

# St. Mary's Academy

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School Code: 051780



Educating Young Women of Distinction Since 1889!

Student / Family Handbook  
2022-2023

2022-2023

## 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 colors 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 2022-2023 Bell Schedules**  
 The SMA Calendar online at [smabelles.org](http://smabelles.org) will show each day's specific schedule

**Block Rotations: Alternating between Blue and Gold Days**

Period	Blue Day 1	Gold Day 1	Blue Day 2	Gold Day 2	Blue Day 3	Gold Day 3
Period 1	Block A	Block D	Block B	Block E	Block C	Block F
Support Block	Academic Support Block					
Period 2	Block B	Block E	Block C	Block F	Block A	Block D
Period 3	Block C	Block F	Block A	Block D	Block B	Block E

**Bell Schedules:**

Support Block (Mon)	Time	
8:25 AM	First Bell	
8:30 AM	10:05 AM	Period 1
10:05 AM	10:15 AM	Passing period
10:15 AM	10:55 AM	Support Block
10:55 AM	11:15 AM	Break
11:20 AM	12:50 PM	Period 2
12:50 PM	1:25 PM	Lunch
1:30 PM	3:00 PM	Period 3

Flex Time (Tues/Wed)	Time	
8:25 AM	First Bell	
8:30 AM	10:05 AM	Period 1
10:05 AM	10:25 AM	Break
10:30 AM	12:00 PM	Period 2
12:00 PM	12:35 PM	Lunch
12:40 PM	2:10 PM	Period 3
2:20 PM	3:00 PM	Flex Time
<i>Flex Time is for students to attend appointments with teachers for tutoring or for club/org or career path meetings</i>		

Late Start (Thurs)	Time	
9:15 AM	First Bell	
9:20 AM	10:55 AM	Period 1
10:55 AM	11:15 AM	Break
11:20 AM	12:50 PM	Period 2
12:50 PM	1:25 PM	Lunch
1:30 PM	3:00 PM	Period 3

All 6 Rainbow (Friday)	Time	Blocks do not rotate
8:25 AM	First Bell	
8:30 AM	9:25 AM	A
9:30 AM	10:20 AM	B
10:20 AM	10:40 AM	Break
10:45 AM	11:35 AM	C
11:40 AM	12:30 PM	D
12:30 PM	1:05 PM	Lunch
1:10 PM	2:00 PM	E
2:05 PM	2:55 PM	F
2:55 PM	3:00 PM	Whole school prayer

Liturgy Days	Time	
8:25 AM	First Bell	
8:30 AM	9:55 AM	Period 1
10:05 AM	11:20 AM	Liturgy
11:20 AM	11:40 AM	Break
11:45 AM	1:05 PM	Period 2
1:05 PM	1:35 PM	Lunch
1:40 PM	3:00 PM	Period 3

Assembly / Class Meeting	Time	
8:25 AM	First Bell	
8:30 AM	10:05 AM	Period 1
10:05 AM	10:15 AM	Passing period
10:15 AM	10:55 AM	Assembly / Class Meeting
10:55 AM	11:15 AM	Break
11:20 AM	12:50 PM	Period 2
12:50 PM	1:25 PM	Lunch
1:30 PM	3:00 PM	Period 3

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](http://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 21<sup>st</sup> 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.

## ST. MARY'S ACADEMY

### FACULTY & STAFF DIRECTORY 2022-2023

Name	Position	Email	Ext
Carla Amaya	Learning Support Specialist	camaya@smabelles.org	308
Jared Anderson-Minor	Dean of Faculty/ Humanities Academy Teacher	jandersonminor@smabelles.org	321
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Corliss Bennett	Director of Admissions	cbennett@smabelles.org	204
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Sister Kathleen Kelly, CSJ	Senior Advancement Specialist	kkelly@smabelles.org	322
Lynna Landry	Asst. Principal of Academics and Student Affairs / Humanities Academy Teacher	llandry@smabelles.org	316
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Liz Mears	Dean of Students/Athletic Director	lmears@smabelles.org	201/217
Viviana Moreno	Counselor	vmoreno@smabelles.org	231
Christina Muraczewski	Director of Arts/ STEAM Academy Teacher/ Innovation Lab Coordinator	cmuraczewski@smabelles.org	309
Marina Navarro	Humanities Academy Teacher/ Senior Moderator	mnavarro@smabelles.org	406
Malinda Perez	Asst. Principal of Finance and Operations	mperez@smabelles.org	206

Long Pham	Humanities Academy Teacher/ Junior Moderator	lpham@smabelles.org	302
Sister Ann Bernard O'Shea, CSJ & Sister Ann Patricia O'Connor, CSJ	Interim Co-Principals	smaprincipal@smabelles.org	203
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John Reyes	Director of IT and School Services	jreyes@smabelles.org	207
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Kristin Yinger	Humanities and STEAM Academy Teacher	kyinger@smabelles.org	312

# 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 \$17,770. 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. Cryptocurrency will not be accepted as a form of payment.

### **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 an 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 2022-2023 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 2.0 or above; 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: Principal, Assistant Principals, 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. Students wishing to invite a guest to be on campus may obtain a visitor's pass from the Main Office.

## **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., DoorDash, Uber Eats, GrubHub, 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. PRINCIPAL'S RIGHT TO AMEND**

The Principal 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 Principal 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 Principal 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**

It is imperative that the school has current emergency information for each student. Parents and guardians are responsible for keeping the school aware of any changes. Parents/Guardians cooperate by notifying the office of any change of address, phone number, or emergency information during the course of the year. Forms for this purpose may be obtained from the Main Office. Students are responsible for communicating any health issues during the school day to an adult immediately.

Faculty, staff, and students are orientated annually regarding disaster procedures and evacuation. Emergency/evacuation drills are practiced at random. In the event of a disaster, St. Mary's Academy will hold all students on or near the campus (depending on the nature of the disaster). Parent(s)/Guardian(s) or an adult designated on the emergency card must report to the school in person to take custody of their student. Upon the declaration of an emergency, no student is to leave campus until given specific permission to do so by school officials. Any truancy or misconduct during a school emergency will be considered gross insubordination by the Administration and followed up with severe disciplinary consequences.

## **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**

The school cannot be responsible for students arriving before and departing after regularly scheduled classes and school activities. All students should be dropped off in the student parking lot for safety purposes.

# **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

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

Parents/Guardians must email the Attendance Office at [attendance@smabelles.org](mailto: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. 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

### Written Notice

Upon returning to school after an absence, the parent/guardian will email [attendance@smabelles.org](mailto:attendance@smabelles.org)

**OR have their** student bring to the Main Office a note containing;

1. Students' full name
2. Date(s) of absence
3. Explicit reason for absence
4. Signature of the parent/guardian and a phone number

**Students without notes will receive an unexcused absence, and, therefore, cannot make up missed work or assessments. Missing class will count as an unexcused absence.**

### Admit Slip:

By 8:45 am 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.

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. 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 Students. 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.

## **E. EXCESSIVE ABSENCES AND LOSS OF COURSE CREDIT**

Students who have 8 or more absences in a class (regardless of whether excused or unexcused) per semester are at risk of losing course credit for the semester. A mandatory parent/guardian conference will be held upon the 4th absence, if deemed necessary by 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 Students 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 Students.

## **F. EXTENDED ABSENCES**

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

## **G. 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 Students if you have any questions.

## **H. TARDINESS TO SCHOOL**

A student arriving tardy to school is to report directly to the Main Office for a tardy admittance slip. The slip must be given to the teacher for admittance to class. Such tardies are noted on the permanent record.

### 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](mailto: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. When students are tardy in the morning to school, they will receive consequences according to the following list:

**1st tardy: Detention**

**2nd tardy: Detention**

**3rd tardy: Detention**

**4th tardy: Detention**

**5th tardy: Saturday Detention**

**6th tardy: Saturday Detention**

**7th tardy: A mandatory parent/guardian conference will be held with the Dean of Students.**

*Conferences may also be held prior to the 7<sup>th</sup> tardy, if deemed necessary by the school.*

**Because habitual tardiness is a disruption to the learning environment, parents/guardians will be billed a \$20 tardy fee for each tardy after the 7th occurrence. The student's tardy record resets at the beginning of each semester.**

## **I. COLLEGE VISITATIONS**

Every attempt should be made by parents/guardians to schedule college visitations so as to not 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.

## **J. 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.

## B. ACADEMIC GRADING POLICY

The primary purpose of grading is to record the academic progress of a student in relation to the subject matter content. Achievement is determined by an objective systematic process conveyed to the student and parent/guardian in the form of a letter grade.

### 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

D = 1 Grade Point per Unit

F = 0 Grade Points per Unit

Students who earn a semester grade of F must repeat the course. A grade of 'F' 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.

### Grading Policy and Scale

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 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%
D	63-69%
D-	60-62%
F	60%-↓

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.

#### Final Examinations

Final examinations are given during the last week of each semester when a special examination schedule is in effect. Students who fail to take final examinations without an excused absence will receive a grade of "0" on the final examinations missed and will not be able to make up the exams. In the case of an excused absence, the student is responsible for making arrangements with Administration to take the final exams.

#### Final Grades

After the completion of a final examination, no additional work will be issued or accepted to improve a student's final grade.

#### 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 Academy Directors to request a grade inquiry by stating their full name, grade level, and the course to which they are referring. The Academy Director will provide guidance on how to proceed with the request for a grade inquiry.

- Ruby Hernandez (rhernandez@smabelles.org) - Director of Humanities Academy: Theology, Spanish, English, and Social Studies courses.
- Stephanie Gordon (sgordon@smabelles.org) - Director of STEAM Academy: Science, Engineering, Math, Physical Education/Health, and Visual/Performing Arts courses.

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.

### **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.

#### 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.

### **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 2<sup>nd</sup> week of each Semester. There will be no schedule change requests honored after the 3<sup>rd</sup> 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. 1<sup>st</sup> 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. 2<sup>nd</sup> minor offense (i.e. homework/classwork) or 1<sup>st</sup> 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 11<sup>th</sup> and 12<sup>th</sup> 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 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 \$5 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 **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**

**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.
- Furthermore, virtual service opportunities *may* occasionally be accepted, however, students must first consult with the Christian Service Coordinator prior to starting any virtual service. These hours will not be counted if there is no prior approval from the Christian Service Coordinator. Students may log a maximum of 20% of their total SMA Christian Service through virtual service opportunities. Any virtual service that exceeds 20% of their total required hours will not count towards the 80 hour graduation requirement.

**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.

- **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 2019-2022. The modifications only apply to students who attended St. Mary's Academy between 2019-2020 and the 2021-2022 school years:
    - 2019-2020 = 15 hours to complete (takes into account the move to remote learning mid-Spring semester)
    - 2020-2021 = 5 hours to complete (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)
  - The following amendments to Christian Service have been made in the event of prolonged school closures The Christian Service Coordinator will notify students when these modification go into effect:
    - i. When traditional in-person service is not allowed due to local health guidelines and recommendations, the school will adjust its Christian Service policies and requirements accordingly. The following service will be accepted by the School on a case-by-case basis in such a situation:

1. Students who have younger siblings/family members at home during quarantine may earn hours by tutoring them or assisting them with distance learning with approval of service coordinator.
2. Students may donate money, food, clothing, toiletries/ hygiene products, or other household items to local nonprofits that align with the mission of the school with approval of service coordinator.
3. Students may attend service-related webinars or online activities with approval of service coordinator or pathway director.

**b.**

**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. Working for a salary in any place of business (i.e., restaurant, family business, hotel, private doctor or lawyer’s office)
3. Working, interning, or assisting family or friends for pay
4. Locations/Entities that do not align with the mission and values of St. Mary’s Academy

## **DISCIPLINE**

Discipline in the Catholic School is to be considered an aspect of moral guidance and not simply a form of punishment. The purpose of discipline is to promote genuine development: to increase respect for yourself and others, to assist in the growth of deeper motives for self-discipline, and to encourage a school environment conducive to learning for all students.

### **A. GENERAL BEHAVIOR**

It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on campus and at all school activities. Respect and love of others should be a pervasive

theme guiding all student interactions. Students should address faculty, staff, and other students politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Repeated negative attitudes and behavior destructive to themselves and the community will not be tolerated and will result in immediate action or remediation.

## **B. CLASSROOM BEHAVIOR**

All classes will begin with prayer/reflection. Students will be held accountable for respectful silence during prayer and announcements. The usual rules of common politeness are to be observed in dealing with teachers, substitutes, guests, and other students. Student behavior, which disrupts or in any way interferes with the educational process of the instructor or other students, will be referred for disciplinary action including but not limited to suspension/expulsion. Such behaviors are, but are not limited to the following:

1. No food or drink in the classroom (except for curricular related events approved by school personnel). No gum chewing.
2. Vandalism and graffiti will not be tolerated, including writing on any school property.
3. The school's policy on academic dishonesty will be consistently enforced at all times.
4. Articles on or near the teacher's desk(s)/workspaces are not to be touched or removed without permission.
5. Students are not to be in classrooms unless supervised by school personnel.
6. **Amended September 15, 2022:** Absolutely no photos, screenshots, or video recording may be taken of a SMA faculty/staff member during classes or any meetings, especially without the expressed permission of the faculty/staff member. If the school finds out that they have been taken, disciplinary actions may be taken.

## **C. HALLWAY BEHAVIOR**

During your time here at St. Mary's Academy, it is important to carry yourself in a respectful and dignified manner towards yourself, others, and school property. Therefore, the rules below need to be followed:

1. No open food or drink.
2. No loud talking or screaming.
3. No running.
4. No banging/slammings of lockers.
5. No music/videos that others can hear.

## **D. DISCIPLINARY ACTION**

The Administration and Dean of Students reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters. Suspension, expulsion, or withdrawal may be requested of a student where an infraction is considered sufficiently serious.

Any activity on or off campus that violates federal, state, state education code, local regulations, rules of moral conduct, code of ethics, safe environment, or any educational rules including those enumerated or that may harm or cause injury in any way to the good name and reputation of St. Mary's Academy will make students liable to disciplinary action including but not limited to Detention, Saturday Detention, Disciplinary Contract and/or Probation, Suspension and/or Expulsion.

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.

### **Student Sequence of Disciplinary Consequences**

- 1. Detention** - Detentions may be issued by Administrators, faculty, or staff for any misconduct or breaking of school or class rules or regulations. Students who are issued a detention will be required to attend on the same day. A detention is viewed as the continuation of the instructional day and therefore takes precedence over transportation concerns, student jobs, athletics, and all co-curricular activities, etc. It is to be stressed that the student is responsible to inform her parent/guardian of her detention. Detentions will be served the day they are issued after school in the assigned detention classroom from Monday-Friday 2:45pm - 3:15pm, unless otherwise specified by the Dean of Students. Students may accumulate a total of four detentions per academic semester. Failure to report to a detention will result in Saturday Detention.

#### **Levels of Infraction:**

**1<sup>st</sup> offense: Detention**

**2<sup>nd</sup> offense: Detention**

**3<sup>rd</sup> offense: Detention**

**4<sup>th</sup> offense: Detention**

**5<sup>th</sup> offense: Saturday Detention (with parent/guardian notification)**

**6<sup>th</sup> offense: Saturday Detention**

**7<sup>th</sup> offense: Suspension and Behavioral Probation**

- 2. Saturday Detention** - Saturday Detentions will be served for two hours on the assigned Saturday. Students must report to the Dean of Students at the Student entrance.
- 3. Suspension** - Suspensions are issued by the Dean of Students and/or Administration for major offenses. Students who are suspended are prohibited from: attending class, completing class assignments, participation in co-curricular sports, school activities, athletic contests, school-related events, and school-related practices during their suspension period. They must not visit the campus until the scheduled conference where the Dean/Administration, student, and parent(s)/guardian(s) meet before the suspension is lifted.

Suspension may be carried out in two ways, depending on the severity of the infraction: (1) the student may not be allowed to come to school for a set period of time, or (2) the student may be allowed to be at school in a supervised place but not attend classes or mix with other students.

- 4. Behavioral Probation** – A student may be placed on Behavioral Probation because of unsatisfactory citizenship, violation of school policies or rules, or engaging in any conduct deemed unacceptable by St. Mary’s Academy. Receiving one or more U’s (“Unsatisfactory behavior”) in citizenship may result in automatic placement on Behavioral Probation. Release from Behavioral Probation is at the sole discretion of the Administration and Dean of Students.

Conditions of Behavioral Probation will vary according to circumstances of each particular case and may include:

1. Restriction from participation in any co-curricular activities.
2. Restriction from representing St. Mary’s Academy in any public manner, including participation in activities at other high schools.
3. Participation in outside counseling as a prerequisite for a student to remain at St. Mary’s Academy.
4. Loss of Scholarship and/or Financial Aid as explained on award agreements.
5. Any other consequence or condition deemed by St. Mary’s to be appropriate.

Violation of Behavioral Probation may result in automatic suspension and referral to the Principal. If a student on probation is referred to the Principal, it could constitute grounds for dismissal and a student’s parents/guardians may be asked to withdraw the student. If a student is placed on probation more than once, she may be withdrawn from school.

- 5. Withdrawal & Expulsion** - Students who exhaust all disciplinary consequences will be asked to leave or be expelled from school. The Dean of Students, Assistant Principals, and/or Principal also reserve the right to ask students to leave or expel students for any disciplinary reason(s) they deem appropriate regardless of the student's accumulation of disciplinary consequences at any time during the school year.

## **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 school work, 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:
  1. Making unsolicited sexual advances and propositions
  2. Using sexually degrading words to describe an individual or an individual's body
  3. Displaying sexually suggestive objects or pictures
  4. Telling inappropriate or sexually related jokes
  5. 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).

1. *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.

2. *Cyber bullying* is the use of electronic/digital communications or devices such as email, instant messaging, texts, social media, or mobile phone communications that:
  - a. Deliberately threatens, harasses, or intimidates an individual or group of individuals; or
  - b. Places an individual in reasonable fear of harm to the individual or damage to the individual's property, or
  - c. Has the effect of substantially disrupting the orderly operation of the school
3. *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 other 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. Students found to have filed false or frivolous charges of harassment/bullying will also be subject to disciplinary action, up to and including 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 dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Christian setting. St. Mary's Academy considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness, and good taste for the educational setting.

The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safer and more focused learning environment.

### **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 display.

The Dean of Students 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 Cambridge Uniform Company. 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 Students.

### **Shirts**

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

### **Pants/shorts/skirts**

1. Navy blue pants, shorts, and/or skirts from Cambridge 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, stadium jacket, letterwoman jacket, or SMA senior sweater. SMA sweatshirts purchased in the Main Office or on our SMA sideline store may also be worn throughout the school day. SMA hoodies can only be worn on Spirit Days.
2. Outerwear without SMA logo worn to school must be placed in the student's locker before the start of school.

### **Shoes**

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

- Platform shoes or 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.

### **Ties**

The class-color tie is a significant part of the school uniform. Freshmen and transfer students must complete the tie earning process to receive their designated class color tie. Dating back to the 1920s, the tie represents class unity, SMA identity, and the legacies of past, present, and future Belles. 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).
3. Covering piercings with a band-aid is unacceptable.

The school reserves the right to confiscate items that do not follow the school policies. **See Section I of Discipline - Confiscated Items Policy** in the handbook.

### **Make-up**

1. Make-up must be moderate and tasteful.

### **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 Students **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.

## **C. 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 or polo
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 Cambridge uniform suppliers
  - a. Gray skirt
  - b. Gray pants
  - c. Senior white polo with "Class of 2023" 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.**

## **D. 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.

# **ATHLETIC PROGRAM**

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.

## **A. VARSITY AND JUNIOR VARSITY COMPETITION**

St. Mary's Academy is a member of the Camino Del Rey League and participates in interscholastic competition in Cross Country, Volleyball, Basketball, Soccer, Softball, Track & Field, and Cheerleading. Tryouts are held at the beginning of each season.

## **B. ELIGIBILITY**

To be eligible to participate in any sports team at St. Mary's Academy the student must:

1. Have all required paperwork on file with the Athletic Director.
2. All students are eligible to tryout 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.

## **C. 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.

## **D. 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.

## **E. 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 and promote 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.

## **F. 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.

## **G. 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.

## **H. 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.

## **I. 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.

## **J. 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.

**St. Mary's Academy, and the Principal, 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.**

# Addendum to the 2022-2023 Handbook

**In the event that Los Angeles County Health conditions require the school to transition to Distance Learning the following norms will also go into effect.**

## Online Learning Norms & Netiquette

The purpose of this information is to assist you (the student) in understanding proper virtual classroom behavior while the school conducts courses through remote learning. The virtual classroom should be a learning-centered environment in which faculty and students are unhindered by any disruptive behavior. Remember that you are a college preparatory student, and as such, you are expected to act in a mature manner that is respectful to the learning process, your teachers, and your fellow students.

*Please note that all handbook rules that pertain to classes on-campus are still expected of you while class is in session virtually.*

## Preparation

Preparing for the day ahead of time will ensure that you are ready to begin as soon as class starts!

- ✓ Check your email and Google Classrooms at the start of the day and at the end of the day.
- ✓ Be dressed appropriately to be on camera and in school. Avoid wearing robes, pajamas, spaghetti straps, or anything else you would not wear to meet a teacher in person at school.
- ✓ Have your “classroom” set up in a way that promotes your academic engagement. Sit up and at a desk, table, or other designated work area. No laying in bed. Get rid of non-academic distractions (other courses’ work, unnecessary open tabs, social media, snacks, etc.) that will impede your learning.
- ✓ Make sure to login to Google Hangout with your smabelles.org email address account. Do not use a personal Google account.
- ✓ Attendance will be taken within the first ten minutes of class. Be on time to class start times according to the syllabus, Google Classroom, calendar invites, etc.

## Participation

Attendance and participation is mandatory!

- ✓ Have your class materials near you.
- ✓ The expectation is for students to have cameras on during classes, tutoring, class meetings, clubs/orgs, etc., unless otherwise directed by SMA faculty/staff members.

- ✓ Be prepared for teachers to call on you by name. That means you do not leave your work area for long periods of time.
- ✓ Mute mics at all times. Only turn on to participate.
- ✓ Turn on camera when participating.
  - How to change your background [HERE](#).
- ✓ The chat box is for **academic discourse** only. This includes on-topic questions and comments *for the teacher* or anything else the teacher tells you to use it for once class starts. Discussions between students in the chat box is just like if you were talking out loud to each other in person while class is going on at school. It's very distracting and disruptive when there is too much happening in the chat, especially when it's off topic and out of turn. Do not use emojis, slang, or curse words.
- ✓ Absolutely no photos, screenshots, or video recording may be taken of a SMA faculty/staff member or fellow students during virtual classes or meetings. If the school finds out that they have been taken, disciplinary actions may be taken.
- ✓ Students who have 8 or more absences in a class (regardless of whether excused or unexcused) per semester are at risk of losing course credit for the semester. A mandatory parent/guardian conference will be held upon the 4th absence, if deemed necessary by the school.

## Persistence

Do your part to ensure your needs are being met during Online learning!

- ✓ Check your email and Google Classrooms at the start of the day and at the end of the day.
- ✓ Use your Google Calendar or personal planner to note due dates and teachers' office hours.
- ✓ Reach out to teachers if you need to schedule a one-on-one office hour appointment.
- ✓ Prepare yourself for an office hour appointment. Come ready with questions on topics for review. YOU are the one guiding the office hour appointment.
- ✓ Approach online learning with patience and grace for yourself, your teachers, and your household. We are all getting used to this and doing our best to make this work.
- ✓ Advocate for yourself and your education. Communicate this clearly with those who can support you during online learning.

## Communication

Communication should be as proactive and timely (at least 24 hours in advance) as possible regarding all communications!

### ✓ Attendance

In the event that you are going to be absent or tardy for the day or for a specific class, parent/guardian must communicate this absence/tardy to Mr. Reyes, who handles the attendance **via email at [attendance@smabelles.org](mailto:attendance@smabelles.org)**. **Please do not email your individual teachers or counselors.**

A strict policy is enforced regarding absences. Absences will be excused when proper documentation for the following reasons only:

- Illness (doctor's note needed after 3 or more consecutive school days of absence)\*

- Medical/Dental Appointments\*
- Funerals
- Quarantine
- Court Appearances\*
- Approved school-related activities
- Poor internet connection or a power outage

\*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.

Absences other than the reasons listed in the Student/Family Handbook, even with the permission of parents/guardians, are considered unexcused.

✓ **Technical Difficulties**

If you experience login issues with PowerSchool or Gmail, please communicate this issue to Mr. Reyes at [jreyes@smabelles.org](mailto:jreyes@smabelles.org).

✓ **Basic email etiquette**

The following communication steps should be used when emailing any SMA faculty or staff member.

Email Communication Steps	Email Examples
Send this email from your SMA Belles Gmail	_____@smabelles.org
It is imperative to include a brief “subject” in the subject line for your email.	<ul style="list-style-type: none"> <li>✓ Question Regarding Essay</li> <li>✓ Assistance Needed on Aug. 20 Homework</li> </ul>
Greet your teacher or classmate by name	<ul style="list-style-type: none"> <li>✓ “Hello Mr. Tran!”</li> <li>✓ “How are you doing today Kayla?”</li> </ul>
Clearly describe your question or concern	<ul style="list-style-type: none"> <li>✓ “I’ve been having trouble with the assignment about balancing chemical equations. I’ve added a few lines of my work below for you to take a look at if you could please.”</li> </ul>
If you’ve tried to get help in other ways, describe them.	<ul style="list-style-type: none"> <li>✓ “I’ve watched an online video resource, but I’m still unsure how to follow the stages of photosynthesis.”</li> </ul>
Ask for a specific type of help, then provide your availability	<ul style="list-style-type: none"> <li>✓ “If you have time to talk on Google Meet, I’m free every day until 4 pm. If you can think of any other resources that I should try, please let</li> </ul>

	me know.”
Be sure to say “thank you”. If you are sending an email, sign your name!	<ul style="list-style-type: none"> <li>✓ “Thanks for giving me advice on my sketches, Kayla!”</li> <li>✓ “Thanks so much Mr. Tran. Sincerely, Kayla S.”</li> </ul>

## Consequences

**Online Integrity:** 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.

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. 1<sup>st</sup> minor offense (i.e. homework/classwork): Students will receive a “0” for the assignment and will conference with the teacher.
2. 2<sup>nd</sup> minor offense (i.e. homework/classwork) or 1<sup>st</sup> major offense (i.e. quiz/test/essay/project): Students will receive a “0” for the assignment, Academic Integrity contract, and a parent/guardian conference will be scheduled 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.