



# St. Mary's Academy

Educating Young Women of Distinction Since 1889

## Student/Family Handbook 2025 - 2026

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Inglewood, CA 90301

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Website: [www.smabelles.org](http://www.smabelles.org)

School Code: 051780

Fully accredited by WASC and WCEA

*Founded in 1889*  
*Sponsored by the Sisters of St. Joseph of Carondelet*  
*Our Lady of the Angels Region*  
*Patron: Mary Mother of Jesus*  
*School Colors: Blue and Gold*  
*School insignia: Belles*

## **Alma Mater**

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

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

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

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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.

## **HISTORY OF THE TIE**

St. Mary's Academy was founded 135 years ago in 1889. However, ties were not part of the uniform until 1925. From 1925 to 1930, various colors rotated to the classes.

The first class to wear ties, the class of 1925, wore a green tie as part of the uniform.

The class of 1926 chose to wear an orange band on their sweater sleeves.

The class of 1927 chose to wear red ties.

The class of 1928 chose to wear gold ties edged with purple. This is the only class who wore "purple ties."

The classes of 1929 through 1938 wore ties of green, orange, red, and yellow, not gold.

But starting in 1939 the sequence of blue, red, gold, and green was officially adopted and has remained in place ever since.

## **INTEGRAL SCHOOL OUTCOMES**

A Woman of Faith who... • maintains a relationship with God and the dear neighbor without distinction. • understands and values the teachings of the Roman Catholic Church

- lives out Gospel values in her actions and choices.
- encourages and serves as a model to others in fostering the mission of Jesus Christ in our world.

A Woman of Heart who...

- recognizes her self-worth as a creation of God.
- actively works to foster solidarity, unity, and sisterhood in a spirit of joy.
- acknowledges and values the diversity of society.
- acts as a responsible member of the global community to promote justice and peace.

A Woman of Excellence who...

- is curious, creative, and seeks to pursue intellectual passions throughout her life.
- seeks opportunities to be challenged and takes risks in the active pursuit of learning.
- communicates ideas and perspectives effectively and articulately through appropriate mediums.
- understands and uses technology to problem solve, explore, learn, inspire, and collaborate.

A Woman of Courage who...

- takes initiative in response to challenges.
- advocates for social justice embodying Catholic Social Teaching
- perseveres through challenges and adversity.
- chooses integrity regardless of personal consequences.

A Woman of Valor who ...

- possesses a continual joy of spirit.
- remains attentive to the suffering of the world.
- protects the dignity of all people.
- strives for unity and reconciliation through service.

## **CSJ CHARISM**

### **The CSJ Charism at St. Mary's Academy**

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

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

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

### **History of the Sisters of St. Joseph of Carondelet**

The Sisters of St. Joseph were founded in Le Puy, France, in 1650. In an age when all religious women were enclosed or contemplative, Father Jean P. Medaille, SJ gathered together six women who wished to serve the Church by going outside the cloister to serve the needs of others, particularly women.

The Congregation of St. Joseph grew steadily until the French Revolution when the convents were disbanded; many of the Sisters were imprisoned and five were put to death on the scaffold. Mother St. John Fontbonne spent 11 months in prison and was also sentenced to die.

Saved from the Guillotine because of Robespierre's fall in 1794, Mother St. John returned to her family home in Bas-en-Basset, to care for her aging parents. Living a life of prayer, in relative obscurity, fifteen years after her release from prison, at age 49, Mother St. John responded to a call by Cardinal Fesch, to help with a fledgling community of Sisters, who would become Sisters of St. Joseph. In 1836, after revitalizing the Sisters of St. Joseph by establishing over two-hundred new communities in Lyon and other locations in France and Italy, Mother St. John, at the request of Bishop Rosati of the St. Louis, Missouri, Diocese, sent six Sisters of St. Joseph to Carondelet, Missouri—beginning the expansion of numerous congregations of the Sisters in the United States. The Sisters taught the children of the settlers in the villages of Cahokia and Carondelet. The settlement of Carondelet, named after the last

Spanish Governor-General of Louisiana, Baron de Carondelet, became the center or motherhouse. Many groups of Sisters went out from Carondelet to establish new foundations in the dioceses of the United States and Canada. In 1867, after a request from Lyons that they become an independent foundation, the Congregation of the Sisters of St. Joseph of Carondelet was approved by the Holy See in Rome.

There are approximately 1,300 Carondelet Sisters throughout the United States, Central and South America, Japan, and Uganda. For many years their principal works were teaching and nursing. Today, again responding to the call of the Holy Spirit to answer the needs of the times, the Sisters also serve in special ministries. Carondelet Sisters administer schools and hospitals, serve in parochial and diocesan ministries, provide advocacy for the poor, homeless and disenfranchised, and serve as counselors, doctors, educators, lawyers, missionaries, nurses, pastors, and spiritual directors.

Useful Links: <https://csjla.org/who-we-are/>  
<https://csjla.org/wp-content/uploads/2021/07/2019-Acts-of-Chapter-1.pdf>  
<https://drive.google.com/file/d/1Z5Ty-dAXhahdtHQZi2zJswPaEOxF3uzx/view>



## **FACULTY & STAFF DIRECTORY 2025 –2026**

<b>Name</b>	<b>Position</b>
Angel, Alejandra	Director Campus Ministry/Teacher
Aviles, Daniela	Teacher
Burgess, Jayna	Front Office Assistant
Condrat, Joe	Teacher
Chambers, Karen	Dean of Student Life/Teacher
Charles, Paige	Director of Student Activities/Teacher
Easley, Moriah	Director of Health Careers/Teacher
Edwards, Danielle	Onwards Scholar
Finn, Mashanda	Dean of Women
Fitz, Mike	Director of Engineering / Teacher
Fruland, Molly	Director of College Counseling
Galvan, Xamantha	Admissions Assistant
Hernandez, Ruby	Teacher
Landry, Lynna	Teacher
Langston, DeAnthony	Director of Athletics
Lewis, Velda	Business/Main Office Assistant
Lucas, Aziza	Teacher
Lucas Odom, Brandi	Head of School
Magana, Ayde	Teacher
Moreno, Destinee	Teacher
Muth-King, Tamara	Director of Mission Advancement
Parker, Jacqueline	Teacher
Perez, Malinda	Director of Finance
Pham, Long	Teacher
Richardson, Kelly	Admissions Assistant
Sutton, Jabrail	Teacher
Swinscoe, Sophia	Teacher
Vahl, Katie	Onward to High School Director
Vieyra, Eddie Joe	Assistant Head of School
Vilchis, Virginia	Teacher
Wallace, Alexis	Teacher
Williams-Roberts, Charlotte	Teacher
White, Michele	Director of Admissions
Wright, Sharon	Director of Facilities
Yamasaki, Christina	Teacher/ Campus Ministry Asst

## **TUITION AND FINANCIAL POLICIES**

Tuition and fees paid by families constitute a portion of the actual per pupil expenses, which is \$17,503. 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 Pathway Programs that engage students in specifically designed courses, experiential learning, and mentorship within the Arts, Engineering, Healthcare, Law, and Service.
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:**

Tuition for the current school year must be paid in full through FACTS Tuition Management (FACTS) by the designated due date, in accordance with the SMA Tuition Agreement Contract.

Payments made directly to the school are accepted in the following forms:

- Cash
- Check
- Cashier's check
- Money order
- All major credit cards

### **Credit card payment disclosure**

Please note: A non-refundable 3.5% convenience fee will be applied to all credit card transactions. This fee applies only to payments made by credit card and does not apply to payments made by cash, check, or money order.

### **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 notified immediately by FACTS Tuition and the School. Families have an additional 30 days to bring their account current, otherwise the student will automatically be placed on tuition suspension.
4. Students with a 30-day past due tuition and/or fee balance at the end of each semester will be allowed to take final exams, but their exams will not be graded until the past due balance is paid in full. Student's grades will be marked with an "I" (incomplete) on the student's report card and official transcript. Grades of incomplete will automatically revert to grades of "F" if the student exams are not graded 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 next 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.
3. Parents/Guardians will also be assessed a prorated parent/guardian involvement hour fee for any uncompleted hours through the end of the quarter in which the student is withdrawn.

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

#### **GENERAL TERMS AND CONDITIONS:**

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

#### **RETURNED CHECKS/ACH FEE:**

1. A \$35.00 fee will be assessed by the school for each payment returned due to non-sufficient funds (NSF).
2. An additional \$25.00 fee will be assessed by FACTS Tuition Management for each NSF payment processed through their system.
3. If two checks are returned for non-sufficient funds, the school will no longer accept personal checks. At that point, all future payments must be made using one of the following methods:
  - a. Cash
  - b. Money order
  - c. Cashier's check
  - d. All major credit cards (*3.5% convenience fee applies*)
  - e. FACTS Tuition Management

#### **LATE PAYMENTS AND ENROLLMENT:**

1. A \$35.00 late fee will be assessed by FACTS Tuition Management 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 following steps are completed:
  - a. All enrollment forms are submitted online through SchoolAdmin
  - b. The annual registration fee is paid
  - c. A Tuition Agreement is created in FACTS for either quarterly or monthly tuition payments
3. Families are responsible for all tuition and fees owed for the current and/or any prior school years, as outlined in the signed Tuition Agreement.

#### **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 2025-2026 school year, including awards from the Catholic Education Foundation (CEF) or any other donor. Before the school year, SMA works with its donor-partners to coordinate Scholarship & Financial Aid awards. The total amount granted from all donors for the year is reported to each student in their award letter.

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

## **STUDENT ELIGIBILITY REQUIREMENTS**

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

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

# PARENT AND STUDENT RESPONSIBILITIES

## PARENT/GUARDIAN INVOLVEMENT HOURS

**Purpose:** The purpose of parent participation hours is to create a community of spirit in the school while providing service directly or indirectly (through donations). Participation 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 involvement hours 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 involvement will be given for every \$20.00 worth of purchased goods with proper receipts/documentation. Receipts are required for all donations. Hours not participated in by May 1 (for seniors only) or the first Friday in June (for 9<sup>th</sup> – 11<sup>th</sup> grade students) will be billed to the student's account equivalent to \$20.00 dollars per hour. Any approved parent/guardian involvement hours completed after the first Friday in June 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 involvement hour fee will be charged through the quarter that the student has withdrawn.**

**Parental Proxy:** Parents are encouraged to participate in the hours, however, due to work and/or childcare obligations parents 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, Parent Association President, or program director of an activity for service opportunities..

**Authorized Activities / Events:** Participation is only valid through activities and / or events (i.e., parent association monthly meetings, liturgy, awards assemblies) that are authorized by the school and supervised by an Administrator or by a Faculty/ Staff member. Involvement Hour opportunities will be regularly updated on the school website, [www.smabelles.org](http://www.smabelles.org), under the Parents tab. Parents 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), or attendance at Parent Association meetings.

**Authorized Signatures:** Only the following may sign participation hour sheets to verify completed service: Head of School, Administration, Main Office, Program Directors, Moderators, or Coaches. Participation hour sheets must include sign in and sign out times.

## **ATTENDANCE POLICIES**

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

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

## **REPORTING AN ABSENCE OR TARDINESS**

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

### **Returning to School:**

Absence notes are kept in the student's attendance file for the entire school year. If documentation is not provided on the day a student returns to school after her absence, the front office will contact the parents/guardians and request the documentation. If the parents/guardians are not reachable and documentation cannot be obtained, the front office gives the student an "Unexcused Absence", resulting in disciplinary action.

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

## **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. Medical leave documented with a doctor's note and signed release
2. Illness/personal well-being (doctor's note needed after 3 or more consecutive school days of absence)
3. Medical/Dental Appointments
4. Death of family member/Bereavement
5. Court ordered appearance
6. Quarantine
7. Approved school-related activities

8. 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 the date and length of time the student was at the facility.

### **UNEXCUSED ABSENCES**

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

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

### **\*\*EXCESSIVE ABSENCES AND LOSS OF COURSE CREDIT**

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

The following protocol will be in place to address and combat excessive absences:

1. Three (3) absences in a quarter - Parent/Guardian contact; student conference with the Dean
2. Four (4) absences in a quarter - Student earns a Saturday detention
3. Fifth (5) absences in a quarter - Student earns a Saturday detention and is placed on academic probation.

### **TRUANCY**

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

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

### **PARTICIPATION IN CO-CURRICULAR ACTIVITIES/EVENTS ON DAYS OF ABSENCES**

A student may not attend any co-curricular activity or event after being absent from school on any day or from **any class** period during the day. Exceptions to this rule are **verified** medical/dental/funeral/court appointments. Any other reasons not previously mentioned would need to be approved by the Dean of



Women. A student is to have a statement from the doctor noting the time and length of the appointment. Violation of this rule may result in disciplinary action.

### **EXTENDED ABSENCES DUE TO MEDICAL REASONS**

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

### **VACATIONS**

The school strictly enforces the policy of not excusing absences which occur during school days for vacation purposes. All vacations must take place during designated calendared holidays and breaks. Vacations during final exams will not be excused and students will receive a 0 for missed final exams and will not be allowed to make up final exams. The school does not make exceptions to this policy. Please contact the Dean of Women if you have any questions.

### **TARDINESS TO SCHOOL OR CLASS**

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

**Students who arrive at school more than 15 minutes late must be signed in by their parents.**

#### **Being on time to class...**

1. Increases the instructional time for the student.
2. Reduces the interruptions to the learning environment, improving the quality and time for all students.
3. Teaches time management and reduces student stress.
4. Punctuality is a practice valued by business and society; students should be trained in this practice while in school.

#### **Tardiness is defined as:**

In general, being tardy to school or class means arriving after the scheduled start time. This is often determined by the school's bell schedule, marking the beginning of the day or a specific class period.

**Consequences for being tardy:**

1. First three (3) tardies - student given a warning.
2. Every tardy thereafter will result in a lunch detention.
3. A student who earns 10 or more tardies in any one course may be assigned Saturday detention and may also face a reduction in their course grade.

**\*These violations are carried over from previous semesters.**

**COLLEGE VISITATIONS**

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

**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.

## DRESS CODE



### GENERAL GUIDELINES

Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building and may be denied access to campus and/or class because of dress code violations. All clothing will be clean, neat, modest and in good taste. Avoid all extremes. No tight fitting clothing. No cleavage displays. The Dean of Women may request a student to change attire. Notes from parents/guardians will not excuse violations. Students may be held in the Main Office until parent/guardian and/or student is able to respond to the request to change attire. The Administration reserves the right at all times to regulate against unbecoming fads or fashions and to determine what styles are exaggerated and in violation.

### TIES

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

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

### UNIFORM DRESS CODE

All uniforms, pants, shorts, skirts, shirts, and blouses may be purchased from **Michaels Uniform**. Ties are also an essential piece to the uniform and are earned by students during their first year at St. Mary's Academy after students complete the tie earning process. Replacement ties can also be purchased in the

Main Office for \$10.00; ties are not available for renting or borrowing. The following are approved uniform items that students are allowed to wear during the school day: \*Exemptions can be made for religious traditions in consultation with the Dean of Women.

## **UNIFORM STYLES**

### **Standard Uniform**

The standard uniform can be worn during all non-formal days.

### **Shirts**

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

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

1. Navy blue pants, shorts, or navy blue or plaid skirts from Michael's Uniform Company or other distributor providing that it falls within the school dress code (polyester blend or gabardine).
2. Skirts and shorts length must be no more than 5 inches above the center of the knee and waistbands may not be rolled.

### **Outerwear**

The following items with SMA logo may be worn throughout the school day:

1. Navy blue cardigan, pullover, sweater, vest
2. Class crew neck sweatshirt
3. Stadium jacket
4. Letterwoman jacket
5. SMA senior cardigan
6. SMA Athletic jacket or hoodie (Friday only)

### **Shoes**

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

### **Socks/Tights**

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

### **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 button down blouse
2. Navy blue skirt or pants (no shorts); grau for seniors
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.

1. Class color polo shirt
2. Class t-shirt
3. SMA Athletic hoodie/jacket
4. Uniform bottoms (skirt, shorts, pants)
5. School approved shoes

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.

### **Senior Uniform**

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

1. SMA-designated items available from Michael's uniform suppliers
  - a. Gray skirt
  - b. Gray pants
  - c. Gray shorts
2. Student selected and designed items
  - a. Custom SMA cardigan from Broadway Albion company
  - b. Senior selected shoe (must be the specific approved style)

## **NON-UNIFORM DRESS CODE**

### **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.

### **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 shoulder, sheer, low-cut, strapless, or any top, higher than 3 inches above the center of the student's knee) which reveals cleavage, midriff, and/or lower
6. Grooming/Attire in "good taste"
7. Athletic loose-fitting sweatpants
8. T-shirts with appropriate insignia

### **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. Everyday 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. Short 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.

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

### **Nail Appearance:**

Students are expected to maintain clean, well-groomed nails that are tasteful and appropriate for a school setting. Nail length, color and design should not be distracting or interfere with school activities.

### **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. Caps/hats/hoodies/head wraps may not be worn in the school building.

**Hair:**

1. Hair must be clean and neatly groomed at all times. Extreme fashion in hairstyle is not allowed.
2. Notwithstanding any medical condition, “buzz cuts” or shaved heads are not allowed, including “hair carving” or other decorative designs revealing the scalp.
3. Hair may be dyed, but any highlight or streaks must be moderate and in a natural pattern. For example, primary colors, pastels, jewel tones, and platinum blonde tones are not allowed. Students are encouraged to consult with the Dean of Women prior to dying hair to ensure compliance with this policy.
4. Students not complying with this policy may be sent home until the violation is remedied.

**Tattoos/Piercings**

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

**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.**

**REQUIRED CODE FOR 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.

## **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.

## **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

## **STUDENT DRIVERS**

### **PARKING PROCEDURES**

**Student Parking:** All student-driven vehicles must be registered with the Main Office. All vehicles must be parked within the lined parking spaces in the lots. There is **ABSOLUTELY NO PARKING** in emergency entrances and exits on the campus or the fire lanes. Students must park in their designated parking area -- with their parking permit visible. Students are not allowed to park visitor parking during normal school hours. Students must follow the parking rules for their assigned areas. Violations of the parking rules may result in the vehicle being towed at the owner's expense and/or detention. At no time will students be allowed in the parking area unless they are arriving or leaving the school campus -- students are not allowed to go to their cars during school hours. Students who do not comply with these procedures will be subject to disciplinary action. Students driving to school parks at their own risk. St. Mary's Academy is not liable for any items lost or stolen from inside the vehicle or for any damage done to vehicles before, during or after school.

**Parent/Visitor Parking:** All visitors should park their vehicles in spots designated as "visitor" spaces in the School's parking lot.

**It is essential that when visiting St. Mary's Academy, we are respectful of our neighbors and do not park in driveways and when at all possible please park on the School side of the street.**

### **AUTOMOBILE REGISTRATION**

Due to space limitations and regulations imposed by the city of Inglewood codes, only juniors and seniors with a valid driver's license and insurance will be allowed to register for on-campus parking. All student driven automobiles must be registered with the Main Office. Student driven vehicles must display the St. Mary's Academy registration tag. Registration fee is \$10 per school year.

**Note:** Any student who drives to school and is not registered to park on-campus may forfeit their right to drive to school the following year.

## **USE OF CAR**

Students are not allowed to sit in or lounge on top of their cars while school is in session. Parking lots are to remain free of students except when they are arriving or leaving the campus. Please note the school policy regarding the search of student vehicles on-campus.

## **STUDENT EXPECTATION**

It should be clearly noted that all students are expected and required to follow the California Motor Vehicle Code and Inglewood city laws pertaining to driving and parking both on campus and in our neighborhood. The maximum speed limit in the parking lot at all times is five (5) miles per hour.

## **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.

## **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.

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.

### **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. 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.

# **CAMPUS MINISTRY AND SERVICE**

## **CAMPUS MINISTRY**

The Campus Ministry department serves as the spiritual heart of St. Mary's Academy, guiding students in deepening their relationship with God, self, and others. Rooted in the charism of the Sisters of St. Joseph—unity, reconciliation, and love of the dear neighbor—Campus Ministry fosters opportunities for prayer, reflection, service, and faith formation. Through liturgies, retreats, and service experiences, students are invited to live out the Gospel with compassion, courage, and a commitment to building a more just and loving world.

## **RETREATS**

Retreats are a core piece of a Belle's formation because they offer sacred time and space to reflect, connect more deeply with God, build sisterhood, and grow in understanding of self and others. Rooted in the CSJ charism of unity and love of the dear neighbor, annual retreat participation is expected of all students as an essential experience for spiritual, personal, and communal growth.

The retreats will be coordinated by the Director of Campus Ministry and will be supervised by faculty members and additional adults as needed. All retreats are day-long retreats that take place off campus, with the exception of the Kairos Senior Retreat which is a three-day (two-night) retreat.

All SMA rules and policies are enforced during retreats. If a student is found with a contraband (vape pens, alcohol, narcotics, etc.) or has any major behavior infraction, the parent/guardian will be notified who will be responsible for picking up their student from the retreat site. Students will be subject to a disciplinary review and further action will be determined by the Dean of Women upon return.

## **LITURGIES**

Monthly school wide liturgies are a vital expression of our shared faith and community at St. Mary's. Rooted in the Catholic tradition and our CSJ charism of unity and reconciliation, these liturgies gather us to pray, reflect, and celebrate God's presence in our lives. They provide sacred moments to be renewed in spirit, inspired by the Gospel, and reminded of our call to love and serve the dear neighbor.

## **LACE**

The LACE Team (Leading Always by Christ's Example) is an integral part of student life and spiritual leadership at St. Mary's. The earliest Sisters of St. Joseph not only made lace to support themselves, but also taught those most in need how to make lace to provide empowerment and financial freedom. Inspired by this history of lace-making, LACE leaders help weave together the faith life of our school community. These students model servant leadership by planning liturgies, leading prayer and retreats, and promoting the CSJ values of unity, love of God, and service to the dear neighbor. Students apply each spring to serve as LACE leaders for the following school year.

## **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. All students are required 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. 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.
- 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.
- Rising Sophomores, Juniors, and Seniors may also be ineligible for participation in Sports, Leadership positions, and in the Homecoming dance if they are deficient in their hours by the start Fall semester.
- Transfer students need to complete 20 hours for each school year they are at SMA.

**Verification:** Christian service hours will ONLY be verified and approved via MobileServe. Christian service hours and verification are no later than 14 days after the completion of service. If hours have not been approved or rejected after 2 weeks post submission, students must email the Christian Service

Coordinator. 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.

Logs missing any of the following will not be accepted:

- Geolocation or a photograph that shows the location where you served (do not include photos of the people you are serving)
- Service site name
- Supervisor's full name and email
- Response to reflection prompt

### **SMA Sponsored Service Trips**

Occasionally SMA will sponsor Christian Service field trips to different pre-approved sites and/or organizations. All SMA rules and policies will still apply while on these field trips.

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

In an effort to address the needs of our communities, ALL Christian Service is to be completed off campus with a nonprofit/organization that aligns with the mission and values of St. Mary's Academy. There may be rare occasions when the Director of Campus Ministry or Dean of Mission and Student Life pre-approve an activity on SMA's campus to count for service hours. Below are details pertaining to acceptable and unacceptable service for St. Mary's Academy students.

### **EXAMPLES OF ACCEPTABLE CHOICES FOR SERVICE INCLUDE:**

1. **Social Service:** helping at a senior home, serving the unhoused, assisting at a soup kitchen or food distribution center, and/or volunteering at a crisis center
2. **Hospital/Public Health:** helping with community health fairs and/or participating in a youth health career program through a clinic/hospital
3. **Environment:** tree planting/reforestation, beach cleanups, or community beautification projects
4. **Community Outreach/Awareness:** assisting with public libraries, civic engagement, or community organizing
5. **Catechism/Faith Formation:** religious education support in a Catechism/Confirmation programming or serving as a retreat leader at your church
6. **Tutoring:** peer tutoring outside of SMA, either with another school or a reputable organization/program

7. **Coaching/Mentoring:** mentoring students outside of SMA through after school activities or sports programming

**EXAMPLES OF UNACCEPTABLE CHOICES FOR SERVICE INCLUDES:**

1. Anything on campus (sports manager, helping a teacher, working in Cafe Belles, donations of any kind) unless previously approved Director of Campus Ministry or Dean of Mission and Student Life
2. Babysitting or care-giving for free or paid
3. Tutoring siblings, family members, or neighbors
4. Working/volunteering at a for-profit business OR assisting family or friends
5. Locations/Entities that do not align with the mission and values of St. Mary's Academy
6. Monetary donations/contributions either directly given to St. Mary's Academy or an outside organization
7. Helping with Sunday mass (serving as a lector, altar server, cantor, etc.) or participating in church services (singing in the choir, ushering, helping with set-up/tear down, etc.)



# ACADEMICS POLICIES AND GRADUATION REQUIREMENTS

## 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.

## 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, World Languages, 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 skills and not on their religious beliefs. As part of the theology course offerings, students are required to complete their Christian Service hours.

Specific course offerings (particularly with elective courses) can vary from year to year based on student enrollments, staffing, and scheduling limitations. Below is a list of projected course offerings for the upcoming school and is subject to change.

9 <sup>th</sup> GRADE	
English	English 9 Advance English 9
Mathematics	Algebra I -or- Honors Algebra I -or- Geometry
Science	Biology -or- Honors Biology
Foreign Language	Spanish I (Native) -or- Spanish I (Non native)  OR  ASL I
Theology	Old Testament -and- New Testament
Physical Education/ Health	Physical Education and Health

<b>Visual and Performing Arts</b>	Introduction to Art
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<b>10<sup>th</sup> GRADE</b>	
<b>English</b>	World Literature -or- Honors World Literature
<b>Mathematics</b>	Geometry -or- Geometry Honors -or- Algebra II -or- Algebra II Honors
<b>Science</b>	Chemistry Honors Chemistry
<b>Foreign Language</b>	Spanish II (Native)- or- Spanish II (Non native)  ASL I OR II
<b>Theology</b>	Ecclesiology AND Sacraments -or- AP Seminar
<b>Social Studies</b>	World History AP World History
<b>Electives*</b>	General Electives as offered on a yearly basis <ul style="list-style-type: none"> <li>• Study Hall (non-credit)</li> <li>• Psychology</li> <li>• Creative Writing</li> </ul>
	<ul style="list-style-type: none"> <li>• Choir</li> <li>• Dance</li> <li>• Acting</li> <li>• Theater Production</li> <li>• Digital Journalism &amp; Yearbook</li> </ul> <p><b><u>Career Pathway Electives (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Health:</b> PLTW Principles of Biomedical Science</li> <li>• <b>Arts:</b></li> <li>• <b>Engineering:</b> PLTW Introduction to Engineering Design</li> <li>• <b>Law:</b></li> <li>• <b>Vocations:</b></li> </ul>

<b>11<sup>th</sup> GRADE</b>	
<b>English</b>	American Literature -or- AP English Language
<b>Mathematics</b>	Algebra II -or- Algebra II Honors -or- Precalculus Honors
<b>Theology</b>	Ethics & Morality AND Social Justice
<b>History</b>	US History AP US History
<b>Electives*</b>	<p>General Electives as offered on a yearly basis</p> <ul style="list-style-type: none"> <li>• Study Hall (non-credit)</li> <li>• Psychology</li> <li>• Creative Writing</li> <li>• Choir</li> <li>• Dance</li> <li>• Acting</li> <li>• Theater Production</li> <li>• Physics</li> <li>• Spanish 3</li> <li>• AP Spanish Language</li> <li>• Financial Literacy</li> <li>• Digital Journalism &amp; Yearbook</li> </ul> <p><b><u>Career Pathway Electives (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Health Career Pathway:</b> Healthcare Ethics AND Cultural Competence in Health Care</li> <li>• <b>Arts Pathway:</b></li> <li>• <b>Engineering Pathway:</b> PLTW/AP Computer Science Principles</li> <li>• <b>Law:</b></li> <li>• <b>Vocations:</b></li> </ul>
<b>12<sup>th</sup> GRADE</b>	
<b>English</b>	Women in Literature AP English Literature
<b>Mathematics</b>	Precalculus Honors AP Calculus Statistics Financial Literacy
<b>Theology</b>	World Religions AND Christian Vocations

<b>History</b>	Government (1 semester) AND- and Economics (1 semester) -or- AP US Government
<b>Electives*</b>	<p>General Electives as offered on a yearly basis</p> <ul style="list-style-type: none"> <li>• Study Hall (non-credit)</li> <li>• Psychology</li> <li>• Creative Writing</li> <li>• Choir</li> <li>• Dance</li> <li>• Acting</li> <li>• Theater Production</li> <li>• Physics</li> <li>• Spanish 3</li> <li>• AP Spanish Language</li> <li>• Financial Literacy</li> <li>• Digital Journalism &amp; Yearbook</li> </ul> <p><b><u>Career Pathway Electives (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Health Career Pathway:</b> PLTW Human Body Systems Honors</li> <li>• <b>Arts Pathway:</b> AP Studio Art</li> <li>• <b>Engineering Pathway:</b> PLTW Principles of Engineering Honors</li> <li>• <b>Law:</b></li> <li>• <b>Vocations</b></li> </ul>

### ACADEMIC GRADING POLICY

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

St. Mary's Academy (SMA) provides consistent, high-quality learning that accelerates growth and achievement to ensure college and career readiness for all students. SMA believes that grades serve as a valuable instructional purpose by helping faculty, students, and parents/guardians identify areas of

strength and areas needing improvement. We acknowledge that each student has the right to course grades that represent an accurate evaluation of the student's achievement and mastery. In accordance with the standards set forth by Joe Feldman in Grading for Equity, grades at St. Mary's Academy must adhere to the following standards:

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

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

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

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

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

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

#### **Evaluation for Student Achievement**

1. Grades will reflect student achievement toward mastery of course content standards.
2. Grades should be reported each grading period (progress report, end of quarter, end of semester)

- Teachers are expected to provide supporting data for grades assigned. Grade records should reflect an adequate sampling of work in a given area to justify the assigned grade.
- In all aspects of grading and reporting, it is critical that teachers give accurate and complete information to students and families. Teachers are expected to contact parents/guardians to report student grade concerns including but not limited to consistently low performance or rapid decline.
- Grades will be available and kept current for parents and student monitoring through the school approved electronic grading system.
- There should be at least one grade per week of instruction for all subjects.

### Grading Guidelines

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

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

### Grading Policy and Scale

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

A	93 -100%
A-	90 – 92%
B+	88 - 89%
B	83 – 87%
B-	80 – 82%
C+	78 – 79%
C	70 – 77%
F	69%-↓

### Grade Point Average (GPA)

The four-point system for course grades is used in computing a student's unweighted the grade point average. 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 when a weighted GPA is being calculated or represented. Unweighted GPAs are used to calculate Honor Roll distinctions. Weighted and unweighted GPAs are reflected on official transcripts.

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F	0.0

**Students who earn a semester grade of F must repeat the course.** A grade of F has the following impact:

- the student does not earn credit for the class
- AND
- the student must make up the course credit for graduation.

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.

### Grading Rubric for Assessments

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

Letter Grade	% Range	Descriptor	Performance Band
A	100-90%	An A-grade means the student shows mastery of content above grade level rigor with in-depth inferences and applications that go beyond what is taught in class	Advanced
B	89%-80%	A B-grade means the student has completed proficient work on all course objectives at grade level rigor with no major errors or omissions.	Proficient
C	79-70%	A C-grade means the student has completed proficient work on the most important objectives, although not on all objectives, at below grade level rigor of what was explicitly taught in class.	Basic
F	69-0%	An F-grade means the student has completed proficient work on less than half of the course objectives and cannot successfully complete the next course in the sequence.	Below Basic
INC	-	An INC-grade in course means the students has not completed all assessments for the course and/or less than 90% of practice work. An INC-grade turns into an F-grade at the end of the school year.	Not complete



### Other Grading Notations used in PowerSchool

Grading Notation	Explanation
<i>Late (red clock icon)</i>	Denotes the assignment/assessment was completed after the issued deadline.
<i>Mi (orange ! icon)</i>	Denotes a missing assignment/assessment. The student notation allows student, parent/guardian, and teacher to be clear about what materials are missing.
<i>Ab (green desk icon)</i>	The student was absent on the day of the assignment/assessment and is pending completion.
<i>Inc (blue half-circle icon)</i>	Denotes that the assignment/assessment was submitted and is currently incomplete according to directions/rubric requirements
<i>✓ Checkmark icon</i>	The Teacher has collected/received the assignment/assessment.

### Semester Course Grade Inquiry Protocol

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

The deadline to submit a request to the Dean of Academics 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 Dean will review the grade inquiry and then communicate with the student regarding next steps should they be necessary.

### 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.

## **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. Semester Grades are recorded on permanent transcripts.

## **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.

## **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.

## **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.

## **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
7. Utilizing AI tools to complete exams, quizzes, or other assessments unless explicitly stated.
8. Failure to appropriately cite any AI generated content in assignments.

Cheating is never permitted at St. Mary's Academy and is considered a serious violation of our core values of integrity, honesty, and academic excellence. The disciplinary consequences for academic integrity include:

1. **First offense:** Students will earn a Saturday detention and be required to redo the assignment. The highest grade the student may earn is 70%. Parents will be contacted. The student will also conference with the teacher and the Dean of Women.
2. **Second offense:** Students will receive a 1-day suspension and earn a Saturday detention. Students will be required to redo the assignment so that the teacher may assess learning. No credit will be given. Students will also be placed on St. Mary's Academy contract, and a parent/guardian conference will be scheduled with the Dean of Women to discuss the incident(s).
3. **Third offense:** Students will receive a 2-day suspension and earn a Saturday detention. Students will be required to redo the assignment so that the teacher may assess learning. No credit will be given.
4. **Fourth offense:** Students will be dismissed from St. Mary's Academy.

#### **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 biweekly 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.

## **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.

## **REMEDICATION 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.

## **SUMMER SCHOOL & COURSEWORK**

Students who earn a grade of “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.

## **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.

### **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.

### **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

### **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.

### **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

### **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.

### **TRANSCRIPT FEES**

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

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

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

### **GRADUATION REQUIREMENTS**

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

<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.

### **PARTICIPATION IN GRADUATION CEREMONY/WITHHOLDING OF DIPLOMAS**

Participation of students in the graduation ceremony and conferring of a diploma are at the discretion of the school. Students unable to meet all requirements and/or obligations of the school, including but not

limited to academic, athletic, Christian Service, disciplinary, and/or financial may be excluded from graduation ceremonies and have their diploma withheld.

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

## **GRADUATION AWARDS**

### **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.

### **THE HEAD OF SCHOOL AWARD**

This Award is presented to a senior who exemplifies the very best of St. Mary's Academy. This student leads with integrity, compassion, and purpose—lifting others through her actions and words. She fosters a strong sense of sisterhood, always seeking to build community and connection, and her pride in being a Belle is evident in everything she does. With unwavering enthusiasm, she has left a lasting impact on our school, inspiring those around her to lead with heart, serve with joy, and believe in the power of their voice.

### **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.

### **THE CORONDELET LEADERSHIP AWARD**

This award is given to a senior who has consistently demonstrated exceptional leadership, a strong commitment to community service, and a meaningful, positive impact on both her peers and the St. Mary's Academy community. This award celebrates a young woman whose ability to inspire, organize, and lead reflects not only personal strength but a deep dedication to the greater good—uplifting others and advancing the spirit and mission of SMA through her actions.

### **THE SISTER MAUREEN DOHERTY SERVICE AWARD**

This award is given to a senior who has demonstrated exceptional dedication to community service and a heartfelt commitment to social justice. Named in honor of Sister Maureen Doherty, a beloved longtime faculty member and unwavering advocate for service, this award recognizes a student who embodies empathy, resilience, and a profound sense of responsibility to serve the *dear neighbor without distinction*. Her actions reflect a deep compassion for others and a steadfast desire to make a meaningful difference in the world.

### **THE CAMPUS MINISTRY AWARD**

This award is given to the senior who has demonstrated exceptional dedication to nurturing both her own spiritual growth and that of her classmates. Through her active involvement and meaningful contributions to the spiritual life of the school, she reflects a deep commitment to living out her faith and uplifting the well-being of others. Her presence is a source of light, compassion, and inspiration within our St. Mary's Academy community.

### **THE STUDENT-ATHLETE AWARD**

This award is presented to a senior who has excelled both in the classroom and in athletic competition, demonstrating exceptional sportsmanship, leadership, and unwavering dedication to her team. This year's recipient embodies the values of discipline, perseverance, and integrity—both on and off the field—serving as a true inspiration to her peers.

### **THE MAXIM 61 AWARD**

Maxim 61 says "seek union with God and let that pure love transform you."

**Maxim 61** reminds us to "*seek union with God and let that pure love transform you.*"

This award is given to a senior who exemplifies remarkable growth and personal transformation over the past four years. This award recognizes a Belle who has courageously embraced challenges, stepped beyond her comfort zone, and pursued a life of service to God and others. Her journey is a testament to the power of faith, self-discovery, and purpose. The Maxim 61 Award celebrates her commitment to personal development and her unwavering desire to uplift and positively impact the lives of those around her.



# **STUDENT LIFE**

## **Overview of Student Life**

Student Life at St. Mary's Academy is grounded in the belief that education extends beyond the classroom. Rooted in the Catholic tradition and inspired by the charism of the Sisters of St. Joseph, Student Life aims to cultivate leadership, compassion, community engagement, and personal integrity. The goal is to provide students with opportunities to grow spiritually, emotionally, socially, and intellectually through active participation in co-curricular and extracurricular experiences. Programs are intentionally designed to empower students to become agents of unity and service in their communities.

## **CO-CURRICULAR ACTIVITIES**

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

1. Social events are sponsored and organized for the whole student body by the Associated Student Body (ASB) 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. All guests must be a current high school student. Specific guest policies will differ depending on the event, so please consult with the Dean of Mission and Student Life or Director of Activities for clarification.
3. For Prom, 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 and Mission or Director of Activities with any questions.
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.
5. Some events (e.g. Prom) may have a time student must enter by and then must remain in the venue until time designated in advance by the Director of Activities.

### **Regulations for on campus social events:**

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.
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, unless advised otherwise.
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 Women, 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.

## **CLUBS AND ORGANIZATIONS**

### **Overview of Student Clubs**

At St. Mary’s Academy, student clubs are an essential part of campus life. They provide students with the opportunity to explore interests, serve the community, develop leadership skills, and celebrate culture and identity. Students are to choose two clubs for the Friday Flex period. Students will have the opportunity at the beginning of the year to choose two clubs (academic/service and social/cultural)!

### **Types of Clubs**

#### **1. Academic Clubs**

Focused on enhancing learning and intellectual growth outside the classroom.

Examples: Debate Club, Robotics, WIMS (Women in Science), etc.

#### **2. Service Clubs**

Dedicated to volunteering and making a positive impact in the local and global community.

Examples: Key Club, Environmental Club, Activism Club, etc.

### 3. Cultural & Identity-Based Clubs

Celebrate the diverse backgrounds, cultures, and identities of our student body.

Examples: BSU (Black Student Union), La Casa Latina, AAPI (Asian American Pacific Islander).

### 4. Social/Interest-Based Clubs

Created around hobbies, activities, and passions students want to explore and share.

Examples: Crochet Club, Girl Talk, Anime Club, etc.

## **How to Join a Club**

Students will engage in a club fair that takes place during “Welcome Week” in the first quarter of the school. Students will have the opportunity during the Club Fair to go from station to station to learn about the on campus clubs/organizations. Students will subsequently complete a form for club selections that will take place during the “Flex period”.

## **Expectations for Club Participation**

- Be Present: Attend meetings and participate in events consistently.
- Be Respectful: Treat fellow members and advisors with kindness and collaboration.
- Be Engaged: Contribute your ideas, help plan activities, and bring positive energy.
- Be Responsible: Follow through on tasks, help with club events, and uphold the school’s values.

Clubs should be fun and meaningful, but also reflect the responsibility and commitment of their members. Students who do not meet the above expectations will not be acknowledged as a member of the club and, therefore, not be able to list the club on resumes or college applications.

## **Leadership Opportunities**

Each club/organization will have an active executive board. Each club/organization will decide on specific positions, but most will include:

- President: Leads the club, runs meetings, and communicates with staff.
- Vice President: Supports the president and steps in when needed.
- Secretary: Keeps notes, attendance, and tracks communication.
- Historian: Documents club events/activities.

Leadership roles can be selected through elections, interviews, or advisor appointments depending on the club/organization. Students interested in leadership should demonstrate responsibility, initiative, and a collaborative spirit.

Below are the standing clubs offered by SMA. Many meet during Friday Flex periods, but some meet after school or during lunch. Meeting times and frequency will be determined by moderator and will be indicated on the form students use to sign-up for clubs.

Academic Clubs	Service & Justice Clubs	Social Clubs
<ul style="list-style-type: none"> <li>• ACE (Architecture, Construction, &amp; Engineering)</li> <li>• Debate Club</li> <li>• Model UN</li> <li>• SMART Bots</li> <li>• Women Interested in Math &amp; Science (WIMS)</li> <li>• Yearbook / Journalism</li> </ul>	<ul style="list-style-type: none"> <li>• Activism Club</li> <li>• Environmental Club</li> <li>• Health &amp; Wellness Club</li> <li>• Key Club</li> <li>• Wildlife Conservation Club</li> <li>• Ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>• Anime Club</li> <li>• Book Club</li> <li>• Crochet Club</li> <li>• Art or Fashion Club</li> <li>• Film Club</li> <li>• Girl Talk</li> <li>• Ping Pong Club</li> <li>• Ambassadors</li> </ul>
Culture Clubs	Leadership Clubs	Scholar Clubs
<ul style="list-style-type: none"> <li>• Asian American Pacific Islander (AAPI) Club</li> <li>• Black Student Union (BSU)</li> <li>• La Casa Latina</li> </ul>	<p><i>Closed Clubs. Available through application.</i></p> <ul style="list-style-type: none"> <li>• Associated Student Body (ASB)</li> <li>• Campus Ministry (LACE)</li> <li>• Student Leadership Council (SLC)</li> </ul>	<p><i>Closed Clubs. Available through application.</i></p> <ul style="list-style-type: none"> <li>• National Honors Society (NHS)</li> <li>• CSF (CA Scholarship Federation)</li> </ul>

## SCHOOL ACTIVITIES & EVENTS

Any after-hours events, 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.

## STUDENT LEADERSHIP ORGANIZATIONS

### Associated Student Body

The Associated Student Body (ASB) represents the voice of the student body and works to create a positive, inclusive, and spirited school environment. ASB members are student leaders who plan and coordinate school events, support clubs and organizations, and promote school pride and community involvement. Through collaboration, creativity, and leadership, ASB strives to enhance the student experience and foster a culture of respect, responsibility, and engagement. ASB students are selected through an application process, teacher and administrator recommendations, and meeting a grade point average of a 3.0 or higher. Students must not have any behavior or academic discrepancies upon applying.

### **Student Leadership Council**

The Student Leadership Council (SLC), are Belles who have been selected by their peers as class president, vice president, secretary, and treasurer. Students on SLC are responsible for class morale, participation in events, and represent their peers by bringing forward student ideas, questions, and concerns. Freshman SLC members will be chosen by administrators through an application process in the second or third month of the fall semester.

### **L.A.C.E**

(Leading Always by Christ's Example) are Belles who serve as spiritual role models and community builders within the school. They support the spiritual life of the campus by helping to plan and lead liturgies, retreats, prayer services, and outreach activities. See the Campus Ministry section of the handbook for more information.

### **FIELD TRIPS**

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.

### **ATHLETICS**

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

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

### **ELIGIBILITY FOR ATHLETICS**

1. Students are academically eligible to participate in athletic contests if their quarter GPA is 2.0 or higher and they are not on academic or behavioral probation.

2. No coach is permitted to allow an ineligible student to participate in any athletic contest without an approved appeal from the Administration or Dean of Students.

### **VARSITY AND JUNIOR VARSITY COMPETITION**

The school fields the following teams:

Basketball  
Cross Country  
Cheer  
Flag Football  
Soccer  
Softball  
Track and Field  
Volleyball

### **Standards:**

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

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

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

### **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.

## **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.

## **CHEERLEADERS**

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

## **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.

## **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.

## **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.

## **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.

## **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.

## **PARENT BEHAVIOR**

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

### **Assaults and Verbal Threats by Parents or Other Family Members:**

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



**According to California Penal Code 243.83:**

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

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

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

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

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

1. "Player" includes any authorized participant of play, including, but not limited to, team members, referees however designated, and support staff, whether or not any of those persons receive compensation.
2. "Professional sporting event" means a scheduled sporting event involving a professional sports team or organization or a professional athlete for which an admission fee is charged to the public.
3. A violation of subdivision (a) is an infraction punishable by a fine not exceeding two hundred fifty dollars (\$250). The fine shall not be subject to penalty assessments as provided in Section 1464 or 1465.7 of this code or Section 76000 of the Government Code.
4. This section shall apply to attendees at professional sporting events; this section shall not apply to players or to sports officials, as defined in Section 243.8.
5. Nothing in this section shall be construed to limit or prevent prosecution under any applicable provision of law.

# **COUNSELING**

## **COUNSELING SERVICES**

The counseling staff provides services in the following areas: academic advising, college and career counseling, and personal counseling. In an effort to provide these services, counselors focus on helping students identify long term goals and objectives while assisting them in achieving success at SMA.

School Counselors:

- Advise students when planning their academic and co-curricular activities
- Counsel students in their search and application process for postsecondary education
- Provide guidance in the development of students' interests and recognizing future career options
- Assist students in meeting academic and personal challenges and help them develop solutions

## **ACADEMIC ADVISING**

### **a. ACADEMIC/COMMUNITY COLLEGE COURSEWORK OUTSIDE OF SMA**

- i. Students may not take regularly scheduled classes at other schools in lieu of taking them at SMA during the school year. Exceptions in math and science may be granted with prior approval from the Director of Counseling and Assistant Head of School via the Off-Campus Course Approval Form. Students are not permitted to take Algebra 1 or Geometry outside of SMA.
- ii. In certain circumstances, students may receive written approval for coursework at community colleges. When enrolling, students must request and fill out a form from the college to waive college credit if their course is fulfilling a SMA requirement or is taken for remediation of a grade. The coursework will not be accepted by SMA if college credit has been issued.

### **b. REPEATED COURSES**

- i. Please be advised of the following SMA and/or college policies regarding repeated coursework
  1. Courses in which a grade of C was earned cannot be repeated.
  2. Courses in which a grade of F was earned must be repeated to fulfill graduation and UC/CSU A-G requirements.
  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. Colleges may treat repeated courses differently. Please refer to each college's admissions information for specific policies.

## **COLLEGE COUNSELING**

At St. Mary's Academy, college preparation is an intentional, four-year process that integrates academic guidance, personal reflection, and practical tools for success. Our goal is to ensure every student is

informed, confident, and prepared while navigating the college admissions journey. Key components of our College Counseling program include:

1. Grade-Level College Presentations
  - a. Throughout the school year, all students attend counseling-led sessions focused on:
    - i. Exploring colleges and majors
    - ii. Planning high school courses with intention
    - iii. Setting academic and personal goals to prepare for post-secondary success
2. Annual College Campus Visits
  - a. 9th, 10th, and 11th graders attend one school-sponsored college visit per year, providing real-life insight into college life and academic offerings.
3. College Essay Workshops (11th Grade)
  - a. In preparation for senior year applications, juniors receive support in drafting and refining their personal statements. This is a collaborative effort within the English and Counseling departments.
4. Workshops for Families
  - a. To strengthen the home-school partnership, we offer:
    - i. Parent education workshops on the college admissions process
    - ii. Financial aid workshops that walk families through FAFSA, scholarships, and college affordability strategies
5. College Knowledge Course (12th Grade)
  - a. All seniors participate in a dedicated class where they receive hands-on guidance for the entire college application process. This includes help with:
    - i. Personal and supplemental essays
    - ii. Scholarship applications
    - iii. College application deadlines and requirements
    - iv. Transition planning for life after high school

### **COUNSELING PARTNERS OF LOS ANGELES (CPLA) - PERSONAL COUNSELING SERVICE**

Personal counseling services are available to SMA students on campus through Counseling Partners of Los Angeles whose mission is “to support students living in Los Angeles by providing a low-cost, school-based program that delivers essential counseling and support services students need in order to grow toward their full potential emotionally, intellectually, morally and socially. For more information, visit their website at [counselingpartnersofla.org](https://counselingpartnersofla.org). Students and parents may request an appointment of referral by contacting a school counselor.

CPLA provides one-on-one mental health counseling for:

- Depression
- Anxiety

- Low Social Skills
- Anger Management Difficulties
- Attention Difficulties
- Difficulty Adjusting to School
- Impulsive Behaviors
- Trauma Recovery
- Grief & Loss
- Parental Divorce
- Blended Family Issues
- Peer Relationships
- Crisis Intervention

### **MANDATED REPORTING & CONFIDENTIALITY**

All members of the SMA faculty & staff are mandated child abuse reporters and must report suspected child abuse or neglect, as described in the [ADLA Administrative Handbook Section 9.8.2, Legal Responsibility to Immediately Report Suspected Child Abuse or Neglect.](#)

The counseling relationship is based on trust. Confidentiality is maintained except in the following cases:

- The student may be a danger to self or others
- There is suspicion of abuse or neglect
- Legal requirements necessitate information disclosure

### **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 Counseling. 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 Counseling in a proactive manner giving proper notice and time for the adjustment.

### **ACCESSING SERVICES**

Students may access counseling services by:

- Scheduling an appointment via counseling request form
- Visiting during designated walk-in hours
- Being referred by a teacher, administrator, or parent/guardian via counseling request form or email

# **ELECTRONICS POLICIES**

## **ELECTRONIC DEVICE POLICY**

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:
  - a Devices should not be left unattended.
  - b No music/videos that others can hear.
  - c 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. There is a \$20 charge for cell phones that are confiscated.

### **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.**

## **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.

## **CAMPUS POLICIES**

### **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.

### **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.

## **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.

## **VISITOR POLICY**

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

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



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

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

### **Visitor's Passes**

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

### **MAIN OFFICE / STUDENT DELIVERY POLICY**

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

### **Food/Flowers/Balloons**

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

### **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.

### **TRANSPORTATION**

#### **DROP-OFF AND PICK-UP PROCEDURES**

In an effort to maintain safety for your student and good order of the neighborhood and school, we ask parents to adhere to the instructions listed below when dropping-off or picking-up your student from school.

- On Grace Avenue, please pull up to the beginning of the white "Drop-off" zone on the school side of Grace Avenue.
- When entering the campus from the gate on Grace Avenue, please drive all the way onto campus to the student entrance. Traffic needs to flow freely. Do not stop at the entrance by the gates, as this is not safe for the student.
- Remember to abide by all traffic and safety guidelines; there should not be any U-turns or parking in the driveways of the neighborhood residences.

- When exiting the campus from the Prairie Avenue gate, please adhere to the “Right Turn Only” sign.

## **TRANSPORTATION TO AND FROM SCHOOL**

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, insurance, and parking fee is required before a student is allowed to park on campus. This information will remain on file in the front office and is required to be updated based on expiration dates. 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.

It is the parent's responsibility to ensure that their student gets to and from school each day. Parent permission is required via written note or email to [attendance@smabelles.org](mailto:attendance@smabelles.org) when a student leaves the school before the conclusion of the regular school day via ridesharing services or public transportation.

**Note:** St. Mary's Academy does not endorse or recommend any rideshare or transportation service. The school will not screen, monitor, review or assess the safety of any rideshare or transportation service, driver or vehicle. St. Mary's Academy and its employees accept no responsibility for screening, monitoring or assessing the safety of any ride share service, driver or vehicle. The use of any rideshare or transportation service by a student is at the sole discretion of the parent or guardian. Contacting with, or use of, a professional ride service indicates the express acknowledgment that St. Mary's Academy and its employees have not influenced that decision and bear no responsibility for your decision to do so.

## **SCHOOL PROVIDED TRANSPORTATION AND TRAVEL**

I give permission for my daughter to travel in St. Mary's Academy provided transportation to and from any sporting contest or School sponsored event. I understand that the expectation is that my daughter will travel with the team or class in St. Mary's Academy provided transportation at all times. In the event that St. Mary's Academy does not provide transportation to these contests or approved field-trip destinations, I understand that I will be notified in writing from the Athletic Department, Administration, or Faculty Member.

In traveling to and from away games or other approved field-trip destinations where the school DOES NOT provide transportation, it is the responsibility of the parent/guardian to get their daughter to and from the contest. The parent will be notified in writing that they are assuming the responsibility of transporting their daughter.

In traveling to and from away games or other approved field-trip destinations where the school provides transportation (school bus, van or other means of **APPROVED** transportation), players, managers, students, etc. must use the designated mode of transportation. They are to return on the bus, van or approved transportation, unless permission is specifically received by the coach to do otherwise. Such permission may only be granted upon presentation of a signed note from the athlete's parent/guardian or verbally by the parent/guardian at the conclusion of the contest. For permission to return home from a contest with someone other than a parent/guardian, the written note must specifically state who that person is. A coach may institute a policy that all team members return to school on the bus or van despite the parent/guardian request.

Under no circumstances may a student travel to and from a contest with another student when the school is providing transportation.

When traveling to and from away games, the student-athlete is to be dressed in accordance with school, department and team rules.

It is the parents'/guardians' responsibility to provide transportation to all off-campus practice facilities and home contests that are scheduled off-campus. Parents will be notified of any exceptions.

Students who drive themselves to or are driven to away games when the school provides transportation will not be allowed to participate. Any exception to this rule must be approved by the Athletic Director or other Administration.

#### **ARRIVAL AND DEPARTURE FROM CAMPUS**

**Drop off:** Students can be dropped off in the Main Office before 7:45am.

- The Main Office opens at 7:00am. Students must sign-in if arriving before 7:45am and proceed to the library. Student Entrance Doors open at 7:45am
- Students arriving after 8:15am must enter the Main Office and sign the tardy sheet. Students are to proceed to their first block.

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

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

## **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.

## **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.

## **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** - Confiscated item(s) will be returned at the end of the semester to the student.

# **STUDENT HEALTH AND SAFETY**

## **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.

## **EMERGENCY INFORMATION & PROCEDURES**

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

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

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

These supplies are checked regularly by school staff.

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

## **WHAT CAN PARENTS DO DURING AN EMERGENCY?**

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

Parents/guardians should monitor their cell phone for emergency messages from the School. Parents/guardians should remember that the School has emergency procedures in place to protect all students and that the School will follow these procedures during an emergency. Parents/guardians should also remember that children look to them for guidance and support during an emergency; parents/guardians who are calm and are prepared for emergencies can inspire children to do the same. This will go a long way to promote recovery and a return to normalcy. Parents/guardians are encouraged

to contact the School 's administration for information regarding the School's emergency plan. Questions about the School's Emergency Safety Plan should be directed to the main office at (310) 674-8470.

## **EMERGENCY RESPONSE**

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

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

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

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

## **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.

## **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.

### **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.

### **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 nonofficial 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.

### **SPECIAL LIFE CIRCUMSTANCES**

#### **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.

## **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.

## **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.

## **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.

## **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.



## 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.

# DISCIPLINE

## DISCIPLINARY PROCESS

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

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

To support academic accountability and reinforce behavioral expectations, we will have Saturday Detention as an additional disciplinary and academic intervention. We will hold Saturday Detention on selected Saturdays throughout the academic year from 8am - 10am.

### Expectations:

Students must arrive on time and remain for the full session.

School rules and behavior expectations apply during Saturday Detention

Students are expected to bring schoolwork and materials

Failure to attend as assigned Saturday School without proper approval will result in additional disciplinary consequences, including suspension.

Parents/guardians will be notified at least 48 hours in advance of a Saturday Detention assignment. It is the responsibility of the parent guardian to ensure transportation arrangements are made.

Students will serve one (1) detention for level 1 infraction, three (3) detentions for level 2 infractions and Saturday Detention for level 3 infraction. **Detentions will be scheduled, when necessary, during lunch in room 218.** Saturday detention will be held in room 107-109.

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

Students who miss Saturday detention will have to serve two (2) Saturday detentions. Students who miss second Saturday detention will be suspended from school for one (1) day and the Saturday detentions will be rescheduled.

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

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

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

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

## **INFRACTIONS:**

### **Minor infractions: 1 demerit**

- Out of Dress Code
- Off-task behavior
- Missing Assignment
- Missed Study Hall
- Tardy To Class

### **Moderate infractions: 3 demerits**

- Chronic Level 1
- Classroom disruption
- Inappropriate/off-task use of technology (cell phone, laptop, etc.)
- Not following teachers direction
- Inappropriate Language
- Missed Detention

### **Major infractions: 5 demerits (Saturday School)**

- Chronic level 2 issues
- Rude/ Disrespectful/ Defiant behavior
- Plagiarism
- Discrimination
- Inappropriate behavior online
- Targeted Bullying/Harassment
- Chronic Missed Detentions

## **DISCIPLINARY PROBATION**

Disciplinary probation is a formal warning and behavioral contract issued to a student whose conduct has violated school policies and requires significant improvement. The purpose of probation is to give the student an opportunity to correct their behavior while clearly outlining expectations and consequences for further misconduct.

### **Documentation of Misconduct**

- All incidents leading to probation must be documented by the Dean
- Relevant reports (e.g., incident reports, teacher observations, disciplinary referrals) will be reviewed by the Dean

### **Administrative Review**

- The Dean will conduct a review of the student's behavior and disciplinary history
- A determination will be made regarding whether probation is an appropriate intervention

### **Parent/Guardian Notification**

- Parents/guardians will be contacted to discuss the situation
- A meeting (in person or virtual) will be scheduled to explain the reason for probation, answer questions, and ensure family support

### **Probation Conference and Contract**

- A formal meeting is held with the student, parents/guardians, and Dean
- A Disciplinary Probation Contract will be presented and must be signed by all parties. This contract include:
  - Specific behaviors concerns
  - Expectations for improvement
  - Duration of the probation
  - Supportive Interventions (e.g., counseling, check-ins)
  - Consequences for further violations, which may include suspension or recommendation for dismissal

### **Monitoring and Support**

- The student's behavior and academic progress will be monitored regularly during the probation period
- Regular check-ins with the counselor, teacher, or administrator may be scheduled

### **Review and Outcome**

- At the end of the probationary period, the student's conduct will be reviewed.
- The probation may be:
  - gifted if improvement is evident
  - Extended if progress is partial on inconsistent
  - Escalated to more serious disciplinary action if violation continues

## **GROUND FORS SUSPENSION/DISMISSAL**

To maintain a safe and respectful learning environment, students are expected to adhere to school rules at all times. Suspension from school is a serious consequence that may be imposed for behavior that violates

school policies or disrupts the educational process. The following are examples of behaviors that may result in suspension and/or dismissal from St. Mary's Academy:

**Serious Infraction:**

Chronic level 3 issues

Physical Aggression or Violence

- Fighting or threatening (physical, verbal, written, or electronic) harm to others
- Assault or battery on another student or staff member

Weapons and/or Dangerous Objects

- Possession, use, or threat of use of any weapon, including firearms, knives, or any item intended to cause harm
- Possession of explosive or flammable devices

Drugs, Alcohols, Tobacco, Vaping

- Possession, use, sale, or distribution of drugs, alcohol, or tobacco products
- Being under the influence of any controlled substance while on campus or during school-sponsored events

Disrespect and Defiance

- Defying the authority of teachers, administrators, or other school staff
- Refusing to comply with school rules or directions

Bullying, Harassment, or Intimidation

- Engaging in bullying, cyberbullying, harassment or discrimination based on race, gender, religion, disability, or other protected characteristics
- Making threats, spreading rumors, or engaging in verbal or emotional abuse
- Verbal Harassment: Derogatory or demeaning comments, jokes or threatening words spoken to another person;
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or any intimidating interference with normal schoolwork, activities or movement;
- Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures;
- 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.
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Theft or Vandalism

- Stealing or attempting to steal school property or the property of others
- Damaging or defacing school buildings, furniture, or materials

Disruptive or Inappropriate Behavior

- Persistent classroom disruptions
- Use of profanity, obscene gestures, or offensive language
- Inappropriate use of technology or social media

Truancy or Leaving Campus without Permission

- Repeated unexcused absences or tardiness
- Leaving school grounds without proper authorization

## **BULLYING/HAZING**

Bullying/Hazing - St. Mary's Academy is committed to provide a learning environment that is free from bullying, including cyber bullying, and hazing. Bullying or hazing of any student (including students at other schools) by any other student or employee is strictly prohibited.

Bullying and hazing disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. The school reserves the right to take necessary action regarding incidents of bullying or hazing that substantially interfere with or disrupt the educational process, regardless of location (on or off campus) or time (during or after school hours).

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

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

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

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

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

St. Mary's Academy will treat allegations of harassment/bullying seriously and will investigate such allegations in a prompt and thorough manner. Confidentiality will be maintained as much as possible. If necessary, the accused individual will be placed on suspension during the investigation. Once the facts of

the case have been gathered, St. Mary's Academy will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.

**Important Notes:**

**Due Process:** Students will be given the opportunity to explain their actions before any disciplinary action is finalized.

**Parent Notification:** Parents/guardians will be informed of the suspension/dismissal and provided with the reason, duration, and appeal process.

**Length of Suspension:** Suspensions may vary in length depending on the severity of the incident and the student's prior disciplinary record.

**Right to Appeal a Dismissal:** The school is committed to ensuring that all disciplinary actions, including dismissal (expulsion), are conducted fairly, transparently, and in accordance with due process. If a student is recommended for dismissal, the student and their parent(s)/guardian(s) have the right to appeal the decision.

**Appeal Process**

1. **Notification:** The school will provide written notification of the dismissal decision, including the reason(s) for the dismissal and the date it takes effect. This notice will also outline the family's right to appeal.
2. **Filing an Appeal** Families wishing to appeal a dismissal must submit a written request for appeal to the Dean within five (5) school days of receiving the dismissal notice.
3. **Discipline Review Board Hearing:** Upon receipt of the appeal, a hearing will be scheduled before the Discipline Review Board. The board may consist of an administrator, two faculty members (one appointed by faculty and one appointed by students) and the Dean.
4. **Student's Right to Be Heard:** The student will be given an opportunity to appear before the Discipline Review Board, present relevant information, and respond to allegations. They may submit supporting documents or statements on the student's behalf.
5. **Deliberation and Decision:** The Discipline Review Board will review all information presented and make a recommendation to the Head of School. The final decision will be communicated to the family within 48 hours of the hearing.
6. **Final Authority:** The decision of the Head of School, following the recommendation of the Discipline Review Board is final and binding.

**The following process is followed for a Discipline Board:**

1. The Dean of Women schedules the meeting with the board, student and her parents/guardians

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

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

## **DISCIPLINARY ACTIONS**

### **Professional Counseling Recommendation:**

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

### **Student In-School Suspension:**

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

### **Student Out-of-School Suspension:**

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

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

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

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

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

### **Student Expulsion**

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

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

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

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

1. Academic requirements published by the school
2. Severe emotional challenges
3. Uncooperative or destructive attitude of parent/guardian or other family member
4. Any parent or guardian or other family member who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his or her duties may be guilty of a misdemeanor and risks the continuation of their child in the school.



5. Any parent or guardian or other family member who insults or abuses any school personnel risks his or her child's continuation in the school.
6. Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

**Recommended Transfer Resulting from Parental Attitude:**

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

**Termination from SMA Activities:**

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

## **MISSION ADVANCEMENT**

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

- Recruitment
- Admissions
- Enrollment
- Advertising and Website
- Communications
- Alumnae Reunions and Events
- Outreach Fundraising
- Annual Giving
- Planned Giving
- Endowment

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

through philanthropy, the school can offset the complete cost of education and foster a strong tuition assistance program, making St. Mary's education accessible to its families.

### **St. Mary's Academy's Endowment**

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

### **Who to contact for more information**

Learn more about how you can help support St. Mary's mission, please contact The Main Office

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

### **HEAD OF SCHOOL'S RIGHT TO AMEND**

The Head of School reserves the right to amend school rules and regulations as necessary during the school year. Parents/Guardians will be notified via the school's website of any such amendments. The Head of School is the final recourse within the school and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. The Head of School is the final interpreter of all regulations and policies in this handbook.



# St. Mary's Academy

## Bell Schedule

Monday Schedule		Tues/Thurs Schedule		Wednesday Schedule	
8:10AM	First Bell	8:10AM	First Bell	8:10AM	First Bell
8:15-9:00	1	8:15-9:35	Block 1	8:15-9:35	Block 5
9:05-9:50	2	9:40-11:00	Block 2	9:35-9:55	Break
9:50-10:10	Break	11:00-11:20	Break	10:00-11:20	Block 6
10:15-11:00	3	11:25-12:45	Block 3	11:20-12:00	Lunch
11:05-11:50	4	12:45-1:25	Lunch	12:05-1:25	Block 7
11:50-12:30	Lunch	1:30-2:50	Block 4	1:30-3:00	Faculty/Staff PLC
12:35-1:20	5	2:50-3:00	Daily Duties		
1:25-2:10	6				
2:15-3:00	7				

Friday Schedule A		Friday Schedule B		St. Mary's Academy Liturgy Schedule	
For Clubs & Office Hours		For Assemblies & Rallies		Tuesday (60 minute classes)	
8:10 AM	First Bell	8:10 AM	First Bell	8:10AM	First Bell
8:15-9:35	Block 5	8:15-9:35	Block 5	8:15-9:20	Block 1 (+ PA dismissal)
9:40-11:00	Block 6	9:35-9:55	Break	<b>9:25-10:40</b>	<b>Liturgy (1hr, 15min)</b>
11:00-11:20	Break	10:00-11:20	Block 6	10:40-11:00	Break
11:25-12:05	Flex A	11:20-12:00	Lunch	11:05-12:05	Block 2
12:10-12:50	Flex B	12:05-1:25	Block 7	12:05-12:45	Lunch
12:50-1:30	Lunch	1:30-2:10	Flex A	12:50-1:50	Block 3
1:35-2:55	Block 7	2:15-3:00	Flex B	1:55-2:55	Block 4
2:55-3:00	Daily Duties	*Assemblies will take both Flex A & Flex B. Rallies will have clubs or office hours during Flex A.		2:55-3:00	Daily Duties

## Final Exam Schedule

Day One: Blocks 1-3		Day Two: Blocks 4-5		Day Three: Blocks 6-7	
8:10 AM	First Bell Report to 1st Block Class	8:10 AM	First Bell Report to 4th Block Class	8:10 AM	First Bell Report to 6th Block Class
8:15-8:20	All School Prayer	8:15-8:20	All School Prayer	8:15-8:20	All School Prayer
8:20-9:50	1st Block Exam	8:20-9:50	4th Block Exam	8:20-9:50	6th Block Exam
9:50-10:10	Break (20 min)	9:50-10:20	Break (30 min)	9:50-10:20	Break (30 min)
10:15-11:45	2nd Block Exam	10:25-11:55	5th Block Exam	10:25-11:55	7th Block Exam
11:45-12:15	Lunch (30 min)	11:55-12:00	Announcements and Dismissal	11:55-12:00	Announcements and Dismissal
12:20-1:50	3rd Block Exam				
1:50-1:55	Announcements and Dismissal				

