post updated grades every two weeks. However, it is the student and parents/guardian's responsibility to regularly check grades on their own throughout each quarter. Quarter Grades are not recorded on permanent transcripts.

E. COURSE SELECTION/SCHEDULE CHANGE

Students should select their courses after consultation with their teachers, Academic Advisors, and families in order to make the wisest choices to meet their desires and needs. Program adjustments for the entire year will be made within the first two weeks of school to allow for deletion of courses taken in summer school, the correction of scheduling errors, the addition of courses that could not be taken in summer school as planned, or the addition of a course to fill in unscheduled time. All other requests for changes will be given consideration only if there is room in the class. Courses with insufficient enrollment will be dropped. A student may not transfer or drop a class without the approval of the Director of Student Support.

A \$50.00 service charge will be in effect for any student/parent/guardian requested change later than the end of the 2nd week of each Semester. There will be no schedule change requests honored after the 3rd week of each semester.

F. STUDENTS WITH DISABILITIES/INDIVIDUAL EDUCATION PLANS

In the case of a student with a significant learning, psychological or physical disability, it may be necessary to recognize that the school is not fully equipped to meet the needs of every student. If a minor adjustment is needed to enable a student to participate fully in a college preparatory curriculum please contact the Director of Student Support. Submission of medical documentation is required and adjustments cannot disrupt the learning environment, place an undue burden on the teacher or compromise the integrity of the course or grade issued. If conditions are adjusted for a student, it is the responsibility of the parent/guardian/student to communicate those needs with the Director of Student Support in a proactive manner giving proper notice and time for the adjustment.

G. FACULTY CONTACT PROCEDURE

When a concern arises about a student's academic progress the following procedure must be followed:

1. The student must speak with the teacher first regarding the issue.
2. The parent/guardian must e-mail or phone conference with the teacher.
3. The parent/guardian contacts School Administration to make an appointment.

H. ACADEMIC INTEGRITY/CHEATING POLICY

All students are required to submit their own work. Teachers cannot properly consider a student's progress when cheating occurs on tests, quizzes, exams or any form of student's assessments. Cheating is contrary to the philosophy and mission of St. Mary's Academy. Cheating is considered but not limited to:

1. Plagiarism — representing someone else's work or ideas as one's own without crediting the source
2. Copying assignments and homework, including allowing other students to copy assignments
3. Giving or receiving answers prior to/during/or after assessments
4. Completing someone else's work or allowing someone else to complete your work
5. Possession of unauthorized materials during assessments
6. Communicating with anyone other than the teacher during assessments

Any instance of cheating during a student's tenure at St. Mary's Academy, regardless of the course, will result in a "0" on that assignment. The disciplinary consequences for academic integrity include:

1. 1st minor offense (i.e. homework/classwork): Students will receive a "0" for the assignment and will conference with the teacher and the Dean of Students will be notified.
2. 2nd minor offense (i.e. homework/classwork) or 1st major offense (i.e. assessment): Students will receive a "0" for the assignment, Academic Integrity contract, and a parent/guardian conference will be scheduled with the Dean of Students and/or the Director of Student Support to discuss the incident(s).
3. A subsequent offense after an Academic Integrity contract: Students will receive a "0" on the assignment, be placed on disciplinary probation and receive a 1-day suspension. Students will automatically receive an "Unsatisfactory" (U) citizenship grade as reported on their quarter and semester report cards.
4. Further consequences may lead to multiple-day suspensions and students may be subject to other appropriate disciplinary action(s) up to and including dismissal, for violation of the Academic Honesty policy.

I.ACADEMIC PROBATION/TUTORIAL REQUIREMENTS

Students who earn below a 2.0 grade point average at the end of every quarter will be placed on academic probation and must attend and participate in scheduled appointment times for tutoring and attend bi-weekly check-ins with counselors. Students on academic probation are prohibited from participation in all athletic contests. Students who earn three or more grades of "F" in a semester may be asked to withdraw from St. Mary's Academy.

Tutoring Assistance

Teachers are available for tutoring during their posted office hour times. The members of CSF and NHS also provide peer tutoring. Arrangement for peer tutoring should be made with the CSF/NHS coordinator. School counselors are also available for consultation regarding the availability of tutors. Long-term tutoring must be arranged through professional agencies/persons outside SMA.

J. ACADEMIC DISMISSAL

The Administration and Director of Student Support meet at the end of each school year to review the academic progress and enrollment status of students. Students who are deficient by more than 10 credits by the beginning of both their 11th and 12th grade years are subject to dismissal. It is the general policy that a student who is credit deficient must make up deficient credits before the beginning of each school year.

K. REMEDIATION OF GRADES/REPEATING COURSES

Grades of “D” do not meet St. Mary’s graduation requirements but do not meet the admissions requirements for entrance into a

four-year college/university. Please be advised of the following St. Mary’s Academy policies regarding repeated coursework:

1. Courses in which a grade of “C” or better was earned cannot be repeated and recorded again on a student's transcript.
2. Courses in which a grade of "F" was earned must be repeated to meet graduation requirements and receive course credit.
3. Original grades are not "replaced" on transcripts by repeating the course. Repeated courses are listed as a new entry on student transcripts in addition to the previous class and grade.
4. In calculating GPAs, St. Mary’s Academy uses the repeated course grade.
5. Students are responsible for making up all remediation courses in order to meet graduation requirements.

SMA will accept online courses to fulfill the graduation requirements according to the policies approved by the UC and the Cal State Universities systems.

L. SUMMER SCHOOL & COURSEWORK

Students who earn a grade of “D” or “F” in a semester course are required to enroll in an accredited high school during the summer in order to recover these credits. To transfer credit to an SMA transcript, a grade of “C” or higher must be earned. The Counselors must approve classes prior to enrollment.

Summer Reading Assignments - Designated books will be assigned to be read over the summer, including assignments designed to integrate the book(s) into course work in the Fall.

Summer Coursework - Some courses, such as AP or Honors courses, may require students to complete assignments over the summer to build or reinforce skills needed for the new school year. This information will be shared with students if they are taking such courses.

M. CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

The purpose of the California Scholarship Federation is to encourage scholarship and service among high school students. Admission into CSF is open to all students who earn the required scholarship points. Students must qualify for membership on the basis of semester grades and therefore must complete an application at the end of each semester. Applications for CSF are available from the CSF moderators in August and January. Life membership is awarded to students who have been members for four out of six semesters, one semester of which must be in the senior year. To be eligible for membership a student must accumulate ten points on the CSF point system in the approved courses. An "A" equals 3 points; "B" equals 1 point. An "F" in any course eliminates the student from the process and club membership in general.

N. NATIONAL HONOR SOCIETY

Sophomores, juniors, and seniors who have a minimum cumulative GPA of 3.0 on a 4.0 scale are encouraged to apply for membership. Applications for NHS are available from the NHS moderators at the beginning of each school year. A faculty committee makes the selection of members. The purpose of this organization is to create enthusiasm for scholarship, to render service, to develop leadership skills, and to encourage strong character. Final selection is based upon a student's demonstration of these four qualities. Members must maintain a 3.0 cumulative GPA and continue to demonstrate excellent citizenship to remain active in NHS, but do not need to reapply once selected.

O. VALEDICTORIAN AND SALUTATORIAN

The senior student who earns the highest cumulative grade point average by the end of the first semester of senior year is designated as Class Valedictorian. The student who earns the second highest cumulative grade point average is designated as Class Salutatorian. To earn either of these academic distinctions, a student must have completed at least six semesters of study at St. Mary's Academy and must not have been placed on disciplinary probation at any time during her junior or senior year.

P. ST. JOSEPH'S AWARD

This award is given by the faculty and staff to the senior who most exemplifies the qualities of St. Joseph: diligent work for the school and/or class over her four years at SMA, generous service to faculty and students, and a quiet and unassuming manner in helping others. The characteristics of gentleness, peace, and joy are emphasized.

Q. HONOR ROLL

Honor Roll status is granted at the end of each semester to students as follows:

1. Principal's Honor Roll GPAs of 4.0 and higher.
2. First Honors GPAs of 3.6 to 3.9.
3. Second Honors GPAs of 3.3 to 3.59
4. Counselors' Award of 3.0 to 3.2

R. STANDARDIZED TESTING

In preparation for college entrance exams, freshman, sophomore, and junior students will take the PSAT standardized test. The school code for the SAT is: 051780.

S. COLLEGE COUNSELING SERVICES

The Counseling Department provides services in the following areas:

1. Career exploration and college selection; application for college admission and scholarships; college recommendations; application for SAT, ACT, and achievement tests; assistance in completion of FAFSA and FAF (Financial Aid Forms)
2. Coordination of visits to prospective colleges; allocation of time for college representatives to meet with students
3. Information regarding schools, colleges, scholarship programs, and competitions
4. A library of curated college and career resources for use of student and faculty

T. COUNSELING SUPPORT

Limited counseling supports are available to help students and their parents/guardians eliminate the barriers that impact their performance in the classroom.

Students can be referred by any of the following: faculty, staff, family members, peers, and self. Counseling support forms can be picked up in the Main Office and Counseling Department.

U. TRANSCRIPT FEES

Unofficial transcripts: all transcripts that don't require an official school seal are free of charge.

College transcripts: all transcripts sent directly to College/Universities (electronically or by standard mail) are handled directly by the Counselors and are free of charge.

Official transcripts for current students: all non-college transcripts that require a school seal are completed in the Main Office for \$10 per transcript. Pick up or standard mailing is available at no additional cost. Rush delivery is \$15 per transcript.

GRADUATION REQUIREMENTS

The following list of high school courses outlines the appropriate requirements for graduation from St. Mary's Academy and the fulfillment of the minimum A-G eligibility requirements for admission to the UC and Cal State University systems.

A. GRADUATION REQUIREMENTS

<u>Courses</u>	<u>Credits</u>
Theology	40

English	40
Social Studies	30
Language other than English	20
Science (1-year life science, 1-year physical science)	20
Mathematics	30
Visual/Performing Arts	10
Physical Education/Health	10
Electives	30
Total Minimum Requirement	230

To graduate, students need a minimum of 230 credits and may earn additional credits in elective courses. Students take six courses per semester (30 credits) and should have 60 credits at the end of each year. Students who receive an “F” in a required subject must repeat the course. SMA accepts UC/Cal State approved online courses to fulfill graduation requirements.

If coming from a public or non-Catholic private school, transfer students do not need to make up theology credit.

B. PARTICIPATION IN GRADUATION CEREMONY/WITHHOLDING OF DIPLOMAS

Participation of students in the graduation ceremony and conferring of a diploma are at the discretion of the school. Students unable to meet all requirements and/or obligations of the school, including but not limited to academic, athletic, Christian Service, disciplinary, and/or financial may be excluded from graduation ceremonies and have their diploma withheld.

Any student who is deficient in **more than** 10 units of required coursework may not be able to participate in Graduation Ceremonies, and will not receive their diploma until documentation of successful completion of the course is received within **one year**. Submit all academic documents to the Director of Student Support.

C. CHRISTIAN SERVICE POLICY (part of graduation requirements)

Purpose: The Christian Service Program is an essential part of the St. Mary’s Academy educational experience. In line with our mission, St. Mary’s Academy is committed to developing generous, responsible citizens and leaders. Service with the vulnerable who are the poor, marginalized, and disenfranchised members of the community is an essential part of a rich and integrated educational tradition. Through various service experiences, the virtues of generosity, compassion, and wisdom will be further developed in each student.

The Christian Service Program has been integrated into our curriculum to provide a hands-on experience for students to answer the needs of our community and enable them to live up to the call of Christ to be his witnesses to the world. All service aligns with the mission of the Sisters of St. Joseph of Carondelet,

whose Spirit and Charism is centered on unifying love. The Sisters of St. Joseph of Carondelet hold as their mission to continue the ministry of Jesus “that all may be one” (John 17:21). The Sisters of St. Joseph of Carondelet minister in a way that:

Heals and reconciles
Serves all persons without distinction
Makes known through their lives the gospel they proclaim
Enables others to assume a more active responsibility for continuing the mission of Jesus
Recognizes and defends the human dignity of all persons
Promotes justice with a particular concern for the poor.

Requirements: As members of the community of St. Mary’s Academy, each student offers Christian service as evidence of her part in the building of Christ’s kingdom of justice, love and peace. The expectation is for all students to complete a minimum of 20 hours of service each year and submit their Christian service hours by May 1st via MobileServe.

- It is a requirement of graduation that every senior must submit proof of a minimum of 80 hours of completed volunteer service by May 1 to participate in graduation events. Students who do not complete the required 80 hours will not receive their diploma until Christian service hours have been completed and approved by the Christian Service Coordinator.
- However, to purchase tickets and/or participate in senior social activities (e.g., grad night, prom, others’ proms, etc.), the 80 Christian Service hours must be completed and verification submitted via MobileServe by the end of Quarter 3 at 3pm. The Christian Service coordinator reserves the right to reject any hours submitted upon review and verification during this process.

Verification: Christian service hours will ONLY be verified and approved via MobileServe. Christian service hours and verification are due no later than 60 days after the completion of service. The Christian Service coordinator reserves the right to reject any hours submitted upon review and verification during this process. It is the student’s responsibility to ensure the service site aligns with St. Mary’s Academy’s policies BEFORE service is started; students are to check with the Christian Service Coordinator if they have any questions about a service site.

Acceptable and Unacceptable Service: Christian Service hours must be accomplished through an accredited non-profit agency or organization which services the community and whose work aligns with the mission and values of St. Mary’s Academy. As such, service sites must align with the Catholic Church’s teaching on the dignity of life. Parents, guardians and/or other family members cannot act as a proxy in order to complete their student’s Christian Service for them.

Earning Hours Via Donation Drives & Virtual Opportunities: Occasionally, student clubs/organizations will sponsor a donation drive at St. Mary’s Academy. These donation drives are always mission-aligned and help to promote our love of neighbor and concern for God’s creation. Students may participate in these donation drives, but they can only earn a MAXIMUM of 5 hours through these donation drives every academic school year. In addition, students may occasionally complete their service hours virtually, but this may only happen with the approval of the Christian Service coordinator and with the understanding that no more than 5 hours per year may be fulfilled this way. Each student should prioritize completing in-person Christian Service opportunities first.

Christian Service During Distance/Hybrid Learning: The following modifications have been made to the number of hours students were expected to complete each year between 2020-2022. The modifications only apply to students who attended St. Mary's Academy between 2020-2022:

- 2020-2021 = 5 hours to compete (takes into account a full academic year of remote learning)
- 2021-2022 = 10 hours (takes into account the transition back to in-person learning and shifts to online learning during COVID surges)

In the event of prolonged school closures, the Christian Service Coordinator will consult with the Head of School to come up with a contingency plan.

EXAMPLES OF ACCEPTABLE CHOICES FOR SERVICE INCLUDE:

1. Social Service: Children, Elderly, Hungry, Homeless, Housing, Hospital, Volunteers, Disabled, Crisis Centers
2. Environment: Ecology, Animals, Beach Cleanups, Recycling Drives
3. Community Outreach and Awareness: Public Libraries, Voters Registration, Museums, Fundraising, Literacy, Civic Engagement
4. Church/Parish: Religious Education Support, Retreat Leader, Church Festivals, Sunday School Tutoring/Child Care, Altar Serving, Lectoring/Cantoring at Mass
5. Education: Tutoring, After School Support, Mentoring
6. SMA-Related Events: Advancement Department sponsored events, Alumnae Events, and events approved by Administration and Christian Service Coordinator
7. Ambassadors: Campus Tours, Admissions Events

EXAMPLES OF UNACCEPTABLE CHOICES FOR SERVICE INCLUDES:

1. Babysitting or care-giving for free or paid
2. Tutoring siblings or family members
3. Working for a salary in any place of business (i.e., restaurant, family business, hotel, private doctor or lawyer's office)
4. Working, interning, or assisting family or friends for pay
5. Locations/Entities that do not align with the mission and values of St. Mary's Academy
6. Monetary donations/contributions either directly given to St. Mary's Academy or an outside organization

DISCIPLINARY PROCESS

St. Mary's Academy (SMA) believes that discipline is a proactive, supportive, and responsive way to ensure student safety while creating an environment most conducive for learning. SMA follows the following process to address students' behavioral issues:

1. Share and teach behavior expectations
2. Model kind, supportive and respectful behavior
3. Speak with students to communicate expectations
4. If there is no improvement, issue an infraction

For every five (5) demerits, for minor or moderate infractions, students will serve a detention. Major infractions are grounds for suspension. Serious infractions are grounds for expulsion.

Detentions will be scheduled, when necessary, on Fridays from 3:05 to 3:35 pm. No Flex time detention will be from 1:30 pm to 2:00 pm

According to the ADLA Administrative Handbook, Section 13.9.3, Detention:

1. No student shall be required to remain in the classroom during any recess or lunchtime.
2. Detention before or after school hours is considered an appropriate means of discipline.
3. A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.
4. The school must give a notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference. Under no circumstances shall a student be detained at school without the knowledge of the parents/guardians, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

A reminder email will be sent to the student and the parent/guardian the day before the scheduled detention.

If a student cannot serve her assigned detention, it is her responsibility to notify the Dean of Women and arrange a make-up detention. If the student does not attend her scheduled detention and does not reschedule her detention, she will receive a Saturday detention.

If a student asks for a second reschedule, the Dean of Women will contact her parent/guardian.

Medical appointments require a doctor's note for a detention reschedule.

Athletic and co-curricular activities are not valid reasons for a detention reschedule.

INFRACTIONS:

Minor infractions: 1 demerit

Out of dress code

Off-task behavior (talking during instruction, not following directions, etc.)

Inappropriate language

Eating/ drinking without permission or in restricted areas

Tardies after Period 1 (non-driving students)

Tardies for Period 1 (driving students)

Moderate infractions: 3 demerits

Chronic Level 1

Classroom disruption

Inappropriate/off-task use of technology (cell phone, laptop, etc.)

Teasing

Rude/ Disrespectful/ Defiant behavior

Missed Detention

Major infractions: 5 demerits

Chronic level 2 issues

Plagiarism

Discrimination

Inappropriate behavior online

Targeted Bullying/ Harassment

Chronic Missed Detentions

Serious Infraction: 10 demerits- Subject to dismissal

Chronic level 3 issues

Disrespect/ threatening act towards any member of the school community

Possession of weapons/ Illegal substances

Stealing

Assault

Intimidation/ Use of Profanity or Obscene Gestures

Racist /bigoted language

Vandalism

Infractions are issued by any staff member and overseen by the Dean of Women. The Dean of Women tallies infraction totals by semester and by school year.

Disciplinary Probation I

Disciplinary Probation I is six (6) weeks and the student will serve three (3) after school detentions. She may also be barred from some activities, as specified by the Dean of Women.

A student may be placed on a Disciplinary Probation I for the following reasons (including but not limited to):

1. Continued violation of rules, accrual of more than nine (9) demerits
2. Forgery
3. False representation of a parent or guardian
4. In-house truancy; unexcused absences from class; leaving the classroom without permission; unexcused absences for a portion of a class
5. Any incidents the Dean of Women and Administration deem a violation of school policies

Disciplinary Probation II

When a student has already served a Disciplinary Probation I and there is another disciplinary violation within the same school year (same or different violation) OR she violates one of the following regulations, she may be placed on Disciplinary Probation II:

1. Any conditions of Disciplinary Probation I contract are violated
2. Student commits additional violations of the school policy warranting probation after being placed on disciplinary Probation I during the same school year
3. Truancy, unexcused absence from school or from more than one class period during the day
4. Any activity/behavior which brings discredit to St. Mary's Academy
5. Violations of the bullying/harassment policies
6. Behavior warranting probation III/suspension/expulsion where mitigating circumstances exists
7. Any incident the Dean of women and Administration deem a violation of school policies

The Dean of Women will do the following before placing a student on Disciplinary Probation II:

1. Meet with the student and parents notifying them of her Disciplinary Probation and discuss terms and consequences
2. Have the student and parents/guardians sign the forms and give them a copy

The Dean of Women will create a Disciplinary Probation II Action plan for the 8-week probationary period. If an action plan was drafted during a Disciplinary Probation I period, it will be reviewed and revised. The action plan will include, but not limited to, the following:

1. Serve three (3) after school detentions
2. Write and submit a typed, double-spaced essay which includes the following:
 - a. Student's perspective of the actions taken or choices made that resulted in the probation and student's concluding remarks regarding what other actions, decisions or chives could have been made that might have been more reflective of (a) St. Mary's ISOs, (b) the Gospel values, and (c) the six (6) pillars of character
3. Meet at least once with the Dean of Women to review the student's reflective essay and her progress towards the completion of th disciplinary probation

*Note: A student may be placed on Disciplinary Probation II without having been placed on Disciplinary Probation I.

During Disciplinary Probation II, the student may also be barred from some activities, as specified by the Dean of Women. In some cases, organizations in which the student is involved may have policies in place that restrict her from participation during a Disciplinary Probation II.

Disciplinary Probation III

A student may be placed on Disciplinary Probation III when the following occurs:

1. Any conditions of a Disciplinary Probation II contract are violated
2. Student commits additional violations of the school policy warranting probation after being placed on Probation II during the same school year
3. Student's actions warrant expulsion but include mitigating circumstances
4. Any incidents the Dean of Women and Administration deem a violation of school policies

Disciplinary Probation III is a consequence from a Discipline Board which allows a student to remain at St. Mary's Academy under a probation III contract specified by the Discipline Board and approved by the Principal and her administrative team.

Probation III carries a term of ten (10) weeks. During the Probation III period, the student will be required to:

1. Serve five (5) after school detentions within the ten-week period
2. Complete ten (10) hours community service during the ten-week period, to be assigned and monitored by the Dean of Women
3. Write and submit a typed, double-spaced essay which includes the following:
 - a. Student's perspective of the actions taken or choices made that resulted in the probation and student's concluding remarks regarding what other actions, decisions or chives could have been made that might have been more reflective of (a) St. Mary's ISOs, (b) the Gospel values, and (c) the six (6) pillars of character
4. Meet at least once with the Dean of Women to review the student's progress in meeting the expectations specified by the discipline board
5. Meet with a Wellness Counselor to review progress
6. Meet all expectations of the Probations III contract as specified by the Discipline Board

During her Disciplinary Probation III, the student will be barred from all athletic and co-curricular activities.

*Note: A student may be placed on Probation III without having been placed on Probation I or II depending on the violation.

Discipline Board

The Dean of Women convenes a Discipline Board when a student commits a serious violation or accumulates multiple violations, in spite of prior disciplinary actions. The student, with her parents/guardians, will appear before the Discipline Board (legal counsel is not allowed to be present).

The Dean of Women creates and coordinates a student's Discipline Board, which consists of the following:

1. Wellness Counselor
2. Faculty members (1 appointed by faculty and 1 appointed by students)
3. Administration members, as needed
4. Dean of Women

The purpose of a student's Discipline Board is to evaluate the student's current behavior and her discipline history. The Discipline Board recommends Disciplinary Actions to the Head of School. Actions may include any of the existing disciplinary consequences up to and including expulsion.

The following process is followed for a Discipline Board:

1. The Dean of Women creates the Discipline Board and schedules the meeting with the board, student and her parents/guardians
2. At the meeting, the Dean of Women shares the student's past discipline record (behavior and disciplinary actions), describes her current offense and why it warrants a Discipline Board, and explains the Discipline Board Process.
3. The Dean asks the student's parents/guardians to leave the meeting (but stay local because they are asked to come back)
4. The student remains in the meeting to discuss her situation with the Discipline Board
5. The Dean invites the parents/guardians to rejoin their daughter's Discipline Board meeting and reports what transpired during their absence
6. The student's parents/guardians are invited to speak on behalf of their daughter
7. The Dean informs the student and her parents/guardians that they may leave and that they will be notified of the disciplinary decision and actions within 48 hours
8. After the student and her parents /guardians leave, the Discipline Board discusses the student's situation and develops and recommends disciplinary action and makes this recommendation to the Principal
9. The Head of School and the administrative team review the Discipline Board's recommendation and accept, revise, or reject the recommendations

*Note: Student Success Teams (SST), Discipline Board proceedings, and discipline discussion of any kind will only consider one student's case at a time in order to preserve the dignity and privacy of the student and her family.

DISCIPLINARY ACTIONS

Professional Counseling Recommendation:

In a discipline case, if a recommendation for professional counseling is made by one of the school's Wellness Counselors, the family must present a document from the mental health professional confirming assessment within the time given by school personnel. The school may decide that a student will not be allowed to return if this documentation is not produced as required.

Student In-School Suspension:

The purpose of in-school suspension is to remove a student from her regular schedule of classes and to provide an opportunity for her to consider changing her unacceptable behavior within the school environment. This is an alternative to a regular school suspension which may sometimes be interpreted as a "day off" from school. A student subject to in-school suspension reports to school at the regular time in full uniform, bringing her lunch. Each teacher will give her written assignments which she must complete under the direct supervision of the Dean of Women. She will not attend any classes and will be supervised during lunch in an assigned room.

Student Out-of-School Suspension:

The administration or the Discipline Board may suspend if she committed a serious violation of school policies or rules.

1. Although the student has the right to a hearing process, immediate suspension may be required for an activity, which resulted in serious damage to the school or serious consequences affecting the welfare of any person.
2. Suspension may be imposed by the school for a serious infraction of rules necessitating an investigation of the incident without the student present on campus
3. Suspension may be imposed during the entire police investigation of a crime

When a student is suspended, she may not attend school activities; arrangements are made for her to attend class and she must remain at home until a meeting with the student, her parents/guardians, the Dean of Women and an administrator takes place. Days missed are considered excused absences. The student is responsible to make up any schoolwork missed during the suspension period.

The Dean of Women arranges a meeting with the student, her parents/guardians, and the appropriate school personnel. At the suspension meeting, the following procedure will be followed:

1. The Dean of Women provide an explanation of the offense and seeks the cooperation of the parents/guardians
2. The Dean of Women will notify the parents/guardians when their daughter may return to school
3. Parents/guardians will be reminded of the school rules of which they were informed when they registered their daughter
4. Conditions for probation will be clearly explained to the parents/guardians and student, as well as the consequences for violation of these conditions
5. The student and the parents/guardians will sign a probation contract as a condition for re-admittance after suspension

Student Expulsion

The St. Mary's Academy Disciplinary Policy gradually increases the interventions and consequences and could lead to student dismissal. At times St. Mary's Academy may judge that a student can no longer remain at St. Mary's Academy because the presence of the student is not a positive force contributing to the good of the student or the good of the school.

St. Mary's Academy follows the ADLA Administrative Handbook regarding student expulsion, Section 13.9.6:

Reasons for expulsion include but are not limited to the following offenses:

- Actions that are gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, or any threat of force or violence directed toward any student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, or possession of narcotics, drugs, or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking, possession of tobacco, vaping or possession of vaping devices
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Non-Disciplinary Causes for Suspension, Expulsion, Recommended Transfer:

The following are non-disciplinary causes for suspension, expulsion or recommended transfer:

1. Academic requirements published by the school
2. Severe emotional challenges
3. Uncooperative or destructive attitude of parent/guardian or other family member
 - a. Any parent or guardian or other family member who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his or her duties may be guilty of a misdemeanor and risks the continuation of their child in the school.
 - b. Any parent or guardian or other family member who insults or abuses any school personnel risks his or her child's continuation in the school.
 - c. Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

Recommended Transfer Resulting from Parental Attitude:

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions or attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents or guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

Termination from SMA Activities:

Whether a student is expelled, asked to withdraw, is suspended, or asked to transfer, her attendance at, and participation in, St. Mary's Academy activities are prohibited. St. Mary's Academy reserves the right to refuse admittance to any student who has withdrawn, who was suspended, who transfers, or who was expelled.

E. STUDENT THREATS

All threats, either verbal, written, or electronic, and acts of harassment against school personnel or students are taken very seriously. No threat or harassment will be considered a practical joke regardless of the intent of the person(s) making them. All threats will be subject to appropriate criminal or civil penalties as well as school disciplinary consequences, including expulsion.

F. HARASSMENT/BULLYING

St. Mary's Academy is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or personnel by any other student or personnel is prohibited, as it interferes with a person's overall well-being and creates an intimidating, hostile, and/or offensive environment.

Harassment - Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. Harassment can occur any time during school, on school property, at any school-sponsored event or activity, off-campus, or on social media when the harassment substantially interferes with or disrupts the educational process. Harassment includes, but is not limited to, any or all of the following:

1. Verbal Harassment: Derogatory or demeaning comments, jokes or threatening words spoken to another person;
2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or any intimidating interference with normal schoolwork, activities or movement;
3. Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures;
4. Cyber Harassment: Derogatory, demeaning, or inflammatory comments, jokes, words, pictures, drawings, cartoons, etc. targeting a student by use of electronic/digital communications or devices, such as email, instant messaging, texts, social media, or mobile phone communications.
5. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Making unsolicited sexual advances and propositions
- Using sexually degrading words to describe an individual or an individual's body
- Displaying sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes
- Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

Bullying/Hazing - St. Mary's Academy is committed to provide a learning environment that is free from bullying, including cyber bullying, and hazing. Bullying or hazing of any student (including students at other schools) by any other student or employee is strictly prohibited. Bullying and hazing disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. The school reserves the right to take necessary action regarding incidents of bullying or hazing that substantially interfere with or disrupt the educational process, regardless of location (on or off campus) or time (during or after school hours).

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and /or threatening of another person. Bullying typically consists of direct behaviors such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated or excluded. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of intimidation and abuse.

Cyber bullying is the use of electronic/digital communications or devices such as email, instant messaging, texts, social media, or mobile phone communications that:

1. Deliberately threatens, harasses, or intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the
3. individual's property, or
4. Has the effect of substantially disrupting the orderly operation of the school?

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in, which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or another person.

Harassment/Bullying Complaint Procedure: Any student who believes she is being subjected to harassment/bullying should report the harassment to the Dean of Students or Administration. The student will be asked to complete a formal, written complaint.

St. Mary's Academy will treat allegations of harassment/bullying seriously and will investigate such allegations in a prompt and thorough manner. Confidentiality will be maintained as much as possible. If necessary, the accused individual will be placed on suspension during the investigation. Once the facts of the case have been gathered, St. Mary's Academy will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.

G. PUBLIC DISPLAYS OF AFFECTION (PDA)

The school community must be inclusive of ALL people. Public displays of affection (hugging, kissing, cuddling, sitting on laps, caressing, etc.) are prohibited. All students are asked to respect and honor each other as sisters in Christ by abstaining from such displays of affection.

H. STUDENT LOCKERS

At the beginning of the school year, a locker is assigned to each student. Lockers are the property of the school, and their use is a privilege granted to the student by the school as long as the privilege is not abused. Students may not change lockers or use another student's locker without expressed permission of the Dean of Students. Students are advised not to give their locker combination to anyone. Lockers must always be neat and in a usable condition. Stickers, decals, and open or perishable food items are not permitted on or in the lockers. Students are held responsible for all damages and defacing of their assigned lockers. The school is not responsible for missing or damaged items in lockers. It is the proper function of school authorities to inspect lockers at their own discretion and to prevent their use in illicit or illegal purposes.

I. CONFISCATION OF STUDENT PROPERTY

Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way that distracts from the learning process. Student property that is used in violation of the school policies can be confiscated, including but not limited to cell phones, media players, ear phones/buds, caps, book bags or notebooks with gang-like writing on them, all communication devices, text message units, and clothing items in violation of dress code. Confiscated student property will be returned to students/parents/guardians according to the following policy:

Confiscated Item Policy

First offense – Confiscated item(s) will be given to the Main Office for student pick up at the end of the school day.

Second offense - The parent/guardian must pick up confiscated item(s) from the Main Office.

Third offense - Held confiscated item(s) will be returned at the end of the semester to the student.

DRESS CODE

A. GENERAL GUIDELINES

Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building and may be denied access to campus and/or class because of dress code violations. All clothing will be clean, neat, modest and in good taste. Avoid all extremes. No tight fitting clothing. No cleavage displays. The Dean of Women may request a student to change attire. Notes from parents/guardians will not excuse violations. Students may be held in the

Main Office until parent/guardian and/or student is able to respond to the request to change attire. The Administration reserves the right at all times to regulate against unbecoming fads or fashions and to determine what styles are exaggerated and in violation.

B. UNIFORM DRESS CODE

All uniforms, pants, shorts, skirts, shirts, and blouses may be purchased from **Michaels Uniform**. Ties are also an essential piece to the uniform and are earned by students during their first year at St. Mary's Academy after students complete the tie earning process. Replacement ties can also be purchased in the Main Office for \$10.00; ties are not available for renting or borrowing. The following are approved uniform items that students are allowed to wear during the school day: *Exemptions can be made for religious traditions in consultation with the Dean of Women.

Shirts

1. All white blouse (long or short sleeve) with a button down front or class polo shirt with SMA logo (worn on Fridays only) (must be purchased from Michaels Uniform).
2. Solid white, black, gray, or navy-blue undershirt/thermals can be worn.

Pants/shorts/skirts

1. Navy blue pants, shorts, or navy blue or plaid skirts from Michael's Uniform Company or other distributor providing that it falls within the school dress code (polyester blend or gabardine).
2. Skirts and shorts length must be no more than 3 inches above the center of the knee and waistbands may not be rolled.

Outerwear

1. The following items with SMA logo may be worn throughout the school day: navy blue cardigan, pullover, sweater, vest, class crew neck sweatshirt, stadium jacket, letterwoman jacket, SMA athletic sweatshirts or SMA senior sweater.

Shoes

1. The following shoes are approved uniform shoes. Shoes must be clean, without writing or graffiti.
 - **Black and white low-cut or high-top casual/athletic shoes with black or white sole.** Examples include: black and white Converse Chuck Taylor All Star Classic in low-cut or high-top; black and white Dunks; black and white Vans low-cut Old Skool, all black Vans Slip-On, all black Vans high-top Sk8-Hi; all black Nikes with white swoosh,
 - Doc Martens, low cut and ankle boots.
 - All black penny loafers or flats
2. The following shoes are not approved uniform shoes: Flip flops, slides, and/or sandals, Crocs or other clog-style shoes, All black boots (knee high, thigh high, army style, etc.), heels.

Socks/Tights

1. Solid white, navy, or black; knee-high, crew cut, or ankle socks.
2. Solid white, navy, black, or black footed opaque nylon tights; torn or patterned tights are not allowed.

Make-up: Make-up must be moderate and tasteful.



TIES

The St. Mary's Academy tie is one of the notable SMA traditions. Dating back to the 1920s, the tie represents class unity, SMA identity, and the legacies of past, present, and future Belles. As students tie their tie each morning, they recall God's desire for us to be a unifying force in this world. Wearing the tie shows one's pride in being a part of the rich heritage of St. Mary's Academy and must be worn with pride and care.

1. A student's tie must be clean, tied, visible, and worn properly at all times during the school day.
2. Students are not to decorate or alter their ties. Pins and other accessories are never to be worn on a tie.
3. Students will replace ties at their own expense if they are without one or if their tie is lost, defaced, or worn inappropriately. Ties are not available to rent or borrow temporarily from the school.

Accessories/Jewelry

1. Belts are solid navy blue, black or white, 2 to 4 inches in width, leather or cloth. Wide, large, spiked buckles are inappropriate and may not be worn.
2. Headbands of any solid color no more than 3 inches wide can be worn; ties, scarves, or bandanas cannot be worn as headbands.
3. Earrings can be studs or small hoops (size of quarter). No industrial bars.
4. One singular nostril piercing is allowed in one nostril only. Singular round/square studs that are gems or solid gold/rose gold/silver metal that are 2mm in diameter or less are the only type of jewelry allowed in a nostril piercing. No shapes, characters, icons, letters, words, or other designs are allowed. No rings/chains/hoops/bars are allowed. No septum, bridge, or any other facial piercings are allowed.
5. Scarves with SMA logo or solid-colored white, black, gray, or navy-blue scarves are permitted.
6. Caps/hats/hoodies/head wraps may not be worn in the school building.

Tattoos/Piercings

1. No visible tattoos.

2. No visible body/face/tongue/dermal piercings allowed (other than ears and nostrils as stated above). Covering piercings with a band-aid is unacceptable. The school reserves the right to confiscate items that do not follow the school policies.

Hair:

1. Girls' hair color, highlights, and streaks must be moderate and evenly distributed (no split dyes), look natural, and not contradict a natural hair color. Any unnatural colors including but not limited to primary colors, grays/silvers, neon/fluorescent colors, pastels, and jewel tones are not allowed. Students not complying with the hair code may be sent home until the situation is remedied. We encourage students and parents/guardians to consult with the Dean of Women prior to dying hair.
2. Girls may wear their hair short as long as no scalp is visible. No buzz cuts or shaved heads.
3. Hair carving designs are not allowed.

UNIFORM STYLES

Standard Uniform

The standard uniform can be worn during all non-formal days. Any/all of the approved uniform items listed under **Section C- Uniform Dress Code** are acceptable.

Formal Uniform

The formal uniform **must** be worn during all formal assembly days and liturgies. Formal Uniform days will be indicated on our school calendar, SMA Announcements, and website. The following uniform items are considered formal:

1. White blouse
2. Navy blue skirt or pants (no shorts)
3. Class tie
4. Socks or tights
5. Black Shoes/Senior approved shoes
6. Senior cardigan sweater
7. Navy blue SMA button-down cardigan sweater, SMA pullover sweater, and/or SMA sweater vest (optional)
8. Moderate accessories/jewelry (optional)
9. **No sweatshirts or athletic gear**

Spirit Uniform

The spirit uniform may be worn on every Friday of the school year, on final exam days, and any other approved school day. Any SMA Spirit T-shirt, sweatshirt, jacket, or other SMA-approved sports or club/organization shirts may be worn with the standard uniform pants, shorts, or skirt.

Athletic pants/bottoms or jeans are not allowed on these days. All other approved uniform items listed above must be followed and worn. Ties are not required during these days if a student is wearing spirit wear instead of her blouse or polo. If a student is wearing her blouse or polo, she must wear her tie.

Free Dress

Periodically, the privilege of free dress is allowed to the student body. On those days, the free dress code is followed. If the student chooses to wear the school uniform on a free dress day, she must wear the entire approved uniform.

Non-Approved Free Dress Items:

1. Torn Jeans
2. Shorts/skirts/dresses more than 3 inches above the knee
3. Revealing clothing (i.e., tank tops, sleeveless attire, crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, or any top, which reveals cleavage, midriff, and/or lower back)
4. Clogs, open-toed sandals, flip-flops, or open-toed shoes
5. Non-SMA hats, caps, beanies, or head scarves/coverings
6. Leggings or ripped stockings
7. T-shirts with inappropriate insignia
8. Sunglasses

Approved Free Dress Items

1. Jeans or Pants
2. Casual Tops or Blouses
3. Hooded sweatshirts and tops
4. Closed-toe shoes (no heels)
5. Shorts/skirts/dresses of appropriate length (must be no higher than 3 inches above the center of the student's knee)
6. Grooming/Attire in "good taste"
7. Athletic loose-fitting sweatpants

Senior Uniform

In addition to the approved uniform items listed above, seniors are also given the privilege of adding a "Senior Uniform" component to their standard, formal, and spirit uniform options. All components listed below are **optional and not required** for senior year. For particular details regarding the senior uniform, contact the Dean of Students. The following items can only be worn by seniors on all school days:

1. SMA-designated items available from Michael's uniform suppliers
 - a. Gray skirt
 - b. Gray pants
 - c. Senior white polo with "Class of 2024" embroidered under logo
2. Student selected and designed items
 - a. Custom SMA cardigan from Broadway Albion company
 - b. Senior selected shoe (must be the specific approved style)

- c. Senior designed shirt or crewneck sweatshirt (can only be worn on spirit day and free dress)

Athletes

All students are expected to be in complete uniform every day. There is no exception for athletes. On game days when games are away or at the local park, team members may dress for games during lunchtime. Repeated violation of the dress code will result in loss of privilege and possible parent/guardian contact.

Students inappropriately dressed will be sent home and not allowed to attend classes until the problem is corrected.

***The Administration reserves the right to determine whether a particular garment or dress is appropriate school wear at St. Mary's Academy.**

C. NON-UNIFORM DRESS CODE

Formal Attire Dress Code

Dress code applies for all semi-formal and formal events (i.e., Belles & Beaux, Prom, etc).

1. Women: Formal dress includes women's formal dresses (short or long), formal pants/blouses, or jumpsuits. Dresses must not be 3 inches above the knee. Any midriffs or cut-outs must be less than 3 inches wide. Low-cut necklines must not go below the chest line. Backs must not be shown past the waistline. Slits may not rise more than 4 inches above the knee. All attire must be modest, tasteful, and appropriate for a Catholic high school formal dance. No jeans, every-day street wear, or slippers.
2. Men: Formal attire includes tuxedos or suit jackets, dress shirts with a collar and tie, dress pants/slacks (no jeans, sagging, or baggy pants), and appropriate shoes (no slippers or sandals). All attire must be tasteful and appropriate for a Catholic high school formal event setting. Every-day street wear, plain white t-shirts, caps, hats, or canes are not allowed.
3. If a student and/or guest is unsure of the appropriateness of their attire, please bring in a picture to the Dean of Students for approval.
4. Inappropriately dressed students will not be permitted entry at the formal event, and their parents/guardians will be called to remove them from the premises.
5. Failure to comply with these regulations may result in disciplinary action, including losing the privilege of participating in subsequent student activity events.
6. All SMA dress code regulations regarding tattoos and piercings also apply to the non-uniform dress code.
7. It is the right of the school to declare the dress code for a particular event. It is the responsibility of those wishing to attend to know the requirements of the event and to follow them.

Casual Attire Dress Code

Applies to extracurricular school events (i.e., socials, casual dances, excursions, etc).

1. Women: Revealing clothing is prohibited (i.e., crop tops, halters, sheer, strapless tops, or any clothing that reveals cleavage, midriff, and/or is backless). No torn/ripped jeans. Shorts length must come 3 inches above the knee. Shoes must be closed toe (no sandals or slippers) and must be worn at all times.
2. Men: Casual dress includes presentable shirts and pants, (no sagging or baggy pants allowed, no torn/ripped jeans) and shoes. Shoes must be closed toe (no sandals or slippers) and must be worn at all times. Jerseys and tank tops of any kind are not permitted.
3. All SMA dress code regulations regarding tattoos and piercings also apply to the non-uniform dress code.
4. It is the right of the school to declare the dress code for a particular event. It is the responsibility of those wishing to attend to know the requirements of the event and to follow them.

CO-CURRICULAR ACTIVITIES

A. ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

1. Students are academically eligible to participate in athletic contests and co-curricular activities if their quarter GPA is 2.0 or higher and they are not on academic or behavioral probation.
2. No coach or activity moderator is permitted to allow an ineligible student to participate in any athletic contest or activity without an approved appeal from the Administration or Dean of Students.

B. SCHOOL ACTIVITIES & EVENTS

Any after-hours events, retreats, socials, etc. are still considered school activities and therefore all standards of behavior and school regulations apply. Students will be held accountable for their behavior at these events.

C. RETREATS

Students will attend a class retreat each school year. The retreats will be coordinated by the Director of Campus Ministry and will be supervised by faculty members and additional adults as needed.

D. SOCIAL EVENTS (SMA-sponsored socials, dances, excursions, etc.)

1. Social events are sponsored and organized for the whole student body by the Student Leadership Council (SLC) or on occasion as a group or individual class upon formal request and approval from the Principal. Current student I.D. cards are required of all guests attending an SMA social event. ID cards must be shown upon entry.
2. Depending on the event, students may be allowed to bring guests. Policies will differ depending on the event, so please consult with event details for clarification. In general, all guest passes must be signed by the SMA student, her parent/guardian, and list the name, age, high school, grade, and emergency contact information of the guest. All SMA students must know their

guests, as they will be held responsible for their guest's behavior at the event. Guests must be enrolled in high school and not be over the age of 19. No last-minute substitutions may be made and no changing of names on passes are allowed. Guests must arrive with the SMA student. The guest pass policy will be strictly enforced. For particular event details, please contact the Dean of Student Life with any questions.

3. St. Mary's social events are pre-sale events. No one may appear at the door attempting to purchase tickets or gain admission without prior confirmation of the event organizer. Arrival and departure times and restrictions will be listed with the specific event information given. Once doors close at the scheduled time students will not be admitted into the event after that time. Anyone who leaves an event will not be re-admitted.
4. All students are required to leave the event no later than 30 minutes after the end of the event. Parents/Guardians will be fined \$50 for each 30-minute period (or portion of 30 minutes) thereafter.

Regulations

1. All social activities are school-sponsored activities; therefore, all school regulations are applicable. SMA students will be held accountable for their behavior at the event.
2. Students and guests must follow appropriate dress codes designated for the event. Please reference the Casual or Formal Attire Dress Codes under "Dress Code" section E. Non-Uniform Dress Code.
3. Smoking, drinking, and narcotics are prohibited. Any student suspected of being under the influence will be immediately removed from the event and parent(s)/guardian(s) notified. Law Enforcement may be notified depending on the severity of the situation. Appropriate disciplinary action will be taken at the school level as well.
4. Any persons who become involved in a disrespectful verbal and/or physical altercation will be escorted from the event without a refund, parents/guardians will be notified, and their schools notified. Law Enforcement may be called if necessary.
5. Any person displaying a sign, gesture, "color," insignia, or emblem denoting a particular group, school, dance group, or social organization will not be allowed entrance to SMA events. Should they arrive and display them, they will be escorted from the event without a refund. No hats or head coverings are allowed.
6. If for any reason the Administration of the school or other authorities determines that an event shall end earlier than the advertised ending time, refunds of money will not be made. All students must wait inside the gym or school building for their parents/guardians to pick them up.
7. All student behavior must be appropriate for a school-sponsored event. Interactions with other students must be respectful and respect the dignity and worth of other persons. Any dancing that might take place must be "in good taste"; the Administration and faculty reserve the right to determine what type of dancing is "in good taste." Inappropriate behavior will lead to removal from the event, a referral to the Dean of Students, and parent/guardian notification. Additional disciplinary action may follow at the school-level.
8. The school does not sponsor or take responsibility for any pre- and/or post-event for any SMA-sponsored social activity. The school does not condone or allow the renting of hotel rooms or use of other facilities by students or their parents/guardians for pre- and/or post-event activities. The school assumes no responsibility or liability for injury, loss of property, or damages as a result.

By not adhering to any of the above regulations before, during, or after events, future attendance at social events may be affected. St. Mary's Academy and its authorized personnel reserve the right to refuse admission to anyone to its events.

E. FIELD TRIPS AND ATHLETIC EXCURSIONS

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study.

Each school group establishes definite guidelines and systematic procedures for such trips. There must be adequate supervision on trips, and school rules of conduct must be maintained. Students are responsible for making up any class work missed.

The school provides supervision and all school rules are enforced on such trips. The school uniform must be worn on all field trips unless permission is expressly granted by the Principal. Please note that participation in a field trip is a privilege, not a right. The school may withdraw this privilege.

F. SENIOR PRIVILEGES

1. Senior Privileges include senior-specific events or perks, like the senior lunch line, an SMA-approved senior-free day, prom, grad night, and the senior uniform. Privileges are not entitlements and are earned through leadership and exemplary behavior. As such they can be suspended at any time because of disciplinary infractions committed by the senior class as individuals and /or as a class.
2. A class "ditch" day is not sponsored by the school and may result in the loss of participation in senior events.
3. Senior privileges do not include pranks. There will be consequences for commissioning or participation in a prank.
4. Every senior must submit proof of a minimum of 80 hours of completed volunteer service to the Christian Service Coordinator by the end of the Third Quarter of the year of graduation in order to purchase tickets to participate in senior social activities (i.e., grad night, prom, etc.). In order to purchase tickets to senior social activities, the students' tuition and fees account must be no more than 30 days past due and Christian Service Hours must be completed.
5. Every senior must submit proof of a minimum of 80 hours of completed volunteer service to the Christian Service Coordinator by May 1 of the year of graduation in order to participate in graduation events, such as Baccalaureate mass and Graduation ceremony.

G. PROM

Senior Prom is a formal dinner-dance held in the spring at a place chosen by the senior officers from a list of vetted locations approved by the Principal. If the senior class officers have not chosen a venue by the date specified on the school calendar the Administration will choose a venue on behalf of the senior class.

Every senior must submit proof of a minimum of 80 hours of completed volunteer service to the Christian Service Coordinator by the end of the Third Quarter of the year of graduation in order to participate in

senior social activities (i.e., grad night, prom, etc.). In order to purchase tickets to senior social activities, the students' tuition and fees account must be no more than 30 days past due and Christian Service Hours must be completed.

This is a formal dance and students are expected to follow the prom dress code provided in the Formal Attire Dress Code under "**Dress Code**" section **E. Non-Uniform Dress Code**.

All formal and semi-formal dance participants and their parents/guardians are required to sign and submit a contract and guest pass for their guest, who must be in high school and no older than the age of 19. The school does not sponsor or take responsibility for pre- and/or post-prom parties or events. The school does not condone or allow the renting of hotel rooms or use of other facilities by students or their parents/guardians for pre- and/or post-parties. The school assumes no responsibility or liability for injury, loss of property, or damages as a result.

H. BACCALAUREATE MASS

Baccalaureate Mass is an important tradition at St. Mary's Academy that allows graduates to reflect on their lives and recognizes the role of the Catholic faith. All students must attend the Baccalaureate Mass in order to participate in the final Graduation ceremony. Failure to participate in the Baccalaureate Mass will negate graduates from participating in the final Graduation ceremony.

GRADUATION & BACCALAUREATE MASS ATTIRE

Both the Baccalaureate Mass and Graduation events are formal occasions. Students must adhere to the school policies for hair, accessories/jewelry, and tattoos/piercings in **Section C - Uniform Dress Code** of the handbook. For Baccalaureate Mass and Graduation events, students must wear a white dress or white pantsuit and white/off-white/nude dress shoes, such as dress heels or dress flats (no tennis shoes, casual slip-ons, boots, or sandals). Graduation caps are not to be decorated or altered.

Graduation gowns are to be accessorized only by cords, stoles, pins, and other awards given to the student officially by SMA; flower leis and other non-SMA stoles may not be worn. No exceptions. The Administration reserves the right to remove any student who it deems inappropriately dressed for the Baccalaureate and/or Graduation Ceremony.

I. CLUBS

Activism Club

Open to all Ties. As young activists, we will come together to speak and stand up for the voiceless and educate others on the hardship's minorities encounter. We strive to bring awareness to causes that affect this world the most. Our members will be a part of a community and strive to promote equality and justice through love and support in order to make us stronger women of distinction.

Anime Club

Open to all Ties. Anime Club is a special interest club where students can bond and learn about anime-related media, art, literature, music, popular culture, and social activities as well as the cultural contributions of those who produce Anime. Anime Club members also have a prominent role in producing the Asian and Pacific Islander Heritage Assembly in the Spring.

Black Student Union (BSU)

Open to all Ties. The Black Student Union is intent on creating an environment conducive to learning and teaching ourselves and others, from different backgrounds, about various aspects of the African Diaspora, past and present, in order to foster a productive cross-cultural understanding. We seek to bring awareness to the issues that Black people face, as well as offer solutions through open discussion.

Book & Writing Club

Open to all Ties. This club's purpose is to have fun and bond over a love of reading and to introduce students to different types of creative writing. We encourage students to have fun with reading and writing in order to explore new talents, relieve stress, and express themselves in new ways. Connect with fellow bookworms and writers in our club to come out of your shell and connect with other Belles!

Crochet Club

Open to all Ties, regardless of crochet experience. In Crochet Club anyone interested in learning to crochet can join to start a fun hobby! We learn basic stitches, how to read a crochet pattern, and work on making projects of our own. All are welcome -- we will learn this new skill together!

FIDM Fashion Club

Open to all Ties. The purpose of this club is to expose students to the fashion industry, learn about different fashion trends, and fashion tips/hacks through resources from the Fashion Institute of Design & Merchandising. Fashion Club members talk about trends, discover if they would like to go into fashion industry, attend Fashion Club Day at FIDM, create different outfits, and have mini fashion shows. FIDM guest speakers also come and speak on what it's like to be in the fashion industry.

Film Club

Open to all Ties. In Film Club, we gather to share our appreciation and experience of film. Discussing the movies' topics, evaluating its plots and themes, and giving our opinions whether the book or movie was better are just some of the things we do in a meeting.

Financial Literacy Club

The purpose of this club is to provide high school students with a greater insight into systems of insurance, budgeting, and other financial instruments.

Girl Talk Club

We aspire to hone a safe, welcoming environment for all SMA students to be open to and understanding circumstances we face as women. Covering topics varying from trials and tribulations, accomplishments, and female empowerment, we strive to build unity within our student body.

Interact Club

Open to all Ties. Interact is associated with the Rotary Club of Inglewood. We are a service organization that promotes charity and goodwill to our surrounding community.

Ping Pong Club

The purpose of this club is to provide a space for students and teachers to take a break from academics and have a reason to connect to those they don't normally talk to, forming a close and safe community while also participating in friendly competition as they learn a new skill/sport: ping pong! This club will show people that it is very much possible to learn something new and that if one isn't good at something at first, self-confidence and practice can result in successfully gaining a new skill.

Red Cross Health and Wellness Club

Open to all Ties. The Red Cross, Health & Wellness club seeks to promote better health and safety habits of the student body, as well as promote club member participation in community events and projects that better the health, safety and welfare of the community and our families.

Please note: Club offerings are based on student participation and may change. Students interested in forming a club may apply to charter a club in the spring semester of each school year.

Campus Organizations

Ambassadors

Student Ambassadors help recruit new students and families to SMA and represent the school for alumnae and donor events, allowing students to develop leadership habits and provide an opportunity for young women to gain appreciation and awareness of multicultural perspectives, customs, public speaking, critical thinking and decision-making skills. Students must apply to become an Ambassador. Applicants must have (and maintain) a cumulative GPA of 3.0 or better to become eligible, submit a letter of recommendation from a campus faculty and/or staff member with their application, and complete an interview with the Admissions Director.

Architecture, Construction and Engineering

Open to all Ties, as long as they have registered with the Director of Engineering Career Path Program. Since 2002, ACE Los Angeles has enabled over 1,500 high school students to discover the exciting potential of careers in Architecture, Construction and Engineering (ACE). ACE brings Architecture, Construction and Engineering professionals into high schools twice a month to teach students and mentor them. We recruit our mentors from nearby architectural, engineering and construction firms. A typical team matches half a dozen professional mentors with two dozen students in grades 10 through 12. They meet after school every other week, approximately sixteen (16) times during the academic year. Several hundred of our "alumni" are currently in college and dozens have graduated. Most of these graduates are working in the design and construction professions and some have returned to mentor at our ACE high schools, including three of our current mentor team leaders. Our scholarship program has grown, and to date, we have awarded over \$1M in scholarships to local ACE students in support of their pursuit of A/C/E careers. We have lots of onramps for getting involved. Participate in ACE. We welcome your talents to our teams. GO ACE!

Campus Ministry

Campus Ministry forms students to serve as campus ministers in various settings at SMA: Christian formation, retreats, liturgies, and service. This organization is the spiritual life blood of St. Mary's Academy. Students lead and plan liturgies, retreats, service opportunities, Sharing of the Heart (a spiritual practice from the CSJ tradition) and formation opportunities for the spiritual growth of students. We will walk in the footsteps of our founders, the Sisters of St. Joseph of Carondelet, by striving for unifying love of God and the dear neighbor both on and off campus.

California Scholarship Federation/National Honor Society

The National Honor Society (NHS) "recognizes students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. The organization has been committed to four main goals since its inception: to create enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; and to develop character in the students of secondary schools." These are the criteria used to select members, which is done by a faculty committee. The mission of the California Scholarship Federation (CSF) is to recognize and encourage academic achievement and community service among middle and high school students in California. Members qualify by meeting eligibility requirements based on their grades each semester. Members of CSF and NHS at SMA join forces to support an academic culture and to provide academic support to their peers through mentoring and tutoring.

SMART Bots

The SMA Robotics Team combines the excitement of a varsity sport with the rigors of science and technology. The Robotics Team provides SMA students interested in all academic areas the opportunity to compete in the FIRST®FRC international competition. Every year, SMA students design and build a robot that competes in a regional tournament with a field of top competitors.

Student Leadership Council

The Student Leadership Council (SLC) is comprised of students who want to develop their leadership skills as positive, selfless, respectful, and reliable leaders who will encourage others to engage in campus life and do so with the charism of the CSJ Sisters. SLC is open to rising sophomores, juniors, and seniors only. To learn about other requirements needed for each position and to be considered eligible to run for a position, students must attend a mandatory leadership training in the spring and receive favorable evaluations of character and work ethic from faculty members.

National Art Honor Society

NAHS inspires and recognizes those students who have shown outstanding ability in art. Students must have 1 semester of a visual arts class with a grade of B+ or higher as well as a cumulative GPA of 3.0 or higher to apply.

Project AIRE

Project AIRE provides mentoring opportunities for high school students from underrepresented backgrounds to prepare for influential careers in real estate through exposure to diverse industry professionals and practices. More information can be found at <https://www.rea-l.org/projectaire!>

ATHLETICS

The Athletic Department of St. Mary's Academy promotes the highest ideals of sportsmanship and respect for the rights of others, and enlists the students in co-curricular activities for the advancement of school spirit, loyalty, and fair play. Keeping in line with the school's philosophy, the Athletic Department is committed to forming a Christian community that nurtures and challenges each young woman to attain her full potential. All students who meet the academic and disciplinary requirements are eligible to try out for any athletic team offered at St. Mary's Academy.

St. Mary's Academy is a member of the Camino Del Rey League (CDR), which is governed by the Catholic Athletic Association (CAA) and the California Interscholastic Federation (CIF).

A. VARSITY AND JUNIOR VARSITY COMPETITION

Teams: The school fields the following teams: Cross Country, Varsity and Junior Varsity Volleyball, Varsity and Junior Varsity Basketball, Varsity and Junior Varsity Soccer, Softball, Varsity and Junior Varsity Track and Field, and Cheer.

Standards: Athletes represent themselves, their parents, school, and community, and are expected to conduct themselves properly at all times.

1. Athletes are expected to adhere to school, Camino Del Rey League and CIF standards of behavior.
2. To be eligible to participate in any sports team at St. Mary's Academy the student must:
 - Have all required paperwork on file with the Athletic Director.
 - All students are eligible to try out for any team as long as the student meets all of the requirements of the school and CIF-SS. A student must maintain a 2.0 GPA. This is in compliance with Rule 205 of the CIF-SS Bluebook. Failure to achieve a 2.0 will cause a student to be placed on probation. Two successive grading periods below a 2.0 GPA will result in academic ineligibility.
 - The Athletic Department determines its eligibility on the day that grades are posted and stored in PowerSchool to parents/guardians.
3. May not be on disciplinary or academic probation.
4. Be under 19 years of age.

Students must maintain all of the above conditions to play on the team. If at any time during the season a student fails to meet all of the above requirements, she loses her eligibility and will no longer be able to participate until she has met all requirements.

B. REQUIRED ATHLETICS PAPERWORK/FEE

Prior to a student's participation in any sport, the following paperwork is required:

1. PHYSICAL – Prior to the beginning of the season, a student must have a physical form signed by a licensed physician on file with the Athletic Director. A physical is valid for one school year. An athlete WILL NOT be allowed to play without this form being on file.
2. CIF CODE OF ETHICS – An athlete WILL NOT be allowed to play without a Code of Ethics form signed by both the athlete and parent(s)/guardian(s) on file with the Athletic Director. This form is valid for the entire school year.
3. SPORTS FEES – Sports fees will be billed to the student's account prior to the completion of the season. In the event that a student quits the team the fee will still be required. Additional fees may be required for each sport to cover the cost of spirit pack items and practice gear.

C. DRESS

Team members must wear complete team uniforms at games. They will follow the coach's directions for dress time. For early departure away games, as well as events at the local park/field, team members may dress during the lunch hour.

D. CHEERLEADERS

The cheerleading squad is composed of girls chosen by the coaches after tryouts are held. The cheerleaders must be representative of St. Mary's philosophy promoting school spirit by leadership at all varsity games and by participating in cheerleading competitions. All students who meet the academic and disciplinary requirements are eligible to try out for cheerleading.

E. LETTERWOMEN

To earn a varsity letter the following must be met:

1. play on a varsity team for an entire season.
2. play in at least 80% of all varsity games.
3. participate in 90% of all practices.
4. show sportsmanship and team spirit.
5. be recommended by the coach for that sport.

F. ATTENDANCE

A student may not attend any co-curricular activity or event after recording an unexcused absence from school on any day or from ANY CLASS period during the day.

Exceptions to this rule are VERIFIED medical/dental/funeral/court appointments. A student is to have a statement from the doctor noting the time and length of the appointment. The Athletic Director and Administration must approve any exceptions.

G. QUITTING A SPORT

When an athlete quits a team to which she has been selected to play on, she forfeits the following:

1. Trying out or participating in another sport that same season.
 2. The use of the weight room or other school athletic facilities (i.e., gym, batting cages, etc.).
- Should there be extraordinary circumstances for quitting a team, the above penalties may be waived with final approval of the Athletic Director.

The Athletic Department feels strongly that when a student has tried out and made an athletic team, she has made a serious commitment to the school, team, and coaching staff. Quitting disrupts team unity and deprives another student of participating. Any student who remains on a team after minor disciplinary action and who continues to demonstrate poor team morale can be dismissed by the coach with the approval of the Athletic Director and be subject to the same suspension.

H. UNIFORMS AND EQUIPMENT

1. Any student who is issued equipment and/or uniforms is fully accountable for the return, in good condition, of the items issued. Parents/Guardians will be held financially accountable for any item lost, stolen or damaged.
2. School athletic equipment is used for in school-related athletic events only and is not for private or personal use.

I.COMPLAINTS AND GRIEVANCES

All complaints and/or grievances by an athlete or her parents/guardians are to be directed first to the coach. If the problem cannot be resolved at this level, it should then be referred to the Athletic Director. If satisfaction is still not attained, the Principal may then be contacted. The final contact should be made with the Principal, only after contact has been made with the coach and Athletic Director.

J. PARENT BEHAVIOR

St. Mary's Academy will follow the CIF Bylaw 210c with regards to inappropriate parent and other family members behavior: Any spectator who physically assaults the person of a game or event official immediately prior to, during, or immediately following an athletic event shall be permanently banned from attending athletic contests. A game or event official is defined as a referee, umpire or any other official assigned to interpret or enforce rules of competition at an event or contest.

Assaults and Verbal Threats by Parents or Other Family Members:

A physical assault is the intentional infliction of or an attempt to inflict harmful or offensive touching or contact upon the person of an official. Such conduct shall include verbal threats and/or intimidation either before, during or after the contest. All that is required is the "attempt."

According to California Penal Code 243.83:

It is unlawful for any person attending a professional sporting event to do any of the following:

1. Throw any object on or across the court or field of play with the intent to interfere with play or distract a player.
2. Enter upon the court or field of play without permission from an authorized person any time after the authorized participants of play have entered the court or field to begin the sporting event and until the participants of play have completed the playing time of the sporting event.

The owner of the facility in which a professional sporting event is to be held shall provide a notice specifying the unlawful activity prohibited by this section and the punishment for engaging in that prohibited activity.

1. The notice shall be prominently displayed throughout the facility or may be provided by some other manner, such as on a big screen or by a general public announcement. In addition, notice shall be posted at all controlled entry areas of the sporting facility.
2. Failure to provide the notice shall not be a defense to a violation of this section.

For the purposes of this section, the following terms have the following meanings:

1. "Player" includes any authorized participant of play, including, but not limited to, team members, referees however designated, and support staff, whether or not any of those persons receive compensation.
2. "Professional sporting event" means a scheduled sporting event involving a professional sports team or organization or a professional athlete for which an admission fee is charged to the public.
3. A violation of subdivision (a) is an infraction punishable by a fine not exceeding two hundred fifty dollars (\$250). The fine shall not be subject to penalty assessments as provided in Section 1464 or 1465.7 of this code or Section 76000 of the Government Code.

4. This section shall apply to attendees at professional sporting events; this section shall not apply to players or to sports officials, as defined in Section 243.8.
5. Nothing in this section shall be construed to limit or prevent prosecution under any applicable provision of law.

MISSION ADVANCEMENT OFFICE

St. Mary's Academy's mission advancement office encompasses:

- Admissions
 - Recruitment
 - Advertising and website
 - Admissions
 - Enrollment
- Alumnae
 - Reunions and events
 - Outreach
 - Mentoring
- Fundraising
 - Annual giving
 - Planned giving
 - Endowment
 - Special events
 - Communication and public relations

St. Mary's Academy's mission of "shaping women of distinction who are committed to lifelong learning and service to the 'dear neighbor'" through an extraordinary Catholic education is realized with the continuous and complete enrollment of young women, and made possible by the ongoing and generous financial support of alumnae, parents, friends, foundations and corporations. To achieve its mission, the Board of Directors is committed to keeping the school's affordability within reach of qualified young women who will be transformed by the community and education they receive at St. Mary's. Therefore, through philanthropy, the school is able to offset the complete cost of education and foster a strong tuition assistance program, making St. Mary's education accessible to its families.

St. Mary's Academy's Endowment

The Endowment provides long-term financial resources for the School. Only the interest income from the fund is used annually to supplement tuition assistance, School facilities maintenance and upgrades, student co-curricular activities, faculty professional development and other important needs at the school. St. Mary's endowment portfolio and investments are managed prudently under the guidance of the Board of Directors. Donors may contribute to any endowment fund and are able to create a named endowment fund with a minimum gift of \$20,000.

Who to contact for more information

If you would like to learn more about how you can help support St. Mary's mission, please contact Ms. Lauren Hopkins.

St. Mary's Academy, and the Head of School, acting on the school's behalf retains the right to amend the handbook for just cause. Parents/Guardians will be given prompt notification if changes are made.