

St. Mary's School
Student/Parent Handbook 2008-2009
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School Philosophy

The Catholic Church considers education to be of utmost importance. Our Holy Mother Church refers to herself as Mother and Teacher and encourages every individual to hold learning in highest esteem. The opportunity to develop the mind and learn why God created us helps each of us to become the dignified human beings we are created and called to be. Everything we achieve is done through the loving graces and power of God the Father, Jesus Christ, His only Son, and the Holy Spirit, who empowers us with the fortitude to meet our challenges.

The professional staff of our Catholic School firmly adheres to the goal of every individual growing toward being wholly fulfilled and a unique child of God. We expect that every parent and every child that enters the school will be equally committed to this goal through sound academic formation and continuous religious instruction.

St. Mary's School embraces with dignity and pride the name and virtues of the Blessed Virgin, Mother of Jesus, who bestows her special graces and spirit of nurturing love to all in our community.

Our Christian family is dedicated to assisting every student in achieving his total education and dignity of life with emphasis on spiritual, intellectual, emotional and physical development.

In considering the support and development of your child, we wish to reaffirm the utmost importance of the home as your child's primary source of education in the virtues and responsibilities that are essential to his or her successful interaction in any community. Your child's first experience of community outside of family is his school. To ensure that it is a positive and enriching experience, each child should embrace an essential respect for human dignity, prayer, service to others and acknowledgement of authority. These qualities are essential to Christian citizenship in any community and will ensure your child's success, happiness and sense of self-worth.

Mission Statement

The community of St. Mary's School faculty and parents is firmly committed to being the path through which every student achieves wholeness of spirit, mind and body and further adheres to the goal of Christian fulfillment by reaffirming academia, family, the sanctity of life and the dignity of being a unique child of God.

Non-Discrimination Policy

St. Mary's School admits students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on any national, ethnic or religious basis in administration of the school's educational policies, scholarship and financial aid programs, athletics or any school-administered activities.

Forward

This handbook was designed to assist you as parents. It will familiarize you with the policies of St. Mary's School, but more importantly, it will enable you to assist and support your child's education and activities. Please review the handbook together with your child.

Note Carefully:

The regulations and other provisions outlined in this handbook are considered a contractual agreement between St. Mary's School and each student enrolled in the school. In developing the policies and rules for St. Mary's School, the administration assumes that all parents have trained their children in proper Christian behavior. St. Mary's students should be proud that their behavior is "a cut above" the behavior at other schools. The principal will have the authority to use his discretion in interpretation and modification of these policies and guidelines. No list of rules and regulations can be all-inclusive. Students who choose not to behave according to the guidelines set forth by our Christian faith will be appropriately corrected. The school, with the principal's approval, reserves the right to amend the handbook. If changes are made, all parents will be sent notification.

This handbook replaces all handbooks published by St. Mary's School before August 2008.

Religious Formation

The Religious Formation Program of St. Mary's School is twofold: 1. To teach the ongoing revelation of the Message of Jesus Christ as entrusted to His Church; 2. To personalize that teaching into the everyday lifestyle of both the students and the faculty. Scripture teaches us that Faith without works is useless, and work without faith is blind. It is with these two facts in mind that St. Mary's approaches the religious formation of its students and faculty. All teachers are responsible for the religious formation of the students at St. Mary's. The religion department at St. Mary's will utilize as many teaching methods as possible to present the truth that is rooted in the Gospels of Jesus Christ. These may include discussion, lecture, film projects, prayer services, guest speakers, retreats and liturgies. All lessons will be centered on a prepared lesson plan. The following are some of the guidelines of the religion department:

- Students will be allowed to experience how God and Church influence their lives. Religion class will provide ample time for discussion and reflection.
- All students will have access to a Bible and a copy of the new Catechism of the Catholic Church. Teachers will use these in preparation of lectures and in leading discussions in order to show the continuity between the Church and Scripture.
- Students will be required to participate in discussions and will be responsible for projects, assignments and reports.
- The Liturgical Year will be followed and explained in light of the particular course.
- The Sacrament of the Eucharist and the Sacrament of Penance will be made available to faculty and students on a regular basis.
- Prayer will be an integral part of the student's day.

The religion program is at the heart of the mission of St. Mary's School. Without Catholic Doctrine and Christian formation we cannot exist. Student's attending St. Mary's School will accept the following:

- Any student failing to pass the Religion Course for the year will have to attend and successfully complete a summer remediation course (approved by the principal).
- Attendance at all school liturgies and religious services is mandatory.
- Students of all denominations are required to take the specific religion courses offered.
- All students are required to attend any school retreats offered.
- The faculty of St. Mary's is called upon to participate in all school religious functions.
- The administration, faculty, student body and all others present on campus will foster a Christian atmosphere of charity and understanding and uphold the teachings and customs of the Roman Catholic Church.
- In addition to passing grades and attendance at any school retreats offered, fulfillment of a designated number of service hours per year is required for successful completion of each religion course.

General Information

Admissions

St. Mary's School is an open admission Catholic school. St. Mary's admits male and female students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on any national, ethnic or religious basis in administration of the school's education policies, financial assistance programs, athletics, or any other school-administered program. The school makes sincere effort to live up to its philosophy of educating the whole child in a faith-filled environment. It seeks to serve all students who want the benefits of a quality Catholic education. All inquiries regarding admission should be directed to the school office. Students are required to take an admission tests and results will be reviewed by the administrator. Admission will only be denied to applicants if their needs cannot be properly served at St. Mary's School. This may occur when class size does not allow for proper placement of a student, when there is a need for highly specialized counseling and treatment, or when a student's discipline record indicates a disruptive pattern.

Students at St. Mary's School must follow the academic and discipline policies of the school. Serious disregard for these policies will result in probationary status for the student and possible expulsion. St. Mary's School pledges to work closely with our students and their parents in the enforcement of school regulations, and students and parents are urged to review carefully these policies. Students and parents are required to abide by all policies in the school handbook.

Tuition and Fees

Tuition and fees are due by June 15th prior to the year of enrollment. You must return the consent form indicating your planned method of payment to the school finance office by May 28. Loan information will then be forwarded to the bank. Failure to pay tuition or sign your pre-arranged installment loan program papers at Bank of Montgomery at a rate of 5.42% interest by June 15 will result in a penalty of \$250 per returning student. There is a documentation fee of \$25. After June 15th a student's place is not held until tuition is paid or the loan signed, plus payment of the penalty fee. For new to St. Mary's School students, all fees and forms are due as soon as possible in order to complete the application/registration process prior to the 1st day of school in August 2008 or as soon as possible for a timely admission.

Each family is encouraged to perform eight (8) hours of service to St. Mary's during the 2008-2009 school year. Please indicate on the registration form in which areas your family might be interested in assisting. You are also invited to call the school office to volunteer for any school program or event.

Tuition Refund Policy

- All fees are non-refundable
- There will be a \$50 handling fee for withdrawing a student
- If a student withdraws prior to the first day of school, all tuition will be refunded minus the \$50 handling fee, any bank charges and interest.
- If a student withdraws after the first day of school through December 31st, (or before the end of the first semester) one half of the tuition, minus the \$50 handling fee and any bank charges and interest, will be refunded.
- If a student withdraws after the beginning of the second semester no tuition will be refunded.

Lunch Program

St. Mary's serves nutritious meal every day that school is in session. Elementary students are given a coupon booklet at the beginning of the school year. Middle and high school students may purchase a lunch card for 10 lunches. Students must obtain the lunch card from the lunchroom management in the morning before school or at the break, not during the lunch period. Students may not have lunch delivered to school. Students may not bring or eat fast-food breakfast/beverages or lunches with them to school. Meals brought or delivered to school will be confiscated and discarded.

The Diocese is implementing a breakfast program for this year. The program will be gin at 7:00 a.m. and serving will end at 7:30.

Lunch Fees:

- Pre – K thru 5th \$2.25 per day, payable in nine (9) monthly payments by the 15th of each month
- 6th thru 12th grade Lunch cards are sold for 10 days each @ \$25 per card.

Breakfast Fees:

- An initial, non-refundable, payment of \$20.00 per student is required for participation.
- PK – 12th grade \$1.50

Note: Lunch fees are set by the Diocese and are subject to change.

Bus Transportation (to Many)

St. Mary's School provides bus service to families living in the Many area. Fees for this service are as follows:

First child - \$300 per year

Each additional child - \$200 per child per year.

Appropriate forms must be filled out and turned I to ride the bus. Please call the school office for these forms and additional information.

Financial Assistance

Limited funds are available for financial assistance. Grants will be made on the bases of information from 1040 tax forms. All applications must be in no later than May 1. Applications may be obtained by contacting the business office. Families presently on assistance must reapply each year.

Academic Regulations

St. Mary's School strives to maintain an atmosphere conducive to academic achievement. Such an atmosphere provides each student the opportunity to realize his/her potential and to develop a healthy attitude and responsible behavior that will permit him/her to pursue continued studies and to assume his/her place in society as a concerned Christian adult.

The staff is willing to help each student meet success. Students are expected to work to the best of their ability, to maintain standards of academic honesty and to help maintain an atmosphere conducive to learning.

Honesty In Studies

Students are expected to maintain the highest standards of academic honesty. This includes work on research papers, homework and other assignments as well as tests. Cheating is defined as deliberately giving or receiving any unauthorized information on any quiz, test, examination or other written work. Stealing is defined as taking another person's property without permission. This includes plagiarism.

The honesty and integrity of our students is very important to St. Mary's School. Please review this with your child and emphasize its importance.

Grading Policies

St. Mary's School Grading Scale

	<u>Regular Courses</u>	<u>Honors Courses</u>	<u>Description</u>	<u>Quality Points</u>
A	100 – 93	100 – 90	Excellent	4
B	92 – 85	89 – 80	Above Average	3
C	84 – 77	79 – 70	Average	2
D	76 – 69	69 – 60	Below Average/ Passing	1
F	68 – Below	59 – Below	Failing Work/ Incomplete work	0

Grades are determined on the basis of all work of a particular period – daily work, assignments, class participation, quiz and test grades.

Assignments are given to assist the students learning process in each subject area. Students are expected to complete assignments on time and to develop a pattern of study. If a student fails to turn in an assignment, the teacher may schedule a required session after school for the student to complete the work and or penalize the grade. Repeated failure to do homework will result in loss of credit for the course.

Grade Point Average

The total number of quality points a student has earned is divided by the number of courses taken to determine a student's GPA. A grade earned in summer school or correspondence course does not cancel or replace an "F" earned during the school. Both the "F" and the summer school grade or correspondence grade are included in the grade point average.

Honor Roll

At the end of each quarter an honor roll will be posted of "A" and "AB" students.

Grades 1 – 12	"A Honor Roll" – 4.0 GPA; All A's on report card
Grades 6 – 12	"B Honor Roll" – 3.0 – 3.9999 GPA
Grades 1 – 5	"B Honor Roll" – All A's and B's on report card

Progress Reports

These reports are given to students in the middle of each quarter. Students are required to sign the progress reports and then take the report home for his/her parent to sign. The signed report is then returned to the designated teacher.

Report Cards

Report cards are issued four times during the year.

Parent Conferences

Scheduled parent conferences at St. Mary's will occur after the first and second nine weeks grading period. Other conferences may be scheduled according to request, either by teacher or parent. Conferences may be scheduled by calling the office for an appointment.

With regards to concern your child may have in a particular class, first see the teacher, and only then, if needed, an administrator. Interviews, even brief ones, should never be attempted during class hours. Calling teachers at home is discouraged.

Semester Exams

Ninety-minute comprehensive semester exams are administered to all students at the end of the second and fourth quarters. The semester exam counts for 20% of the semester average. Vacations should never be scheduled during this period. Students who miss a scheduled semester exam will receive a zero for that exam. Exams will be given only on assigned dates. No exams will be given early. All debts must be cleared before taking exams.

Course of Study – High School

To graduate high school from St. Mary’s, students must earn 27 Carnegie units of high school credit. One unit of credit shall be equivalent to one Carnegie unit. Advancement to the next grade level requires a certain number of Carnegie units as follows:

Grade	# of credits previously earned
9	0
10	5
11	11
12	17

St. Mary’s Graduation Requirement

Religion	4 units
English	4 units
Social Studies	4 units
Mathematics	3 units (Algebra I, Algebra II, and one of the following: Geometry, Pre-Calculus, Advance Math, Financial Math, Calculus)
Science	3 units – Biology and 2 of the following: Physical Science, Chemistry, Physics, Biology II, Environmental Science
Physical Education	2 units
Computer Literacy	1 unit
Electives	+ <u>6 units</u>
	27 units of credit

All students except seniors must schedule seven courses per year. Seniors may schedule only six courses, provided that they meet graduation requirements without the seventh course.

Students lacking an adequate number of units to be moved to the next grade may make up units in the following ways:

- retake the class
- summer school
- LSU Correspondence Courses (Forms available from the Guidance Dept.)
- Vocational/Technical School Summer Program
- The Religion Dept. with approval of the principal handles failures in Religion.

Seniors who intend to receive credit for correspondence courses taken during the senior year must complete the course(s) by December 31.

Valedictorian and Salutatorian

To qualify for valedictorian at St. Mary's School, a student must have attended St. Mary's School for their sophomore, junior and senior years and have taken the most rigorous courses offered during all four years and must have the highest cumulative grade point average.

The Salutatorian must have attended St. Mary's School for the last 3 years and have taken the most rigorous courses offered.

Class Rank

The cumulative grade point average is used for ranking members of each class. All course grades are included in this computation. Class rank is used for awards purposes only and is reported on student's transcripts or to postsecondary institutions.

Middle School

Middle School students are required to carry 7 units each year.

A Middle School student who fails two or more major subjects (Math, English, Literature, Science, Social Studies, Religion) is retained in the same grade level for the next year. The student is allowed to return to St. Mary's to repeat that grade with the principal's approval.

A Middle School student who fails one major subject is required to repeat and pass that course in the summer school session immediately following the school year in order to be promoted to the next grade level.

The principal makes the final decision regarding the promotion of any middle school student.

Elementary

Our curriculum is aimed at developing the potential of every student. The reading curriculum is set up in a series of levels. These levels have been geared to the acquisition of the basic skills and concepts necessary for knowledge and understanding of the subject through the use of a basal textbook and a variety of supplementary materials and media.

The regular course of studies for every student in grades one through fifth includes the following: Religion, Language Arts, Mathematics, Science, and Social Studies. They also may participate in Art, Music, Spanish, and Physical Education.

A student shall be advanced to the next grade level at the discretion of the principal, in light of the teacher's recommendation based on a student's daily performance, test results, and the ability to complete work successfully on a more advanced level. Consultation with the parent will take place.

The primary skill development needed in the first grade is reading ability. Without this ability it is a disadvantage for a child to be promoted as most learning is directly related to reading skills. For this reason a child in first or second grade may be retained if he or she is reading below his/her grade level.

A child in Pre-K – 2nd may also be retained if the opinion of the teacher concerned feels it would not be in the best interest because of some deficiency in overall academic achievement or lack of maturity/social adjustments.

Retention in grades 3rd, 4th, and 5th, is based on the following major subjects: Reading, Math, English, Social Studies, Religion, and Science. If a student fails two or more subjects for the year, they will be retained.

Testing Dates for 2008-2009

PSAT (Pre-SAT) All Juniors & Sophomores
Test Administered October 15
Cost \$12

PLAN (Pre-ACT) Sophomores
Test Administered October 23
Cost \$10

EXPLORE (Pre-ACT) 8th Grade
Test Administered January 20
Cost \$10

ASVAB (Military Ability exam) Juniors
Test Administered February 10
Cost – Free

Stanford Achievement Test Given to grades 1st – 11th
Test Administered March 2 - 5

AP American History Exam May 8
Cost \$75

ACRE Exam 8th Grade Religion Assessment

ACT Test College Admissions Exam
Our School Code is: 191930
Northwestern's (Testing Site) Code is 1600

<u>ACT Test Dates</u>	<u>Regular Registration Postmark Deadline</u>
October 25, 2008	September 19, 2008
December 13, 2008	November 7, 2008
February 7, 2009	January 6, 2009
April 4, 2009	February 27, 2009
June 13, 2009	May 8, 2009

Cost begins @ \$29

If you are planning to attend a college or university you must have an ACT or SAT test score. You must have taken the test by October of your senior year to be eligible to apply for some academic scholarships. Many state universities have scholarship application deadlines of early November and early December. ACT packets may be picked up in guidance counselor's office. The April test date is the last one for seniors to qualify for TOPS without a penalty. **See the guidance counselor for all testing information.**

Louisiana Tops Program

Louisiana Tuition Opportunity Program for Students

Louisiana Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has four components, three of which are available to students; one is available to teachers.

How and When to Apply

You must apply for all TOPS awards by submitting the Free Application for Federal Student Aid (FAFSA), which corresponds to the year you plan to enroll in a post-secondary school. The state deadline is published in the FAFSA. The FAFSA can be completed online at www.fafsa.ed.gov or by obtaining a paper application in the Guidance Office.

TOPS Core Curriculum

All of the TOPS awards require 17.5 units of high school course work, constituting a core curriculum as follows:

- English I, II, III, IV
- Algebra I (1 unit), or Applied Algebra 1A and 1B (2 units)
- Algebra II
- Geometry, Trigonometry, Calculus, or an approved advanced math substitute
- Biology I
- Chemistry I
- Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II
Physics, or Physics II or Physics for Technology (1 unit)
- Additional unit taken in the math or science courses (Geometry, Trigonometry,
Calculus or an approved advanced math substitute, Earth Science,
Environmental Science, Physical Science, Biology II, Chemistry II,
Physics, or Physics II, or Physics for Technology (1 unit)
- American History
- World History, Western Civilization or World Geography
- Civics and Free Enterprise (combined) or Civics (1 unit)
- Fine Arts Survey (or Substitute two units of performance courses in music, dance,
and/or theater; or two units of visual arts; or two units of studio art, or one
unit of an elective from among the other subjects listed in this core
curriculum)
- Foreign Language (2 units in the same language)
- Computer Science, Computer Literacy or Business Computer Applications 0.5
(or substitute at least ½ unit of an elective course related to computers
approved by the State Board of Elementary and Secondary Education or
½ unit as an elective from among the other subjects listed in this core
curriculum)

If you have any questions, call 1-800-259-5626, Ext. #1012 or go to www.osfa.state.la.us/schgrt6.htm

Conduct and Discipline

The disciplinary policies and procedures of St. Mary's School are established to ensure an orderly educational environment, which respects the Christian dignity of the individual. St. Mary's believes strongly that a disciplined, orderly environment is an essential aspect of a Catholic School.

Students are expected to conduct themselves in a manner consistent with their status as members of the St. Mary's School community.

School rules and regulations are made to establish an educational environment that minimize destruction from the learning process and reinforces Christian values. The disciplined atmosphere of the school serves the two-fold purpose of respecting the right of the individual to learn and of teaching the students the Christian dimension of self-discipline.

Self-discipline is the best discipline and the goal of each student. Courtesy, respect and common sense are the standard. While on campus, at school-related events, and traveling to and from school, students shall conduct themselves as young Christian ladies and gentleman and in a manner that supports the good name of St. Mary's.

Behavior, therefore, shall at all times be respectful, cooperative and conducive to meeting the academic and other needs of everyone in the school community. Failure to meet these expectations may result in a disciplinary action.

If a student is present when wrongdoing is evident (such as fighting, smoking, vandalism, use of alcohol or other drug, etc.) then that student has the obligation to remove her/himself immediately from that situation; otherwise, he/she shares in the consequences related to such misbehavior.

While off campus a student shall conduct her/himself in a manner consistent with her/his status as a member of the St. Mary's community. Behavior that is contrary to the moral or religious principles of the Catholic Church or the philosophy or policies of St. Mary's as indicated in this handbook, makes a student subject to disciplinary action including suspension or dismissal. Such behavior may result in a student being removed from all offices, teams, squads, etc.

Conduct on Campus

Assemblies: Students are expected to attend all assemblies. At all times students must conduct themselves appropriately and in a manner befitting Christian students.

Books: Students are responsible for any of their textbooks and library books that are lost, damaged or stolen. Books must be returned or paid for in order for a student to take his or her exams.

Cafeteria

Students are to conduct themselves appropriately modeling good manners to help make the cafeteria a pleasant place by observing these procedures and rules:

- Enter the lunch line at its end; students may not cut in the service line.
- Have lunch cards ready to present to the cafeteria manager.
- Clear and clean-up eating spaces before leaving the tables.
- Scrape out all food remaining in tray; place utensils in designated areas.
- Consume or dispose of all food and beverages before leaving the cafeteria.
- Off-campus food/fast food and beverages are prohibited!

Food and Drink:

Food and drink are not permitted anywhere in the school building other than the cafeteria or the hallways. **Gum chewing is prohibited!**

Electronic Equipment

Students are not allowed to have headphones, walkmans, portable radios, beepers, C.D. players, or I-pods on campus. These items will be confiscated and returned at the discretion of the principal.

Cell phones should not be activated during the regular school day from 7:50 – 2:45. Students are not prohibited from having cell phones, but they should keep them in their book bags or lockers and out of sight during the school day. The use of cell phones on campus during the regular school day will result in the phone being confiscated and a minimum of one-day suspension. If confiscated the phone will be returned to the parent.

Lockers

Students are responsible for the content of their lockers. It is strongly recommended that each student receive a school combination lock and keep it on his/her locker. There is no additional fee to receive a lock, however a student may purchase a key-lock if they so desire. Please furnish the office with a copy of the key in case it is needed. If students choose to not use a lock on their locker, the school is not responsible for lost or damaged items.

Damage to Property

A student is expected to use the building, furnishings, and equipment only for the purposed intended. A student, who by his/her action causes damage to school property, is obligated to replace that property. Any act of vandalism against school property, the property of another school or the property of a member of the faculty, staff or student body, on or off campus, may result in severe corrective action including dismissal.

Sexual harassment, hazing, or other harassment is a serious violation of the Code of Conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonable interfering with an individual's school performance or creating an intimidating, hostile, or offensive environment. Such conduct may be directed at either males or females. School administration will determine whether the behavior is intimidating, hostile, offensive, or interferes with school performance after an investigation including interviews with the perpetrator and recipient, as well as any witnesses to the behavior. Confidentiality of all parties will be respected to the extent consistent with a thorough investigation.

Hazing is defined as any action taken or situation created by an individual or group, whether on campus or off the premises, to produce mental or physical discomfort or embarrassment, or that in any way demeans the dignity of another human being. This includes, but is not limited to, initiation rites for athletic teams and other groups. Hazing or harassment may also include any other deliberate or repeated attempt to annoy, intimidate, or damage the reputation of another student. Students should report sexual harassment, hazing, or other harassment by any person at the school to a counselor immediately. False reports or retaliation for reports of harassment are also serious violation of the Code of Conduct.

Students need and have a right to an environment that is safe and positive for learning. The most effective learning takes place in an atmosphere where students, parents, and school administrators are fully aware of the grounds for disciplinary actions and the procedures followed on the violation of rules. Certain forms of conduct which may disrupt or destroy a positive learning environment will not be tolerated.

Drug Testing Policy

St. Mary's School is committed to providing a spiritual and academic environment conducive to learning while taking all precautions to assure that students will be accorded every reasonable safety measure. We consider the student use, possession and/or distribution of illegal drugs, drug paraphernalia, controlled substances, tobacco products and intoxicating beverages on campus or at any school function to be completely unacceptable and intolerable.

All St. Mary's students will be subject to screening for illegal substances. The method of testing will be either a urine or hair sample analysis. Students to be tested will be randomly selected by computer. All students must have on file a permission form signed by parents acknowledging that they have consented to the administration of the test and waiving any objection of the completion of the tests. Results of tests will be kept strictly confidential. Parents of students who test positive will be notified immediately and must meet with the principal and the athletic director (if an athlete) or club sponsor (if in a club or school organization). The parents may choose to have a supplemental test done during this process at an approved laboratory at their own expense. For all positive test results, a

school re-test will be scheduled 100 days from the meeting. Retest is at the parent's expense. The principal will provide the parent with a list of available services for substance abuse in the community. The responsibility to utilize these services rests with the student and his/her family.

Parent and student shall sign the drug testing policy statement acknowledging that St. Mary's School assumes no responsibility for diagnosing or treating a disease that may become known as a result of the laboratory test.

Drug Policy

1. No student will consume, use, sell, distribute or possess any drug or like substance including anabolic steroids, any alcoholic beverage or tobacco product at St. Mary's School or any school function.
2. No student will be in possession of any drug-related paraphernalia at any St. Mary's School function.
3. Any person having any reasonable cause to believe that a student is guilty of the above shall immediately report such fact to the principal of St. Mary's School. The principal shall investigate the circumstances of the report with the parent. This investigation may include a drug test.
4. No student shall choose to remain in the presence of any other student whom is in violation of any of the matters set forth in items 1 or 2 above. Those who knowingly remain in the presence of a student in violation of school policy shall be subject to a one-day at-home suspension or other penalties deemed appropriate by the principal.
5. The principal has the right to conduct a reasonable search of the student and the student's possessions, including vehicles, on the St. Mary's School campus.
6. The school is co-tenant of the lockers and desks and reserves the right to search them at any time without notice.
7. **CONSEQUENCES AND SANCTION:** The sanctions to be applied to students guilty of infractions noted above (# 1 and 2) include automatic three (3) day at-home suspensions and whichever of the following are deemed appropriate by the principal: Counseling; relinquishment of extra-curricular positions involving membership in clubs, holding of offices in various classes, clubs and organizations for one year and temporary or permanent suspension from participation in all extra-curricular activities. In addition, appropriate law enforcement authorities will be notified if necessary.
8. A student who tests positive on the re-test will be dismissed from St. Mary's School
9. A student who tests positive in two consecutive years will be dismissed from St. Mary's School.

The Disciplinary Process

Before any disciplinary action is taken, students have the right to:

1. Be informed of the charges against them
2. An explanation of the evidence.
3. An opportunity to present their side of the story

Group I: Violations Against School Procedures

1. Dress code violation/lack of good grooming
2. Skipping a class
3. Inappropriate displays of affection in public
4. Forgery of signatures
5. Cheating, (giving or receiving), shall earn a zero on the assignment
6. Food or drink in classrooms
7. Obscene language
8. Gum chewing
9. In non-designated areas during lunch
10. Leaving food or tray inside/outside cafeteria
11. Excessive absences/tardies
12. Carrying beepers, cellular phones or headphones
13. Any other violation which may disrupt school procedures

Disciplinary Code:

Violations will be dealt with in one or more of the following ways:

Restitution, detention, school suspension, summer school remediation courses, Probation or dismissal.

Group II: Violations Against the Welfare of Individual or School

1. Repeated violations of Group I
2. Stealing
3. Threats or inflammatory statements
4. Dangerous driving on campus
5. Use, possession, or distribution of indecent material
6. Smoking or tobacco use on/off campus, or at a school-sponsored event
7. Leaving campus without permission
8. Skipping/Truancy
9. Severe insubordination or disrespect toward authority
10. Flagrant disobedience
11. Use, possession or distribution of alcohol or any illegal substance
12. Inappropriate or disruptive conduct in/outside of classroom
13. Hostile physical encounter with another (fighting)

14. Intentional threat to do violence to another
15. Willful damage or theft of the school's or another's property
16. Obtaining anything of value by coercion/fear
17. Any violation which damages the good name of the school, for example, infractions similar to #11 committed off campus.
18. Any other violation which threatens the welfare of another.

Disciplinary Code:

Violations will be dealt with in one or more of the following ways:
Home suspension, conference with parents, restitution, disciplinary probation (further offenses may result in expulsion).

Group III: Violations Against the Civil Law

1. Repeated Violations of Group II
2. Forgery of official school documents
3. Arson or Grand Theft
4. Use, possession, or distribution of illegal substance
5. Assault and or battery with a weapon
6. Possession/concealment of a weapon
7. Other serious offenses on/off campus which may detract from the good name of the school

Disciplinary Code:

Violations will be dealt with in one or more of the following ways:
Disciplinary code of Group II, expulsion from St. Mary's High School, recorded on transcript, report of crimes to appropriate police authorities.

Discipline Guidelines

Individual teachers have classroom policies that are reviewed by the administrator. Students are expected to adhere to individual teacher policies. Christian behavior is expected of all students at all times. Below is a partial list of what this expectation includes.

- Students should treat everyone with respect. Respect for the dignity of every human being is at the core of our Catholic teaching.
- Students should come to school prepared to work hard at their studies throughout the entire school day. In the lives of the faithful, their work is united with that of Christ and so acquires a new value. (CCC1368) We are called to do our best at the tasks assigned to us each day.
- St. Mary's students are expected to dress and present themselves with modesty. This is why the school uniform should be properly worn at all times.
- Students should be honest. St. Thomas Aquinas said, "Men could not live with one another if there were not mutual confidence that they were being truthful to

one another.” Students are expected to maintain the highest levels of academic honesty.

- Failure on the part of the student to maintain acceptable standards of conduct will result in disciplinary action by school authority. Such action may take any of several forms: Parent conference; detention; suspension (in-school or at-home); probation; expulsion; or any other prescribed punishment (or combination of punishments) depending on circumstances.

NOTES:

- All consequences will be modified to age appropriateness and consideration of seriousness of the offense.

Suspension Policy

In-School: The student may be placed in a designated detention area or may be assigned to a work detail for a specific class period or an entire day. There is no academic penalty assigned to an in-school suspension. It is the responsibility of the student to secure all work and assignments and to turn all work in on time. This includes individual classes as well as one or more school days.

Out of School: The student will not be allowed to attend school and/or an individual class for the length of the suspension. The student will not be allowed to attend or participate in school or extra-curricular activities during the suspension period. The student will be allowed to make up all work, not to exceed 50% of the credit earned. It is the responsibility of the student to secure all school assignments. Parents will have complete custody and jurisdiction of their student during out-of-school suspension.

Attendance

Students are obliged to attend all classes every day that school is in session (State attendance policy, Bulletin 741) and to arrive at school on time. **According to state law, if a student is absent more than ten (10) days per semester, twenty (20) days per year, his/her credits are invalid, unless extenuating circumstances exist. Absence from an individual class period ten times per semester will result in failure in that class, unless extenuating circumstances exist.** An extenuating circumstance is defined as an extended illness or condition, verified by a physician.

School attendance is the responsibility of both parents and students. Each student enrolled at St. Mary’s assumes the obligation to be present and punctual for all assigned classes throughout the year.

Parents should obtain approval from the principal for extended absences when circumstances allow. Parents of students who, for health or medical reasons, miss school for any length of time should contact the principal as soon as possible.

The school is not authorized to grant vacations other than those provided in the school calendar.

Types of Absences

- Excused Absence

An excused absence is one in which the student is absent for a legitimate reason. The student is allowed to make up any and all work missed during the absence. All excused absences are **counted** as part of the student's total attendance record as required by state attendance policies (Bulletin 741).

- Unexcused Absence

An unexcused absence is one in which the student is absent without an approved reason or simply as a matter of convenience (e.g., getting a haircut, cutting class, unauthorized "skip days"). All absences, excused or unexcused, are **counted** as part of the student's total attendance record as required by state attendance policies (Bulletin 741).

- Educational Absence

Field Trips

If a student is absent from his regular classes to participate in a school-sponsored activity, such absences are not counted as days absent from school, but the student must make up whatever assignments are missed.

College Visits

Seniors are allowed two days for visits to college campuses, provided that St. Mary's staff receives advance notice. The student must return with written verification from the college visited in order for the day(s) not to be counted as an absence and must make up any work missed.

- Vacation

Every parent receives a copy of the school calendar at the start of the school year, or as requested. This will advise you of the dates of vacation periods. If students take vacations on dates other than those specified in school calendar, teachers are not responsible to prepare special assignments in advance for those students. It will be the responsibility of the child to make up class work upon returning to school.

Parents planning to extend their child's regularly scheduled school vacations will be strongly discouraged because classroom discussion and interaction often provide the main focus for learning and cannot be replicated through out-of-class make-up assignments.

Procedure for Absences

- **Notifying the Attendance Office**

If a student is ill or must be absent from school for some serious reason, the parents must phone the school office between 7:45 and 8:15 a.m.

- **Advance Excuse**

If a student must be absent from classes, the parent must send a written note to the office at least one day prior to the absence. The student should also notify his/her teachers and make arrangements to complete any work missed.

The principal authorizes students to be absent from classes in order to attend school-or-civic sponsored activities.

- **Dismissals**

If a student is to be dismissed during the school day, the parent must call, send a note, or report to the office to sign out the student.

- **Participation in Extracurricular Activities**

For a student to be eligible to practice or participate in school activities or athletics for that day, he/she must be checked in and present in the class by the beginning of **third period** and complete that day of classes. Educational absences, doctor's appointment, and attending funerals are examples of situations that qualify for exceptions. Such matters will be at the discretion of the principal.

A student who is absent from a class day on account of illness or who incurs an unexpected absence will not be allowed to participate or attend any extracurricular events or practices scheduled for that day.

- **Re-admission After Absence**

A student who has been absent, even for part of a day, must bring a signed note from a parent, giving the date and reason for the absence to the office. A student who checks out for a doctor's appointment must present a statement from the doctor's office indicating the period of time for the visit.

- **Making Up Assignments and Tests**

When a student is absent for any reason, he/she is responsible for obtaining and returning all assignments and making up all tests on the date specified by the teacher. If this is not done, the student receives a grade of zero for the assignments. Students absent on the day of a previously announced test or assignment are responsible for that exercise. Failure to do so will result in a grade of zero.

- **Illness While at School**

A student who needs to check out for any reason must complete a request form provided by the teacher. The office staff will contact the parent and arrange for the student to be released.

- **Recording Absences**

Absences are credited to the student's attendance record as follows:

- ✓ A student who misses more than one but less than three full class periods is considered absent for one-half day.
- ✓ A student who misses three or more complete periods is considered absent for the whole day.

- **Tardiness**

A student must be on time for every class. Students will be considered tardy if they are not in their classes and seats before the tardy bell rings. The teacher concerned will handle tardiness to any class other than first hour. First hour tardiness is handled in the office.

Students that are tardy to school should come to the office and will be given an admit to class. Each student is allowed two "free unexcused" tardies to school per quarter to take care of rare instances of car trouble, traffic issues, or broken alarm clocks. All subsequent unexcused tardies to school per quarter following the two "free" tardies will result being assigned a detention. After the fourth tardy and each subsequent offense will equal a one day suspension for the student.

IF A STUDENT IS TARDY FOR AT LEAST HALF OF THE LESSON TIME, the tardy becomes an unexcused absence for class.

Check Out Procedures

St. Mary's School is a closed campus. Students are to remain on campus from the time they arrive (even if first period has not begun) until dismissal. Any student leaving campus must check out through the office. The following rules for checking out must be followed:

1. Parents of elementary school students must go to the office to check out their child. The office will call the teacher to give permission for the child to check out.
2. Students may only check out for valid reasons such as: student illness; Doctor/Dental appointment (please try to schedule after school if possible); extreme emergencies.
3. Students may only check out for Doctor/Dental appointments with a written note from parents. The principal will randomly follow up written notes with phone call verification.
4. Students may not check out during lunch period unless their parent comes to the school and checks out the student. (Verbal permission will not be accepted)
5. Students may not check out during morning or afternoon activity periods (pep rallies/assemblies) unless their parent comes to school and checks out the student. (Verbal permission will not be accepted)
6. ATTENDANCE AT SCHOOL LITURGIES
All students are required to attend the regular weekly liturgy for their class. Absolutely no excuses for missing mass will be accepted. Do not schedule appointments during this time. Any student missing school liturgies will be considered having skipped a class.

Visitors

St. Mary's School policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register at the office and pick up a visitor badge. Parents are always welcome. Students are not allowed guests during instructional time.

Uniform Requirements and Dress Code

The St. Mary's School uniform policy and dress code are designed to enhance the learning environment of the school, to build a sense of pride in the students, to prevent students from being singled out for their appearance, and to foster a sense of modesty and neatness in the appearance of each student. All these things become a part of learning experience of the students at St. Mary's School.

When a child wears a St. Mary's uniform, he or she represents the school. His or her appearance is a direct reflection to the community of our school. If neat, clean, and properly worn, it displays a positive statement; if sloppily worn, a negative one. Therefore, all uniform items must be worn appropriately at all times (at school functions, in the community and, of course, at school). Uniform policy is important and violations of dress code rules (i.e. shirts un-tucked, no belt, skirts/shorts too short, no socks, etc.) is an act of willful disobedience on the part of the student and an act of disrespect to all who have worn the uniform before him/her. Uniform policies will be strictly enforced. Please review the proper uniform with your child and help him/her to follow the policies.

Uniform Requirements

Girls

- P4 – 5th Navy shorts, pants or skirt*, white polo or oxford shirt (short or long sleeve, with SMS crest), white socks, blue, black, or white tights.
- 6th – 8th Navy shorts, pants, or skirt*, light blue polo shirt or oxford shirt (short or long sleeves, with crest), white socks, blue, black, or white tights.
- 9th – 12th Plaid skirt* or shorts, khaki pants, white polo or oxford shirt (short or long sleeves, with crest), white socks, blue, black, or white tights.
- * All girls' skirts should be box pleat and have ten pleats, darts and non-elastic waistbands.

Boys

- Pre-K – 5th Navy pants and shorts, white polo or oxford shirt (short or long sleeves, with crest), navy or white socks.
- 6th - 8th Navy shorts or pants, light blue polo or oxford shirt (short or long sleeves, with crest), navy or white socks, tie*.
- 9th – 12th Khaki shorts or pants, white polo or oxford (short or long sleeves, with crest), navy or white socks, tie*. *See Mass requirements.

Outerwear

While on campus, all students may wear the SMS sweatshirt hoodie purchased from the school, SMS letterman jackets, and blue nylon zipper jackets with crest, purchased from Posey's may be worn during class time on any day. Students may wear SMS sports affiliated sweatshirts or spirit group jackets (Cheerleader or Tigerline jackets) on **Friday** only.

Note: Heavy coats worn to school may be of other style or design But must be removed and put in student lockers once at school. Only the items listed above may be worn during school.

Notes for all students:

- Shirts must be tucked in at all times. Belts/waistbands must be visible.
- Boys must wear belts at all times. Girls must wear belts if pants have belt loops. Belts must be black, blue, or brown.
- Shorts and skirts must touch longer than mid-thigh.
- No cropped pants, leggings, cargo type pants or shorts, or corduroy pants.
- No hats and caps are allowed inside the building.
- Only the designated SMS PE uniforms will be allowed in all PE classes.
- Only solid white t-shirts may be worn under the uniform shirt. T-shirts must not show at the sleeves and the uniform must be buttoned appropriately.
- Shoes must be below the ankle with full back required. Girls may wear tennis shoes or solid red, blue, or black flats. Boys may wear tennis shoes or dress shoes (brown or black). No boots, Crocks, moccasins, or backless shoes may be worn. Shoes and lace color should not be distracting. Shoes must be laced, fastened and worn appropriately at all times.
- Boys' hair should be above the eyebrows, off the collar and at least half of ears visible. Boys must be clean shaven and side burns may not be longer than the bottom of the ear lobe.
- Girls may not wear headbands with ties hanging over the shoulder.
- Girls (P4-5) may not wear fingernail polish, make-up, or earrings that hang down from ears. Girls (6-12) may not wear earrings that hang down excessively long from ears.
- Other violations not listed are left to the discretion of the principal. The principal makes the final determination on dress code violations.

PLEASE NOTE MASS REQUIREMENTS

- No shorts may be worn to weekly school liturgies. Boys must wear long pants. Girls must wear skirts.
- All Junior High and High School boys must wear a uniform tie to Mass (available at school). This will require an oxford style uniform shirt.

Building Regulations

1. Students with approved driving privileges may park in the KC Hall parking lot only.
2. Care of building and general grounds –
 - All students, parents and faculty members are encouraged to take pride in the upkeep of school facilities. Hundreds of thousands of dollars in tuition and donations have gone into the construction and maintenance of our school property. It is our responsibility to care for our facilities. Any damages done to school property by a student will be repaired. The bill for such repairs or replacements will be sent to the parents of the student who caused the damage. Students are responsible for the cost of books or school supplies that have been lost or defaced.
3. Lockers-
 - Lockers are assigned to students at the beginning of the school year.
 - Locks are available through tuition and fees. It is the student's responsibility to pick up his/her lock at the beginning of the school year and return it at the end of the year. Lost locks are \$5.00.No stickers, posters, etc. are to be posted on or in the lockers.

Asbestos Warning

St. Mary's School has been inspected for asbestos-containing substances required by federal law. It was found to contain friable and non-friable asbestos. Periodic inspections are made as required by law. Inspection records are on file in the office as is the school's Asbestos Plan. The public upon request may view them.

The Media Center

The Em W. Knipmeyer Media Center serves all grades. The library is for the use and enjoyment of all and is supervised by the librarian. Students are encouraged to use the library before school, during recesses and after school. Students wishing to use the library after school should check with the librarian in advance. Elementary grades go to the library once per week to check out books.

The librarian expects orderly conduct in the library, and students not following this rule will be asked to leave. Food, drinks, gum and book bags are not permitted in the library. Every book must be checked out correctly. Books on the open shelves may be checked out for one week, usually with the privilege of renewal. Students must return books on time or lose their library privileges until books are returned or replacement costs made. Reference books and magazines are to be used in the library. All books must be accounted for before receiving report cards or graduating. Internet permission forms signed by parents must be returned before using the Internet.

Other

Supplies

Supply list will be sent home.

Medicine Policy

The Catholic Schools Office of the Diocese of Alexandria has directed that, ordinarily, school personnel will not administer medication to students. If a student's health need Necessitates taking a prescription drug, the parent or guardian must submit an order from a Louisiana-licensed physician or dentist as well as a letter of request and authorization from the parent or guardian clearly indicating the student's name and the instructions for dosage and frequency. No medication shall be administered to any student unless it is provided to the school in the original container.

It should be clearly understood that administering any medication is the exception rather the rule and as such should be a rare occasion.

If a student is injured, the school office will notify the parent and render only simple first aid or life-saving intervention. It is the parent's responsibility to make sure all home and business telephone numbers are on file in the office.

If the injury is serious, the student will be taken immediately to the hospital.

A sick student is never sent home alone. When illness occurs at school, parents will be called and expected to pick up the student as soon as possible. Again, no medication will be given in the office without parental permission.

Mr. and Miss SMH

Guidelines:

1. Being selected as Mr. and Miss SMH is the highest honor a student can receive. These students should show four years of activity in a variety of extracurricular events, have Tiger spirit and Tiger pride, be involved in their community, and be a good student academically.
2. Criteria for students to be considered for Mr. and Miss SMH:
 - Must demonstrate a positive, respectful, Christian attitude (voted on by peers and teachers).
 - Must have attended St. Mary's School for entire Junior (11th) and Senior (12th) years of high school.
 - Must be a graduating senior as of May of the current school year.
 - Must have been actively involved in extracurricular activities and/or sports during 9th – 12th grade years.
 - Must have worked hard to be successful in the classroom.
3. There will be a point system for voting. Each event will be worth one point

- with extra points given for higher offices, better grades, more sports involvement, etc.
4. Any student meeting the above criteria is eligible to submit an application for the process. Only those students who return a completed application to Mrs. Maggio by the deadline will be placed on the ballot for student voting and faculty voting. (Note: The top three students receiving the most votes from their peers will receive twice as many points as those students who receive the top three votes from the teachers.)
 5. Once a student completes the application, he/she will automatically be placed on the ballot for student voting, teacher voting and point identification.
 6. Points will be deducted for any suspensions or serious offenses.
 7. Any students falsifying information on the application will be automatically pulled from the competition.
 8. The male with the most points will be selected Mr. SMH.
 9. The female with the most points will be selected Miss SMH.

ATHLETIC AND EXTRA-CURRICULAR PROGRAMS

Athletics

All students are invited to participate in the athletic programs of the school. We will abide by the rules and regulations set forth by the LHSAA handbook. Athletics are considered an integral part of the school's education program and are consistent with St. Mary's philosophy of developing the total person.

To participate in athletics the following is required:

- 2.0 GPA
- Consent form
- Physical exam
- Birth Certificate on file
- Insurance

The following sports are offered to students in the grades indicated:

- Grades 4-6 Boys – Basketball, Elementary Football
- Grades 4-6 Girls – Basketball
- Grades 7-8 Boys – Basketball, Jr. High Football
- Grades 9-12 Boys – Basketball, Baseball, Football, Tennis, Golf, Track
- Grades 7-8 Girls – Basketball, Softball
- Grades 9-12 Girls – Basketball, Tennis, Track, Softball

The LHSAA allows a student to participate in athletics with a 1.5 GPA. Students having a 1.5 – 1.999 GPA will be on probation until the next grading period (interim/9-weeks) in which they earn a 2.0. A student placed on probation will be required to attend Study Hall each day, Monday – Thursday. Failure to attend Study Hall will result in a one-game suspension. Repeated offenses will result in dismissal from the team.

St. Mary's After School Care and Study Hall

St. Mary's School offers an after school care program for parents in need of a place for their children to stay from 3:00 – 5:00 P.M. Students may study or do homework under the supervision of a faculty member. Arrangements may be made for this service daily or any combination of days in the week. Drop-ins are welcome and will be charged the 1- day fee. Please note that duty ends and students are no longer supervised after 3:20 P.M. each day. **Students that are not involved in an after school activity (athletic practice, dance line or cheerleader practice, quiz bowl, etc.) MUST REPORT to After School Care.** This applies to students of all ages. Any questions regarding this program should be addressed to the office.

Monthly charges for this service are as follows:

Days per week	If picked up by 5 P.M.	If picked up by 4 P.M.
* 5 days/week	\$135.00	\$70.00
* 4 days	108.00	58.00
* 3 days	90.00	48.00
* 2 days	69.00	37.00
* 1 day	50.00	25.00

Dismissal Procedures

3 year-old, P4, Pre-K, and Kindergarten will dismiss at 2:40. 1st through 12th will dismiss at 2:44. Pre-K through 2nd grade children riding with a 5th through 12th grader will be escorted to a designated area to wait for their ride. These rides will come through the parking lot to pick up these children.

Children in 3 year-old through 2nd grade only will be picked up by cars coming through the circle drive.

6th – 12th grades dismiss at 2:44. If they do not drive or ride with an elementary student, they should be picked up in front of the main building. High school students driving will park at the Knights of Columbus parking lot and will leave through that exit.

School Parties

- The teacher in coordination with room mothers may plan class parties at Christmas and at the end of the year for students in P3 thru the 5th grade. These two parties should not exceed 45 minutes in length. Parties must be on campus. No other parties are to be given. P3, Pre-K, and Kindergarten are also allowed parties at Halloween and Valentine's Day.
- No other parties are to be given. This includes celebrating birthdays. Parents may arrange with teachers in P3 thru 1st grade to bring cupcakes to celebrate individual student birthdays.
- Invitations to private parties, clubs or other events or activities are not to be issued at school unless an entire homeroom or all boys or all girls in a homeroom grade level is invited.

