

# *St. Mary's Academy*

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Website: [www.smabelles.org](http://www.smabelles.org)  
School Code 051-780



***SAINT MARY'S ACADEMY***

**Educating young women for 120 years!**

**Student / Parent Handbook**

**2011-2012**



# 2011 St. Mary's Academy 2012

Fully accredited by WASC and WCEA

*Founded in 1889*

*Staffed by the Sisters of St. Joseph of Carondelet*

*Our Lady of the Angeles Region*

*CIF Santa Cruz League*

*Patron: Mary Mother of Jesus*

*School Colors: Blue and Gold*

*School insignia: Belles*

## Alma Mater

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

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

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

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

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<i>*(Sign, tear out and return to school the week of August 31, 2011)</i>	
<i>*(Firmen, y regresen esta hoja a la escuela la semana del 31 de agosto, 2011)</i>	
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## HISTORY of SAINT 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. Saint 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 Saint 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 Saint Mary's Academy comprised 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 and continues in operation today.

In 1904, Saint 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) and 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. Saint 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, Saint Mary's Academy again moved in 1966 to its present site in Inglewood.

A Sister of St. Joseph has been principal of the Academy since its foundation in 1889. In July 2000, Sister Fay Hagen, a Sister of St. Joseph, once again assumed this position. In its recent past, the school faced significant challenges. The most significant among these were a dwindling student body and bleak financial outlook. To reverse this downward trend, the administration has focused on a variety of strategies to secure the foundations of an excellent educational institute including: incorporation of new strategies for recruitment of students, setting higher educational standards for students, curriculum development, smaller class sizes, financial stability and viability, public relations and image building, and the development of programs such as the Health Career Program, Performing Arts, new and a nationally sponsored science program through Mt. St. Mary's College to attract students and satisfy societal needs.

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. Saint 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 think of themselves as "the best and the brightest."

## Mission Statement

Saint Mary's Academy, a Catholic, independent, college preparatory high school for young women, in the tradition of the Sisters of Saint Joseph of Carondelet, commits its personnel and resources to serving all persons without distinction in order to build the kingdom of God. This is accomplished through a dynamic education, a promotion of Christian Values as exemplified by the administration, faculty and staff, and a lifelong commitment to learning that encourages service to the "dear neighbor." To assist families in educating their daughters, Saint Mary's Academy offers comprehensive curriculum and enrichment programs that provide for the religious, academic, social and physical development of the young woman.

## Philosophy

Saint 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, Saint 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 Saint 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 Saint Mary's Academy unique.

The principal is the final recourse and reserves the right to amend this handbook.  
Parents will be given prompt notice.

# Expected Schoolwide Learning Results

St. Mary's Academy prepares young women to take responsibility for  
Building the Kingdom of God. An SMA graduate will.....

## Learn by demonstrating

- Intellectual competence
- Strong critical thinking skills
- Academic curiosity
- A commitment to lifelong learning
- Goal setting and follow through capability

## Live by developing

- Positive self-worth and emotional well being
- Habits that reflect healthy living and nutrition
- Physical fitness and recreational skills

## Love by upholding and promoting

- Moral decisions
- Judeo-Christian values
- Tolerance of diversity in any form
- Respect for herself and others

## Serve by embodying

- Responsibility and accountability
- Commitment to social justice
- Spiritual depth and consciousness with roots in a love of God and dear neighbor

2011 ... St. Mary's Academy ... 2012

Administrative Council

Principal ..... Dr. Yvonne E. McNeal  
Vice Principal, Information Technology, Facilities ..... Mr. John Reyes  
Director of Special Projects ..... Sr. Kathleen Kelly  
Development Director ..... Sr. Judy Diaz Molosky  
Finance Officer ..... Ms. Malinda Perez  
Admissions/Recruitment ..... Ms. Evangelina Savala  
Alumnae Coordinator ..... Ms. Paola Guzman  
Campus Ministry ..... Ms. M. Beltran, Mr. A. Garcia, Sr. Kathleen Mary McCarthy  
Student Activities ..... TBA  
Dean of Students ..... Ms. Jackie Mitchell  
Dean of Student Affairs/Events, College Counselor ..... Mr. Kelly Farland  
Athletic Director ..... Ms. Liz Mears  
Principal's Administrative Assistant ..... Ms. Jeannie Stone

Curriculum Council

Curriculum Chairperson ..... Mrs. Sarah Gacina  
Religion Department Chairperson ..... Mr. Manny Villarreal  
Math Department Chairperson ..... Mr. David Riley  
English Department Chairperson ..... Mrs Sarah Gacina  
Social Studies Department Chairperson ..... Mr. Mark Gallarza  
Foreign Language Department Chairperson ..... Ms. Sarah Blue  
Science Department Chairperson ..... Mr. Pash Salehi  
College Counselor ..... Mr. Kelly Farland  
Academic Advisor 9<sup>th</sup>/10<sup>th</sup> Grade ..... Ms. Juanita Aguilera  
Librarian ..... Sr. Maureen Doherty  
Information Technology ..... Mr. John Reyes  
Ex Officio: Ms. Yvonne E. McNeal, Principal

Program Directors

Director of Health Careers Program ..... Mrs. Jeanne Fisher  
Director of Pre-Engineering ..... Mr. John Worden  
Director of Communication Arts ..... Ms. Maria Beltran

## 2011 –Student Information Sheet – 2012

Academic Advisor Grade 9/10 .....	Ms. Juanita Aguilera
Admissions/Recruitment.....	Ms. Evangelina Savala
Advanced Placement Coordinator .....	Ms. Juanita Aguilera
Alumnae Coordinator.....	Ms. Paola Guzman
Athletic Director.....	Ms. Liz Mears
Attendance .....	Ms. Jackie Mitchell
Audio Visual and Media Center .....	Sr. Maureen Doherty
Christian Service Hours Coordinator .....	Sr. Kathleen Mary McCarthy
College and Career Counselor.....	Mr. Kelly Farland
Detention Coordinator .....	Ms. Jackie Mitchell
Development Director.....	Sr. Judy Diaz Molosky
Entrance Exam Coordinator .....	Ms. Evangelina Savala
Librarian.....	Sr. Maureen Doherty
Lockers.....	Ms. Jackie Mitchell
NHS/CSF .....	Mr. Kelly Farland
Parent Hours.....	Ms. Jeannie Stone
Personal Counseling .....	Dr. McNeal
Plant Manager.....	Mr. Jimmie White
Principal's Administrative Assistant .....	Ms. Jeannie Stone
Probation Social / Behavior.....	Ms. Jackie Mitchell
Transcripts .....	Ms. Jeannie Stone
Scheduling of Classes.....	Ms Juanita Aguilera/Mr. Kelly Farland
School Calendar .....	Mr. John Reyes
Student Activities and Student Government .....	TBA
Technology Coordinator .....	Mr. John Reyes
Test Coordinator .....	Ms. Juanita Aguilera
Title I Coordinator .....	Sr. Maureen Dougherty
Tuition/Fees: Bookkeeper.....	Mrs. Corrine McCall
Tutoring .....	Ms. Jackie Mitchell
Uniform .....	Ms. Jackie Mitchell
Work Permits .....	Ms. Jackie Mitchell



August 2011

Dear Dr. Yvonne McNeal,

I have read all information supplied in the Student/Parent Handbook for St. Mary's Academy. I understand and agree to uphold all school policies and regulations.

Estimada Dr. Yvonne McNeal,

He leído toda la información en el manual de padres y estudiantes de St. Mary's Academy. Yo entiendo y estoy de acuerdo y apoyo todas las pólizas y regulaciones de la escuela.

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Please remove this page from your handbook and return it to the main office the week of August 31.

Por favor de cortar esta pagina y regresarla a la oficina de la escuela la semana del 31 de agosto.





## **ADMISSIONS**

Our school admits students of any race, color, racial or ethnic origin to rights, privileges, programs and activities generally accorded or made available to students of the school. The school does not discriminate on the basis of race, color, racial or ethnic origin in its administration or its educational policies, scholarship and loan programs, athletic and other school administered programs.

A student is eligible for the ninth grade provided she has satisfactorily completed elementary school requirements and shows that she is academically capable of success in high school. Each incoming student is required to take the STS High School Placement Test. Students scoring below a certain level on the STS Placement Test may be required to attend summer school at St. Mary's Academy prior to the fall semester and may be accepted on a conditional basis for the first year.

Acceptance is decided by the Admissions Committee and is based on the following:

1. application accompanied by application fee and signed parent/student contract
2. cumulative record/transcript including 6, 7 and 8<sup>th</sup> grade academic marks, demonstrating satisfactory effort and conduct
3. written recommendations from principal, teacher and/or counselor
4. entrance examination scores, IOWA test scores and essay demonstrating competency in the English language
5. personal interview of prospective student and her parents
6. receipt of Immunization/Health Records (current and up-to-date) plus Baptismal Certificate
7. satisfactory completion of the current grade as evidenced by the June transcript
8. successful completion of summer school session if required

Acceptance in our Health Careers, Engineering & Communication Arts Programs consists of an additional personal essay and interview with the Directors of the Program.

A student transferring from another high school is eligible for the 10th and 11th grades provided she has satisfactorily completed her elementary school requirements and high school requirements as they apply. Acceptance is based on the same criteria as for the 9th grade.



## **ACADEMICS**

### **Grades / Assessments**

#### **Absences from Tests**

Students are expected to be present on all test days, whether they are semester, quarterly or daily. Parents are encouraged to allow their daughters to miss school only for serious reasons. When a student returns from an absence, she is responsible for checking with each of her teachers to make arrangements for make-up work and/or tests. The policy on make-up tests and work differs from teacher to teacher. At the beginning of each course, teachers will state the procedure they will follow. Each student is responsible to know the policy of her teachers and follow up with each class she misses.

### Academic Probation

As a college preparatory school, Saint Mary's provides those courses and learning experiences that are necessary for a student's admission into college. Included in this program is a policy that expects each student to earn a minimum grade of "C" in every course attempted. Students who receive one "F" or two "Ds", 1 U or 2 N's at the end of any quarter will be placed on Academic Probation for a period of time determined by an academic counselor and/or the Dean of Students.

A student whose Quarter & Semester average is below a 2.0 may be ineligible to remain at Saint Mary's Academy. The student must participate in an Academic Review Board Meeting with parents and either a counselor or administrator to discuss the causes for her academic performance. Discussion will include study habits, curricular and co-curricular activities, and the student's plan for improving her academic record. At the end of the conference an Action Plan will be established to help the student reach her academic goals. If the student does not meet her academic goals further discussions will include the possibility of dismissal from St. Mary's Academy. Length of the Academic Probation will be determined at the Academic Review Board Meeting

### Academic Probation and Review Board

Any student who earns less than a 2.0 grade point average at the end of the quarter or semester or who earns "D" and/or "F" semester grades, will be placed on Academic Probation. Students who are placed on Academic Probation more than one semester may be subject to dismissal from the Academy. Such action will be taken after meeting with the Academic Review Board. The Academic Review Board consists of Dean of Students, Faculty Representatives, and the Dean of Student Affairs. If the dismissal of a student is warranted the parents and student will meet with the Academic Review Board. The final decision will be made by the Principal.

### Access to Academic Records

Students or parents/guardians wishing to see an academic file may request to do so. A 24-hour notification in writing is required. Copies of academic records may be requested with 48-hours' notification in writing. Access, however, is limited to a student's own file only, or to a parents'/guardians' daughter's file only.

### Attendance Requirements for Academic Credit

Students absent 8 or more days in the course of a semester fail to meet the attendance requirements of Saint Mary's Academy, and are not eligible to receive academic credit for that semester. Loss of an entire semester of credit (30 units) may result in the student's dismissal. The final decision will be made at the Principal's discretion.

( see Extended Absences due to Illness)

### Classes Completed in Summer School

Students who fail a semester course or who wish to earn extra academic credits may enroll in accredited high schools and junior colleges during the summer session. Classes must be approved by the Dean of Student Affairs or the Principal. To transfer credit from that school to an SMA transcript, however, a grade of "C" or higher must be earned and the student must request high school credit at the time of registration.

### Courses Assignments

Students should select their courses after consultation with their teachers, counselors and families in order to make the wisest choices to meet their desires and needs.

The signatures of student and parent on each year's program should indicate careful selection of courses and the intention of persevering in them during the year. Program adjustments for the entire year will be made within the first week 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 if there is room in a class. 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 Dean of Student Affairs and/or the Principal.

A \$25.00 service charge will be in effect for any requested change later than the 2<sup>nd</sup> week of each Semester.

### Extended Absences Due to Illness

Extended absences due to serious illness are handled through the offices of the Dean of Students or Principal. These cases are evaluated on an individual basis, and students may complete make-up work sent home at the request of the parent. If the number of absences is excessive in a given semester, and if the student is unable to complete work at home, the student may risk losing credit for that semester..

### Final Examinations

Final examinations are given during the last week of each semester when a special examination schedule is in effect. Examinations are usually 90 minutes in length. Students who fail to take final examinations without an excused absence from the Dean of Students, Dean of Student Affairs or Principal will receive an "F/zero" on the final examinations missed. In the case of an excused absence, the student is responsible for making arrangements with their teachers to take the final exams. Except in extreme cases the students must make arrangements with their teachers at least 2 weeks prior to her time of absence.

### Grade Point Average (GPA)

The four-point system per unit is used in computing the grade point average for the semester. A = 4 points; B = 3 points; C = 2 points; D = 1 point. All courses required for Graduation are included in the GPA. Honors level courses carry one additional grade point (A = 5, B = 4, C = 3).

### Grading Policy and Scale

As a college preparatory school, Saint 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, the 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 Saint 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, will be subject to administrative review.

The school wide grading scale reflects these academic expectations. All departments record letter grades whose definitions are consistent throughout the school. The assessment procedures which result in these letter grades, however, differ from subject to subject according to the specific learning characteristics typical of each subject. Some classes use percentage scales to calculate a letter grade; some classes use normative statewide and/or national percentage scales to calculate a letter grade; some classes use the University of California holistic scale to calculate a letter grade; some classes use more qualitative measurements that cannot be expressed using a number alone. In all departments, however, a common understanding of each letter grade is as follows:

#### **A = 4 Grade Points per Unit = Superior**

Student consistently demonstrates exceptional understanding of course material, and assumes responsibility for the completion of more than the assigned work. Such a student frequently raises the level of classroom discussion to include outside reading and/or research, and shows an ability to integrate classroom learning with other areas of knowledge.

#### **B = 3 Grade Points per Unit = Excellent**

Student shows an above average grasp of course material, and is able to draw insights beyond understanding of factual information alone. Such a student is a regular contributor to classroom discussion, and completes written assignments with more than average skills of interpretation.

#### **C = 2 Grade Points per Unit = Average**

Student's test performance indicates an understanding of the course material. Work is completed regularly and on time, and demonstrates a grasp of basic concepts and their application. Student contributes occasionally to classroom discussion.

#### **D = 1 Grade Point per Unit = Below Average**

Test scores indicate less than adequate understanding of course material. Student's work is not completed regularly, and written and oral performance reveals a need for additional help and/or strengthening of study skills.

F = 0 Grade Points per Unit = Not Passing

Student demonstrates an insufficient level of learning to pass the course. A parent conference with the student's teacher and counselor is mandatory.

Students who earn a semester grade of F must repeat the course during summer or at night school. Earning a grade of 'F' means the student does not earn credit for the class and she must make up the credit for graduation.

Saint Mary's Academy annually publishes a School Profile which is sent to all colleges and universities receiving Saint Mary's Academy student transcripts. This School Profile includes a school wide grading percent scale to be used for the purposes of clarifying Saint 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 73-78%
- C- 70-72%
- D+68-69%
- D 63-67%
- D- 60-62%
- F Below 60%

It is important that both students and parents understand the different ways in which individual academic departments reflect learning progress. In all cases, assessment practices are developed to reflect learning characteristics of that particular discipline.

At the beginning of every academic year (for courses that are two semesters in length) and semester (for courses that are one semester in length), each teacher distributes written explanations of grading practices in that class. Students should refer to this syllabus for specifics with regard to: grading scales, make-up test procedures, homework policies. Each student is responsible for knowing the academic expectations of each of her teachers, and for following procedures outlined in the *Student Parent Handbook* and the class syllabi.

### Grade Review Request

In very rare situations a student may challenge a semester grade. She may do so by requesting a formal grade review by the Principal. All challenges must be made in writing within two weeks of the grade issuance.

Grade Review Request forms are available in the school office. The review process calls for a written rationale, the response of the teacher who originally issued the grade, and a decision for the grade to either remain as submitted or be changed by the teacher with the approval of the Principal.

### Incompletes

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. The incomplete grade must be made up within three weeks upon her return to school. 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 another grade is not submitted by the teacher at the end of the three-week period.

### Progress Reports

By the sixth week of each quarter, teachers send a report to parents of students who are failing a course or are not working up to their potential. If a student fails to complete assignments, does poorly on tests, or displays erratic study habits and attendance patterns before this time, a notice may be sent sooner. (The subject teacher will inform a student before a deficiency is sent.) Deficiency notices are to be signed by the parent and returned to the student's teacher within a week of the date issued.

### Repeated Courses

Students may repeat courses for renewed credit if a grade of "D" is earned. The original grade remains on the students transcript, and the improved grade will be added to the transcript. Failed classes must be repeated. Grades of "C" or higher must be earned in the repeated course. These academic credits are then averaged into the student's cumulative credits.

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

See Course Catalog for those classes requiring course repetition when a grade of "D" is earned prior to beginning the next course in the academic series.

Example:

1. "C" in Spanish I is the requirement for enrollment in Spanish II;
2. "C" in Algebra I is the requirement for enrollment in Algebra II

### Reports Cards

Report cards are mailed at the end of each semester and include the following information: academic grades for each subject, credits for each subject, teachers' comments, and conduct mark.

### Student Christian Service Program

As members of the community of Saint 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. It is a requirement of graduation to complete a minimum of 80 hours of volunteer service by May of the year of graduation. Students will discuss their Service hour's experiences in their Religion classes. Therefore, students are encouraged to pace their service over a four-year period. 15 to 18 hours yearly. The following may be used as a guide for service to "our dear neighbor".

1. Social Service: Children, Elderly, Hungry, Homeless, Housing, Hospital, Volunteers, Disabled Crisis Centers
2. Environment Ecology, Animals
3. School AND/OR Parish Community: Alumnae Relations, Open House, Derby Day, Recruitment  
Parish: Coaching, Religious Education, Parish Retreat Leader, Tutoring/Child Care, Festivals
4. Community Awareness: Public Libraries, Voters Registration, Museums, Fundraising, Literacy

Service hours should be accomplished through an accredited, non-profit agency or organization which services the community.

Inappropriate choices for service include:

1. Babysitting for free or paid
2. Working for a salary in any place of business (e.g., restaurant, family business, hotel, private doctor or lawyers office)
3. Working for family members

Verification forms, are due no later than the first week of May. Each verification form must indicate the exact number of hours completed. The form must be signed by the supervisor where service is rendered. The form may not be signed by any family member. Forms are available in the office.

Failure to complete the service requirements by the deadline posted for each academic year, will be treated as a failure to comply with graduation requirements. The student bears the responsibility to discuss the service hours requirements with the Mission/Christian Service Coordinator. Consequences for failure to complete service hours may result in ineligibility to attend end-of-year activities, e.g. Grad Night and withholding of yearbooks. Students who fail to complete the required 80 service hours will not receive their diplomas until service is completed.

### Unexcused Absences

Absences for reasons other than illness are not permitted. Unexcused absences include: traveling, taking extra vacation time, babysitting etc. Students with unexcused absences may not turn work in late, unless special permission has been received from the teacher. If a teacher does not grant permission for a student to turn in late work the student will receive a zero/F for missed work. The same policy applies to missed tests due to unexcused absences. Anticipated Absence Forms are available in the office.

Students absent from school any day of the week before and/or after a major holiday time may not make up tests and work missed. Such times include: Thanksgiving, Christmas, Easter, Memorial Day, Presidents' Days, Martin Luther King, Jr. Day, Cesar Chavez, and all other three-day holidays.



## STUDENT SERVICES

### Academic Counseling Services

- help with academic difficulties, i.e. study skills, time management, tutoring
- program advisement
- administration of other tests and interest inventories upon request, i.e. study attitudes, methods and goal setting
- information given about various summer programs from remedial to enrichment

The academic counseling office makes available resources to assist the student, i.e. pamphlets on study skills, test anxiety, stress, monthly and weekly time management plans.

### College Counseling

During first semester the College Counselor meets with each senior as the student develops her plans for after graduation. The College Counselor arranges for presentations from college recruiters and helps to coordinate college night programs held each fall. He assists students with the college and financial aid application process and meets with parents by appointment. He meets with juniors during second semester to begin the college selection process. The College Counselor is available to meet with parents as well. The College Counseling Office is open at lunch, break and after school.

### College Counseling Services

- 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);

- coordination of visits to prospective colleges; allocation of time for college representatives to meet with students
- information regarding schools, colleges, scholarship programs and competitions
- a library of college and career materials for use of student and faculty
- In the fall there are Financial Aid workshops at local college campuses and a College Night for parents and students held in conjunction with other high schools in the community. As other co-curricular services (workshops, presentations, in-services for parents) become available, parents and student are advised.

### Confidentiality

Teachers, counselors, administrators and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

### Counseling Department

The Counseling Program at Saint Mary's Academy provides assistance with handling questions related to academic, personal and college/career needs. All counselors adhere to a Code of Confidentiality except when the life, health and safety of a student or others are involved.

### Personal Counseling

See the Principal for referral for personal counseling services.

### Standardized Testing Program

SMA administers a testing program that includes:

#### Grades 9-12 –EXPLORE & PLAN TESTS

These tests are used as measures of basic academic skills. Admission to Honors and AP courses is based on performance on these tests.

Grade 11--PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test). This test is for students who plan to enter college and who wish recognition and financial assistance. Juniors take it so that they may be considered for the National Merit Scholarships, special scholarships, and achievement scholarships that will be awarded in the spring of the senior year.

Advanced Placement—This test is administered during the first 2 weeks in May. Students who pass this test may waive entrance into first-year college classes. There is a fee for AP testing. Contact the AP advisor for more information.

### The Library

The Library is open during lunch for students to work independently, in study groups or with peer tutors.

### Tutorial Assistance

Individual tutorial services are available to students who have need of special help for a particular subject. Subject teachers are available for tutoring during their posted office hour times and during study hall. Peer tutoring, is provided by the members of CSF and NHS. 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.



# ATTENDANCE POLICIES

## Attendance Policies and Procedures

Attendance is not only essential for the student's academic success, but is a part of her record that is a critical area of concern to future employers and educational institutions. Attendance at every class period is considered vital for each student. It must be understood that a student cannot completely "make up" work conducted in a class or material covered when a class has been missed. A student can, and should, do assignments and take exams missed, if allowed to do so, but this is not a substitute for lectures and classes missed.

(See Academic Requirements for Academic Credit)

## Detained Slip

When a student has been unavoidably detained in one class and is late for her next class, she must obtain a written note from the teacher responsible for detaining her. The slip is presented to the Attendance Office to obtain an excused admit. The Attendance Officer will give the student a slip which she will present for admittance into class.

## Emergency Information

It is imperative that the school has current emergency information on each student. Parents and guardians have the responsibility to keep the school aware of any changes. Parents are to cooperate by notifying the office of any change of address, phone number or emergency information during the course of the year. Forms for this purpose may be obtained from the Office. If at any time a student is attending school without this current information, she may be suspended until all information has been brought up to date. Report all changes of address or phone number to the Office.

## Homework

Homework assignments may be accessed through the school website: [smabelles.org](http://smabelles.org)

## Illness/Death in the Family

Students are encouraged to inform members of the faculty of illness/death in their family in order that the faculty and students may pray for the sick person and show consideration for the student and her family. When a death occurs, the school unites in prayer; funeral arrangements are announced; and members of the student's section and her close friends are permitted to attend the funeral with the written permission of their parents. Ordinarily, students attending the funeral return directly back to school after the funeral.

## Illness of Student

A student who is ill must report directly to the Office. Students are not allowed to call parents from their cell phones. Office personnel will determine if she is to be sent home. No student who is ill may leave campus without permission of the Attendance Office.

## Leaving Class

No student is to leave the classroom without the permission of the instructor. The instructor has the responsibility to know where the student is at all times during the class period and the instructor must know when the student returns. The student must sign out on the sheet provided by the teacher when she leaves class giving the time and destination and sign in when she returns. The student must sign in and out of the classroom indicating first and last name, destination, and the time they leave and return to class. Students who are out of class longer than 10 minutes may be referred to the Dean of Students for an explanation.

## Prolonged Absence

When it is necessary for a student to be absent for a prolonged period the parent should request make-up work through the school website: [smabelles.org](http://smabelles.org) It should be remembered that class participation and presence are an

essential part of the classroom grade and, even though make-up work is given, absence may result in lowered grades. No student will be re-admitted without notice or clearance from the doctor.

### Responsibility of Parent/Guardian

It is the responsibility of the parent or guardian to handle all matters regarding attendance. This is also true if a student is to be released for a doctor's appointment. St. Mary's Academy policy is that prior to a student dismissal for a doctor's appointment, the parent/guardian must submit in writing a note.

Every morning of absence, the student's parent or guardian must phone Saint Mary's before 8:00 a.m. to explain the reason for absence. When the student returns to school, she must bring to the Attendance Office, by 7:50 am, a note from her parent or guardian stating the reason for absence, the date(s) of absence, and the name and grade of the student. A student cannot be legally readmitted to school until such a note is presented. Students must come to school prepared for the whole of the regular school day. They may not return to school only for tests and then expect to be released because they are ill.

NOTE: A student who is unable to be present for a full day of classes is not permitted to attend functions that take place after school or on the evening of the same day as the absence, nor to represent Saint Mary's at another school's function, i.e. participation in an athletic event, musical or dramatic presentation; attend the Senior Prom or Belles and Beaux dance, etc. The following exceptions are made which would allow a student to attend these functions after school:

- School sponsored outings (i.e. retreat, field trip)
- Funeral of immediate family members
- Doctor/dentist appointment--office should be notified 24 hours in advance and a written medical excuse must be presented to the office prior to the evening event
- Special absence with prior approval of administration.

Absences for reasons other than illness are not permitted.

### Release from School

Students may be legally released from school for dental and doctor appointments, and to attend the funeral of a member of the immediate family. If a student is released for more than fifty percent of the school day, this constitutes an absence for the school day. Requests for release must be in writing and brought to the Attendance Clerk prior to any release. Parents or guardians must sign out their daughter. If a student drives herself to school the student must sign out before leaving campus.

If the student must attend an activity at another school, she must first receive prior permission (24 hours prior to the event) from the ASB Moderator at Saint Mary's in order to participate in that activity. Students may not go to a doctor's appointment, or other type of appointment, and combine that release with a visit to another school or participate in that school's activity without permission from the ASB Moderator at Saint Mary's Academy.

On the morning of the day a student is to leave school a note from her parent or guardian containing the following information must be presented at the Attendance Office:

- name and section of student;
- the date student is to leave school;
- reason for the release;
- time student is to leave school;
- time student should return to school.

When it is time to leave the campus she should report to the Attendance Office for a release slip. This slip must be signed and returned to the Attendance Office when the student returns to school. If the student returns later the same day, a class admit slip is then obtained.

### Withdrawal/Transfer of Student Records

Occasionally a parent requests to withdraw a student for purposes of transfer and, likewise, the school requests that some parents withdraw their daughters from Saint Mary's Academy. This may be for the following reasons: academic difficulty; unacceptable behavior; non-payment of tuition. Since Saint Mary's Academy is a private school and does have regulations regarding students continuing from one year to the next, please see the

following sections of the Student Parent Handbook: “Academic Policy” under Programs and Policies, Discipline, and “Tuition” under Office Procedures.

Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil’s permanent enrollment and scholarship record or a copy thereof shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll.

Note: Education code 48904 allows a school to decline to give the pupil his or her diploma or report card or to refuse to send transcripts to a college or employer until the pupil’s financial obligations are met.

Official transcripts can be prepared for students to mail with college applications. Unofficial transcripts are given to parents upon request, unless the parents are deficient in tuition or any other obligation. All obligations must be cleared before either an official or unofficial transcript is given to the parent or student. There is a \$3.00 charge for an official transcript request.

### Student Supervision

Saint 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 and students should understand that this supervision is limited in scope, and that ultimately the parents, and not the school, are responsible for insuring the safety of the student, and that the student not deviate from the parents’ instructions.

In particular, at the close of the day, each student is dismissed and the school assumes no responsibility for supervision of the student after school, unless the student is participating in a School Sponsored Event (as that term is defined below). Parents should understand that upon dismissal the school does not monitor the students’ destinations nor does the school assume responsibility for supervising the student after dismissal.

With regard to School Sponsored Events, each event has a specified starting and ending 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 is released to a responsible adult or the student leaves the supervised event. Parents 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 insuring 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. Informal meetings of students are not considered School Sponsored Events, even if done upon the sponsorship of a school organization. Thus, for example, a meeting of a club which has not been approved by the school or which is not formally supervised is not an Event. The school assumes no responsibility for activities which are not approved Events. In the event a student or parent has a question whether an activity is an approved Event, the administration should be contacted.



## UNIFORM AND APPEARANCE

### Athletes

All students are expected to be in complete uniform everyday. There is no exception for athletes. On game days - when games are away - team members may dress for games during lunch time.

### Dress

Students are prohibited from wearing any attire (hats, jacket, scarf, bandana, etc.), jewelry, insignia, accessory or manner of grooming which, by virtue of its color, arrangement or trademark, connotes membership in a group that advocates behavior which would interfere with the normal or orderly operation of the school. Such display may constitute reason for referral to the Discipline Board and possible expulsion/suspension. Students are expected to dress with pride in their personal appearance and to appear ladylike. If at any time a student is

dressed inappropriately, she may be sent home from school or be given in-house suspension. The Principal, reserves the right to determine appropriateness of dress.

#### Items of Clothing/Jewelry/Body Decoration Which May Not Be Worn on Campus:

- shorts (other than walking shorts)
- halter tops, tank tops, bare-midriff tops
- low-cut or backless dresses
- tattoos which are visible\*\*
- shoes or sandals without a back strap
- billed hats or hats with visors
- hoop or dangling earrings--anything which is a non-stud earring\*\*
- body piercings - one pair of stud earrings (ears only) i.e., nose, lip, eyebrow, tongue, etc. may not be worn on face or visible on the body.

*\*\*Not acceptable at any time, not just on free dress days.*

The privilege of free dress may be withdrawn at the discretion of the Administration when violations occur. The Administration also reserves the right to judge whether a particular garment or dress is appropriate for school wear at Saint Mary's Academy. Likewise if a student is dressed inappropriately for school at Saint Mary's Academy, or repeatedly violates the uniform regulations of the school, the parents will be called to take the students home. If parents are able to bring the school uniform to the student, the student may remain in school.

## THE UNIFORM

### Regulations

At all times the uniform must be well fitted, clean and pressed, and shoes are to be clean. The tie is to be tied at all times. The uniform should be worn with pride and represent a student's school spirit. A student who consistently refuses to wear the uniform correctly will be asked to leave the school since she exhibits no pride in herself or in her school, and by her dress indicates that she does not wish to be part of the school. The uniform is to be worn appropriately at all times while the student is on campus, including before and after school.

### Basic Uniform - Not Including Senior Privileges

#### Skirt or Pants

- Navy blue from Cambridge Uniform Company or other distributor providing it falls within the school dress code (polyester blend or gabardine), Skirt length must be no more than 3 inches above the center of knee.

#### Blouse

- All white blouse with a button down front, long or short sleeve or polo shirt with or without SMA logo. Solid white undershirt ONLY.

#### Sweater

- Navy blue cardigan button up or pullover with or without SMA logo.

#### Vest

- Navy blue, with or without logo.

#### Sweatshirts

- Navy blue crew pull over with SMA logo, (NO HOODED SWEATSHIRTS ALLOWED).

#### Socks/Tights

- Solid white or solid navy; knee high or crew cut. (No anklets, footies, tennis socks allowed). All socks must cover the entire ankle. All tights must cover the entire foot. Torn or patterned tights are not allowed.

#### Jackets

- Navy blue stadium jackets, SMA letterwoman jacket, or fleece with or without SMA log are the only outer wear allowed on campus.

#### Ties:

- Must be worn with pride and dignity.
- Ties must be tied and worn properly around neck.
- Ties should be clean and tied at all times.
- No writing or graffiti on ties. Ties will be confiscated if defaced. Students must replace tie.
- Ties must be worn around neck only.

#### Shoes

- All **BLACK** tennis shoes, including soles e.g. Nike, Keds etc. Laces must be worn at all times.
- Shoes must be clean.
- No writing or graffiti on shoes.

#### Headbands

- **SOLID** Navy blue, or solid white, or headband to match tie color. No more than “4 inches wide.
- **TIES ARE NOT TO BE WORN AS HEADBANDS**

Caps/Head Wraps May not be worn. Scarves/Gloves maybe worn with SMA logo only.

#### Walking shorts

- Navy blue; walking shorts must be no more than 4 inches above the center of the knee.

#### Belts

- Solid navy blue, black or white, 2” to 4” inches in width, leather or cloth. Wide, large, spiked buckles are deemed inappropriate and may not be worn.

School Administration reserves the right to determine inappropriateness of dress.

#### Wearing of the Uniform

Please note the following regarding the uniform and appearance of the student:

- all students are to have at least one of the following uniform pieces for warmth: solid navy blue sweater, fleece pullover or navy blue pull over with or without SMA logo
- SMA letterwoman jackets and Senior sweaters are acceptable parts of the uniform and may be worn in place of the blue sweater, jacket or sweat shirt on informal occasions
- the uniform white blouse or polo shirt and tie must be worn at all times, even if outer wear is worn
- make-up, nails, hairstyles, hair-coloring and jewelry are to be moderate and in good taste, which means no long nails or spike bracelets. Only one pair of stud earrings may be worn. In case of question, “good taste” shall be determined by the school administration
- no visible body piercing is allowed except for one pair of stud earrings, nose, lip, tongue, face, etc. rings or eyebrow studs are not allowed
- curlers and silver clips are not to be worn at school
- hair is to be groomed before coming to school
- items such as hats, head scarves or bandannas (any color) are not to be worn on campus
- Tattoos and body piercing are not allowed

*Students inappropriately dressed will be sent home* and not allowed to attend classes until the problem is corrected. If a student has a tattoo, or any other body piercing, it must be covered by clothing at all times while she is on campus, or in the case of tongue/nose studs, removed. A student will be sent home until she can return with the tattoo covered. This same policy applies to free dress days.

#### Uniform Free Dress

Periodically the privilege of free dress is allowed the student body. On those days the free dress code must be followed. If a student is a recipient of a **FREE DRESS PASS**, she must have the pass with her at all times and turn it in to the Attendance Office at the end of the school day. Seniors may have the privilege of free dress on specified days (determined as part of Senior Privilege at the beginning of each semester.) On those days seniors are to follow free dress regulations. A student may choose to wear the uniform on a free dress day, but if she chooses this, she must wear the entire uniform.



## GRADUATION REQUIREMENTS

	<u>Credits</u>
Religion	40
English	40
Social Studies	30
Foreign Language	20
Science (2, 1 year science courses)	20
Mathematics	30
Computers	5
General Science	5
Visual/Performing Arts	10
Physical Education/Health	10
Electives	<u>10</u>
Minimum	220

Students are required to take six courses a semester. Each yearlong course is worth 10 credits. To graduate, students need a minimum of 220 credits and earn additional credits in elective courses. An elective course includes any class that is not required. Students who receive an “F” in any required subject must repeat the course. An elective course need not be made up if the credit is not needed for graduation.

Courses required for graduation must be taken at St Mary’s Academy. No credit will be given for required courses taken at night or summer schools at other institutions without the consent of the Dean of Student Affairs and/or the Principal. Make-up credit courses taken at night or summer schools also need the approval of the Dean of Academic Affairs.

Transfer students’ credit will be accepted. If coming from a public or non-Catholic private school, transfer students do not need to make up religion credit. SMA will accept online courses to fulfill graduation requirements pending the policies of the University of California.

### Delinquent Accounts

Justice demands school obligations (e.g. tuition, fees, fines) are met before optional expenses are incurred; therefore, purchases such as senior announcements, prom bid, class “Grad Nite” tickets may be restricted if school accounts are not cleared.

### Finances

All tuition and fees must be paid before students will be permitted to take semester exams. Final Transcripts will not be given to colleges and universities until financial accounts are cleared by the Finance Office.

### Graduation Ceremony

The graduation ceremony is an important and symbolic event. Unlike a student’s right to a diploma upon completion of the graduation requirements, participating in the ceremony is a *privilege*. In order to participate in commencement exercises and receive a diploma, a student must meet all graduation requirements and financial obligations including fines, and be in good social standing with the school.

### Senior Privileges

In order to be eligible for senior activities and privileges (e.g. Prom, Grad Nite,) students need to be in good standing academically (2.0 or better GPA) and socially (not on social probation) and have submitted her record of Christian Service hours by first week in May.

### Service Hours

Seniors must complete a minimum of 80 service hours by the first week in May or privileges will be suspended or lost. Students who do not complete the required 80 hours will not receive their diploma until hours are completed.

### Social Probation for Seniors

Social Probation may result in the loss of Senior Privileges, senior activities, Prom, Grad Nite, and the Commencement Ceremony depending on the severity of the incident.



## HONORS AND AWARDS

### CALIFORNIA SCHOLARSHIP FEDERATION

CSF Chapter ranks as one of the most distinguished groups on campus. CSF aims to give recognition to students with an opportunity not only to further their own intellectual pursuits, but also to share their talents with others through service.

To be eligible for membership, students must earn 10 points each semester from five subjects certified on a list as qualifying subjects for CSF. A grade of “A” merits three points, while “B” merits one point.

Freshmen may become associate members during their first semester if they have held membership in the Junior CSF in the 8<sup>th</sup> grade, and during their second semester if they meet the regular membership requirements. The CSF does not function as a club.

### NATIONAL HONOR SOCIETY

Students of the sophomore, junior and senior classes who have a minimum scholarship of “B,” or 85%, are automatically considered for membership. Election of members is made by a faculty committee. The purpose of this organization is to create enthusiasm for scholarship, to render service, to promote worthy leadership and to encourage character development. Final selection is based upon a student’s demonstration of these four qualities. A blue honor cord is worn at graduation.

### Awards

#### **CALIFORNIA SCHOLARSHIP FEDERATION AWARDS**

CSF is an organization whose purpose is to foster high standards of scholarship, service and citizenship. Its motto is “Scholarship for Service.” There are four types of membership:

#### Associate Membership:

Any student in the second semester of the 9<sup>th</sup> grade or first semester of the 10<sup>th</sup> grade whose grades meet CSF requirements, or any student in the first semester of the 9<sup>th</sup> grade who was an Honor Member of the CJSF in her elementary or junior high school, can apply for associate membership. Membership is based on scholarship and citizenship only. Co-curricular activities are not used in determining membership. Membership is for the semester following the one in which the qualifying grades were earned. Application must be made each semester; it is neither automatic nor retroactive. Grades earned in the second semester of the 12<sup>th</sup> grade will count toward Life Membership.

#### Semester Membership:

Any student in the 12<sup>th</sup>, 11<sup>th</sup> or second semester of the 10<sup>th</sup> grade who has met the required eligibility standards can apply for semester membership.

### 100% Membership:

Recognition is given to those seniors who have been members for all of the last six semesters of high school.

### Sealbearer of Life Membership:

Any student maintaining membership in the California Scholarship Federation (CSF) for four semesters of her last six (one of which must be in her senior year) becomes a life member or sealbearer. These honors are signified by the following awards: the official CSF Life Memberships Lamp pin, the Federation Chapter Seal on the diploma, permanent record and transcript, and the gold tassel and honor cord for graduation.

### **VALEDICTORIAN AND SALUTATORIAN HONORS**

The senior student who earns the highest cumulative grade point average 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 Saint Mary's Academy.

### SAINT MARY'S ACADEMY AWARDS

#### A.S.B. AWARDS

The Associated Student Body annually recognizes student officers who excel in: Leadership, Dedication and Spirit Saint Mary's Academy recognizes outstanding students in each of its academic departments at an honors assembly. Students in grades nine through twelve are awarded honors in: Religious Studies, English, Spanish, Social Studies, Science, Mathematics, Art, Dance, and Athletics.

#### HONORS AT ENTRANCE TO SMA

Honors at Entrance are granted to incoming 9<sup>th</sup> graders who score over 90% on the entrance exam.

#### HONOR ROLL

Honor roll status is granted at the end of each semester grade reporting to students as follows:

1. Principal's Honor Roll includes GPAs of 4.0 and higher.
2. First Honors includes GPAs of 3.6 to 3.9.
3. Second Honors includes GPAs of 3.3 to 3.5

Exclusions from Honor roll and General Awards

\* Students who are tardy or absent more than 5 times within a semester

#### SPORTS AWARDS

Individual team sports annually recognize their Most Valuable, Most Improved, and Most Inspirational players.

#### ST. JOSEPH'S AWARD

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



### Student Government

The purpose of the student government is to promote involvement, participation and pride in the school. The A.S.B. organization gives students a democratic means of government.

It is a long-standing tradition at the Academy to foster the leadership development of its students through its curricular offerings and its co-curricular programs including student government, Campus Ministry, Cheerleading, Athletics, Spirit Show and dramas.

Every enrolled student of Saint Mary's Academy is a member of the Associated Student Body. All students are eligible to vote in student body elections. Student body members may elect students who will represent them in all matters they think should be brought to the attention of the faculty and administration; who will represent them at public and private functions; who will coordinate and provide for the activities of the Associated Student Body. These elected officers comprise the Student Council. They include all A.S.B. officers elected by the student body, class officers and section presidents.

To be eligible to run for either an A.S.B. office, class office or section office, a student must meet the following requirements:

**Constitutional Requirements:**

1. Fulfill the directives as stated in the Constitution.
2. Academic Requirement: Have a cumulative grade point average of 2.75 and a third quarter grade point average of 3.0 with all "Cs" or above at the time of application. If a student fails to meet this requirement, she will be suspended from office for the subsequent quarter.
3. Conduct and Discipline Requirement: Must present a record which exhibits that the student conducts herself in a respectful and honorable manner; she may not be on Disciplinary Probation. No student may have unsatisfactory marks in either citizenship or conduct on her last two report cards. No Conduct Code of a U for Unsatisfactory or N for Need to Improve, excessive violations, infractions, or citations. If a student fails to meet this requirement she will be suspended from office for the term of the disciplinary probation or for a period of six weeks of A.S.B. participation, whichever is longer.
4. Attendance Requirement: Have an absentee record of less than five days in the year of application, and a satisfactory tardy record. Absences from Student Council Meetings that do not exceed the guidelines determined by the A.S.B. Executive Council. If a student fails to meet this requirement, she will be suspended from office for one quarter.

A student who qualifies to run for office may do so by following the filing procedures designated by the A.S.B.

Candidates elected must maintain the qualifications listed above through the fourth quarter of the school year in order to serve for the following school year. If qualifications are not maintained, the office will pass to the next qualified candidate for that same office.



**Athletic Program**

**Girls' Athletic Association (GAA)**

The Girls' Athletic Association of Saint Mary's promotes the highest ideals of sportsmanship and respect for the rights of others, and enlists the students in extra-curricular activities for the advancement of school spirit, loyalty, and fair play. Any student participating in an SMA athletic team (player or supporter) is a member of the GAA. Active membership is earned by attending and participating in GAA functions. GAA awards are presented for active membership.

### Cheerleaders

The cheerleading squad is composed of girls chosen by a qualified panel of judges. The cheerleaders must be representative of Saint Mary's philosophy and must promote school spirit by leadership at all varsity games as well as participating in cheerleading competitions. All students who meet the academic and disciplinary requirements given above are eligible to try out for cheerleader.

Cheerleaders for boys' schools must meet the same requirements as Saint Mary's cheerleaders. They must also inform the ASB Moderator when they try out for the boys' schools.

### Dress

Team members should wear complete team uniforms at games. They follow the coach's directions for dress time. For all away games, as well as events at the local park/field, team members are allowed to dress during the lunch hour.

### Intramurals

Intra-class competition to encourage class spirit and unity is organized by the GAA through various sports activities. Participation on class teams is open to all students who are not major varsity members. The name of the winning class is engraved on a plaque.

### Letterwomen

To earn a varsity letter the following must be met:

- play on a varsity team
- play in at least 80% of all varsity games
- participate in 90% of all practices
- show sportsmanship and team spirit
- have the recommendation of the coach for that sport

To be eligible to participate in the Sports Program

- all students are eligible to tryout for any school sponsored team as long as the student meets all of the meets of the school and CIF. Students who receive one "F" or two "Ds", 1 U or 2 N's at the end of any quarter will be placed on Academic Probation for a period of time determined by an academic counselor and/or the Dean of Students.
- not be on disciplinary or academic probation students must have the Principal or the Dean of Students sign a clearance before they can participate in any sport
- be under 19 years of age
- prior to trying out for a sport must have an annual physical exam certifying that the student is physically fit to participate in athletic activities

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

### Varsity, Junior Varsity and Frosh/Soph Competition

Saint Mary's Academy participates in interscholastic competition in volleyball, basketball, softball, track, soccer, tennis, and cross-country. Tryouts are held at the beginning of each season volleyball, cross-country and tennis in August; soccer and basketball in November; track, and softball in February.



## Student Dances

Student dances are sponsored and organized for the whole student body by the ASB or individual classes. All members of the student body are encouraged to attend and support the sponsoring group. Picture I.D.'s are required of all those attending an SMA dance, SMA students and guests. Student picture ID's are collected on entering the dance and returned at the end of the dance.

### Dance Hours

The time span for Saint Mary's Academy dances is from 7:30 pm -11:30 pm. Those attending the dance may not leave until 11:00 pm, whether the dance is formal or casual. Anyone who leaves a dance will not be re-admitted. Entrance doors to dances close at 9:30 pm. All students must leave campus, or the location of the dance, by 1/2 hour after the end of the dance. All young men from Catholic High Schools need picture ID. Students from other schools need a picture ID and a guest pass from an SMA girl. SMA students must request guest passes before the dance. Only one guest pass is allowed per SMA student.

### Dance Policy

Dances sponsored by the ASB or individual classes or clubs are scheduled throughout the year for the Saint Mary's students and young men from local boys' schools. These are chaperoned by the faculty and parents. One formal dance open to the entire student body, the Belles and Beaux, is organized by the ASB. Saint Mary's Academy and its authorized personnel reserve the right to refuse admission to anyone to its dances. Girls from other schools will not be admitted to Saint Mary's dances.

### Guest Pass Policy

All guests must present their current school picture ID to be admitted, including Saint Mary's Academy students. Only one guest pass per SMA student is allowed. Since Saint Mary's dances are pre-sale events only, no one may just appear at the dance asking to be admitted. Those young men attending schools that are not Catholic must use a guest pass. A request for a guest pass must be obtained from the moderator sponsoring the dance during the week prior to the event. The request must be signed by the SMA student and her parent/guardian. Girls must know their guests. No last minute substitutions may be made and no changing of names on passes will be allowed. Guests must present a current picture ID, as well as the GUEST PASS, and should arrive with the SMA student.

### Regulations

- School dances are school sponsored activities; therefore all school regulations are applicable at these functions.
- Smoking, drinking of alcohol and narcotics are prohibited. Any student with alcohol on his/her breath will not be admitted, and if a student should be found to be intoxicated while at the dance, police will escort the student from the dance and parents will be notified. Appropriate disciplinary action will be taken.
- The disciplinary regulations of Saint Mary's Academy are applicable to all who attend school dances as well as to SMA students and their guests.
- Visitors to Saint Mary's Academy dances must follow the regulations of the dance to which they are invited or the guest will not be invited to future dances. Any persons who appear to become involved in a fight will be escorted from the dance without a refund, parents will be notified, and their schools will be notified. Police maybe called if necessary.

- Any student displaying a sign, gesture, “color,” insignia or emblem denoting a particular group, school, dance group, or any organization will not be allowed entrance to SMA dances. Should they arrive and display them, they will be escorted from the dance without a refund. No hats or head coverings of any kind will be allowed inside the dance.
- If for any reason the administration of the school or other authorities determine that a dance shall close earlier than the advertised 11:30 pm closing, refunds of money will not be made. All students must wait inside the gym or school building for their parents to arrive to pick them up.
- For young men: Casual dress includes presentable shirts and pants (no sagging or baggy pants allowed) and shoes. Shoes must be worn at all times. Tennis shoes are prohibited at formal dances. White t-shirts are not allowed. It is the right of the school to declare the dress code for a particular dance. It is the responsibility of those wishing to attend to know the requirements of the dance and to follow them.
- For young women: Casual dress means no bare-midriff, low cut tops, backless dresses. Tank tops and spaghetti straps must be covered at all times.
- Saint Mary’s Academy reserves the right to refuse admission to anyone to its dances.
- All dancing is to be “in good taste” and the administration and faculty reserve the right to determine what type of dancing is “in good taste.” “Dirty Dancing” is not acceptable at anytime. Those dancing objectionable dances will be escorted from the dance floor and will be asked to leave. Saint Mary’s students will be referred to the Dean of Students and their parents contacted regarding the type of dancing exhibited.



## Student Conduct Philosophy

In order to create an environment of Christian living where SMA students can be free to achieve their potential academically, spiritually, and physically it is essential to maintain a disciplinary system which stresses the responsibility each student has toward herself and others. Saint Mary’s Academy students are expected to manifest self discipline and self direction. Conduct guidelines at Saint Mary’s Academy are designed to foster respect for self and others, their persons, feelings, and property. The basic premise is that no student will prevent a teacher from teaching or another student from learning. Students who choose to disregard school policies will be held accountable for their actions. Maturity, character, and Christian values are encouraged and developed by accepting the consequences of inappropriate behavior.

A student’s conduct begins with an understanding of the reason she is attending Saint Mary’s Academy: her academic and personal success. She will:

- be well prepared for class with all materials
- complete all assignments
- ask questions for clarification
- work collaboratively with peers and teachers alike

Her conduct grade of Outstanding or Satisfactory will attest to her efforts to reach her goal.

At Saint Mary’s Academy certain regulations have been prescribed by state law or by policies developed by the Los Angeles Archdiocesan Office of Catholic Education. Saint Mary’s Academy follows the Archdiocesan Administrative Handbook with regard to most areas of discipline. Other regulations have been developed by the administration and faculty. Any conduct unworthy of good citizenship and the orderly progression of the school is prohibited.

All of the causes for suspension or expulsion are applicable within the immediate vicinity of the school, at, or traveling to and from any school sponsored activity. All school regulations apply to all students, including those who are eighteen years of age or older, as long as they are enrolled in the school.

### Detention

Students assigned to detention are required to remain after school for a minimum of 30 minutes in detention hall. Students will not be allowed to do homework, read, or work on any projects during detention.

Any faculty or staff member can assign a detention. Detention will be held on Wednesday of each week. Students are expected to attend detention on the Wednesday assigned by the school official. A list of names, of the students assigned detention, will be posted on the outside door of the Attendance office.

An assignment to detention takes priority over any other after school activity. A student assigned to a detention, but participating in athletics, drama, student government, or any other student activity that requires her presence after school, must first attend detention before attending the other school related activity. It is to be stressed that the student is responsible to inform her parent of her detention.

Note: If a student has a doctor or dentist appointment scheduled the same day as the detention, the student may postpone the detention by first speaking with the Dean of Students and also by bringing in a written excuse.

Failure to attend detention without notifying the Dean of Students will be construed as truancy, leading to a Disciplinary Referral. If a student then misses the detention, the student will be suspended one day and expected to serve the assigned detentions. Students who are absent from school and unable to serve detention will be scheduled for the following week.

### Infractions and Consequences

The following behavior is considered inappropriate and will result in a student having to serve detention:

1. Uniform violations
2. Eating or drinking in the school building
3. Littering in the classroom, school building or outside area
4. Present in unauthorized areas of the school
5. Gossiping/spreading rumors
6. Disruptive behavior which impedes the progress of a class or an activity
7. Use of vulgar, blasphemous or obscene language
8. Failure to follow school, class rules or verbal directions given by school personnel
9. Failure to return library books or other school books
10. Failure to observe driving laws or parking regulations on or near the school campus
11. Campus misconduct such as running, pushing or rowdiness in the halls or while waiting in lines which are detrimental to the good order and / or safety of the school and /or its members
12. Gum violation.

**REPEAL OF DETENTION** is between the student and the teacher or staff member.

### Repeated Violations of school rules, excessive absences and/or tardiness

We at St. Mary's Academy believe that all school policies and rules are an integral part of a student's total educational experience. We urge you to stress the importance in maintaining all school policies/rules, which includes, the attendance policy (tardies to school/class) dress codes, excessive school or class violations, etc. The development of good habits is essential for your daughter's future success and personal growth.

Students who accumulate an excessive amount of violations will be placed on Social Probation and may become ineligible to participate in extra-curricular activities. At a meeting of students, parents and the Dean of Students, reports are reviewed and discussed, along with possible solutions.

A student is placed on Academic or Social Probation may request a petition to participate in activities from the Dean of Students. The Administration will review a student's file and/or current Academic and Conduct record to determine whether a student may become eligible to participate for an activity or event.

### Social Probation

Conditions of probation vary with the individual situation of the student. Release of probation status will be determined by the administration and Dean of Students depending on each individual situation. They normally include:

1. not-participate in any extra-curricular activities, i.e. athletics, class, club or school office, attendance at dances and all other extra-curricular activities, free dress, etc.
2. not-represent Saint Mary's Academy in any public manner, including participation in activities at other high schools, i.e. cheerleading, unity days
3. and, if the case warrants, professional outside counseling as a prerequisite for a student to remain at Saint Mary's Academy

A student may receive Social Probation as a consequence of Discipline Board action or as a result of unsatisfactory citizenship grades or conduct. Receiving a combination of two N's ("Citizenship needs Improvement") or one or more U's ("Unsatisfactory behavior") in citizenship a student will be automatically placed on probation.

Students on probation may not participate in any class privilege or extra-curricular activity without permission of the Dean of Students. Participation without permission may result in automatic suspension and referral to the Discipline Board. While a student is on probation, should she be referred to the Discipline Board, it could constitute grounds for dismissal and a student's parents could be asked to withdraw the student. If a student is placed on probation more than once she may be asked to leave the school.

### Suspension

Suspension may be imposed as a punishment following a Board of Discipline decision and/or it may also be imposed for the safety of the student suspended or the safety of other students, i.e. following a fight or in case of a serious threat against other students to allow for school officials to investigate an incident. Suspension may be carried out in two ways: not coming to school for a set period of time, or allowed to be at school in a supervised place but not attending classes or mixing with other students. If a meeting with the Discipline Board has not yet been held, a student placed on suspension may not attend regular classes or participate in any school activities until a meeting with parents takes place. A student is placed on suspension by a school administrator.

### Board of Discipline

The Board of Discipline exists to consider more serious disciplinary cases. In cases involving the possibility of expulsion, the Board makes its recommendations to the Principal who makes the final decision. The Board of Discipline consists of the Dean of Students and 2 faculty members appointed by the Principal. The decision of the Board is confidential.

A student appearing before the Board of Discipline may request a faculty or staff member to attend the meeting to act as an observer and advisor on behalf of the student. The faculty or staff member may participate in the discussion, but does not have a vote on the Board of Discipline nor participates in the deliberation.

The Board of Discipline convenes under the guidelines of the Student/Parent Handbook, to hear the circumstances of the case and recommends the proper consequence to the Principal, based on the specifics of the case. The consequences may include but not limited to the following:

1. Further days of suspension
2. A requirement to enroll and participate in an approved professional counseling
3. Community Service Hours (in or outside)
4. Disciplinary Probation-lasting for a quarter or semester
5. Expulsion

The following violations will result in immediate suspension from school and a review with the Board of Discipline:

1. Arson
2. Extortion
3. Forgery
4. Disrespect to the neighbors of the school or their property
5. Disrespect, including verbal altercations, to school personnel, students, or other persons, on school grounds or at school related activities
6. Truancy
7. Cheating on tests
8. Plagiarism on papers

Disciplinary Referral is made in writing by any teacher, staff member or person appointed to be in charge of a student activity, or class. This report includes the date, description of what took place, and a notification that the student has been told of the report.

At the meeting of student, parents, and Discipline Board, reports are reviewed and discussed, along with possible solutions. Depending on the seriousness of the situation and the attitude of the student, the Board may recommend to the principal:

- that the student be placed on probation for the quarter or semester
- that hours of service to the school be imposed
- that counseling (either through the school or outside referral) be required
- that other appropriate actions take place

#### Disciplinary Causes for Expulsion without Warning

- 1) Assault or battery, or any threat of force or violence directed towards anyone; the fostering or instigation of any form of violence against another member of the school community; possession of harmful weapons or material that could be used as a weapon.
- 2) Being under, or appearing to be under, the influence of alcohol, or other depressants, narcotics, or other illegal or harmful substances at school or at a school related activity.
- 3) The sale, distribution, or possession of any illegal substance—whether illegal for the general public or illegal for minors, i.e. alcoholic beverages, narcotics, dangerous drugs, or other harmful substances whether simulated or actual; carrying or displaying of paraphernalia associated with drugs, its use or sale, i.e. carrying a beeper, materials connected with drug use, etc.
- 4) Immorality; promotion or public endorsement of any belief or action that is contrary to Catholic teaching regarding morality; violation of civil law.
- 5) Hazing or committing any act that tends to injure, degrade or disgrace any member of the school community.
- 6) Theft; willfully cutting, defacing or otherwise injuring in any way property real or personal belonging to the school or any member of the school community.
- 7) Extreme insubordination.
- 8) Membership in a secret fraternity, gang, sorority or club, or organizing such club; displaying symbols of gang membership, whether membership is real or alleged.
- 9) Encouragement of illegal demonstrations.
- 10) Negative representation of SMA on the internet.

#### Violence and Threats of Violence

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



## EFFECT OF PARENTAL ACTIONS

### Action of Parents or Guardians

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the school in loco parentis that continuation of the student in the school might be morally impossible.

Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the school, in the presence or hearing of a pupil is guilty of a misdemeanor. (*Education Code. 13559*) Such conduct will not be tolerated.

The school must publish and utilize when necessary the law which states that any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or pupils and at any place which is on school premises or at some other place at which the teacher is required to be in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars (\$50.00) nor exceeding five hundred (\$500.00) dollars. (*Education Code. 13560*)

### Rights of Non-Custodial Parents

If a non-custodial parent contacts the school with regard to the achievement or performance of a student, the school will contact the custodial parent before releasing any information to that party. It is the responsibility of the custodial parent to notify the school if there should be a reason why a non-custodial parent should not receive information from the school.

### Cell Phones Violation

Students may not use cell phones or any recording device during the school day or after school inside the building. SMA will not be responsible for any lost or stolen phone. Student who fails to comply with the cell phone policy will have their phone confiscated, pay a \$20.00 fine, and serve detention.

### Detention

The administration and faculty reserve the right to impose detention when the behavior of a student or group of students is considered inappropriate and/or contrary to school rules and regulations.

Detentions will be scheduled every Wednesday.

All detention notices must be signed by a parent/guardian one day after detention has been served and returned to the office.

The number of detentions a student is given will affect the student's citizenship grades.

### Final Recourse

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her discretion.

### Gum Violation

Students are not allowed to chew gum on campus. Students who do not comply with this rule will be fined \$5.00 and must serve detention.

### Pregnancy Policy

When a student becomes pregnant, she has made a choice, which changes some of her obligation, responsibility and priorities. When the school learns of the pregnancy of a student, school personnel will meet with the student and parents and counselor to discuss what is best for this young mother, child and school community. The school will assist the pregnant student to complete her high school education. If the student chooses to remain at St Mary's Academy during her pregnancy, she must bring a doctor's letter stating that she is physically in good health to continue attending school and climbing the necessary stairs on this campus.

The decision to determine whether or not a pregnant student participates in extracurricular activities or graduation ceremony will be determined by the Principal.

### Residency and Marital Status Policy

Central to the philosophy of St. Mary's Academy is the belief that parents are the primary educators of their children. In support of this, the school and the parent 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 is compromised. Therefore, any student who marries will not be allowed to attend 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.

### Tardies

Each student will be credited three "no fault" tardies per semester. However, each instance after the three will result in parent conference.

### 18 Year Old Student

All school regulations apply to students who are 18 years of age or older as long as they are enrolled in the school.



## Harassment Policy

Archdiocese Los Angeles

The following policy on harassment meets the intent of Assembly Bill 2900 (chapter 906, Statutes of 1992) that requires every educational institution to have a written policy of sexual harassment.

Saint Mary's Academy is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other students, lay employee, or religious is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and through manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

**VERBAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures;

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submissions to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress
2. Submission to or rejections of such conduct by a student is used as the basis of academic decisions affecting the individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

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

It is the responsibility of Saint Mary's Academy to:

1. Implement this policy through regular meetings with all administrators and personnel, ensuring that they understand the policy and its importance, including guidelines and policies for internet use;
2. Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct herself in a manner which contributes to a positive school environment
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing
3. Consider immediately informing anyone harassing her that the behavior is offensive and unwelcome
4. Report all incidents of discrimination or harassment to the principal
5. If informed that the student is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

#### **COMPLAINT FILING AND INVESTIGATION PROCEDURES**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or the Archdiocesan Regional Supervisor if the principal is subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator if she prefers to do so.
2. The student alleging harassment will be asked to complete a formal written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, or representative of the religious community sponsoring the school, 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 termination.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.



## Emergency Information

The expertise of local police, fire, etc. will be followed. If a situation warrants that the school go on lock down, parents will be notified through the school phone system.

### Fire & Earthquake Drills

St. Mary's Academy follows all procedural drills that are required by State law and are conducted periodically throughout the school year. Evacuation procedures are posted in each classroom.



## FINANCES

### Tuition Policies

### SAINT MARY'S ACADEMY

2011-2012

Registration Fee (non-refundable) \$ 350.00

Tuition \$ 5700.00

#### Mandatory Fees:

Book Fee \$ 300.00

General Student Fee (labs, retreat, technology) \$ 300.00

Parent Participation Fee \$ 250.00  
(will be credited or refunded once 35 Volunteer hours are completed)

Fundraising: Hawaii Raffle \$ 150.00  
(1 pre-paid book of tickets)

Senior Fee (senior graduation costs-paid in December) \$ 100.00

Athletic Fee (per student athletes only) \$ 125.00

#### Optional:

Yearbook Cost (optional for students purchasing yearbook) \$ 55.00

- \$750.00 Sibling Discount

### Tuition Payment Options

- ✓ FACTS Program payments deducted automatically from bank account
- ✓ Pay by Credit Card on SMA website
- ✓ Pay at Bank of America (Inglewood Branch) LOCK BOX

Saint Mary's Academy offers tuition assistance based on financial need. Every effort is made to assist those who experience financial difficulties and are unable to pay the full tuition. Financial assistance forms are available from the office.

All parents must agree to and sign the 2011-2012 Tuition Agreement at the time of registration. Contact the Finance Officer for details. All financial policies are set forth in the Tuition Agreement.



## GENERAL SCHOOL POLICIES & REGULATIONS

### Books

Textbooks are issued to students on a rental basis at the beginning of each school year/semester. Students are responsible for the upkeep and return of all books issued to them. Any book lost or severely damaged must be replaced at full value.

### Campus Regulations

Saint Mary's Academy is a closed campus. Students wishing to conduct tours of the campus may do so with the permission of the Principal but visiting the school during class time is discouraged. Parents, guests, and all visitors should be directed to the main office.

Students may not take responsibility for the care of younger relatives during the school day.

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 should be reported to the Security Officer, faculty or staff.

Students are required to register with the office the license number of any car they drive to school.

### Collection of Money

Authorization from the Principal is required for sales or any collection of money. This applies to the curricular and co-curricular program. All monies from students should be turned in to the Business Manager on the day it is collected.

### Electronic Devices

Students may use computers, including laptops, on campus. However, computer use is for educational purposes only. Students are prohibited from accessing social websites such as Facebook, MySpace, etc. Students who violate this policy will be referred to the Dean of Students regarding consequences pertaining to the violation of the policy.

### Flowers/Balloons

Floral bouquets and balloons may not be delivered to students while on campus.

### Illness/Death in the Student's Family

Students are encouraged to inform SMA's Administration of students' family members who are ill. The administration will ask the faculty, staff, and student body to pray for family member's recovery and healing.

When a death occurs in a student's immediate family, the SMA family unites in prayer for the repose of the deceased soul; funeral arrangements are announced; and friends of the student are permitted to attend the funeral with written permission of their parents. Ordinarily students return directly to school after the funeral. Only students who are very close to the bereaved family should attend the graveside ritual.

### Illness During School

If a student becomes ill while on campus, she must report her illness to a faculty or staff member immediately. She will be sent to the school office, and a staff member will determine if she is to be sent home or returned to class. If the staff member determines that she is to go home, the staff member will call the parent or guardian listed on the student's emergency contact form. Students are discouraged from contacting anyone by cellphone regarding her illness before reporting her illness to a faculty or staff member. If a student will be sent home, she will remain in the infirmary until she is picked up.

### Insurance

SMA participates in an Accident Plan. Students are covered while attending school, school-sponsored activities, or participating in athletics. Claims are submitted first to the group insurance plan of the parent, then to the school's insurance carrier. Injuries and accidents must be reported to the Business Office Immediately (within 24 hours). Claim forms are available in the Business Office.

### Internet

The Acceptable Use Contract is distributed with the Registration packets and are to be returned signed by parents/guardians and students with the Registration forms.

SMA provides computing and network resources for the use of administration of SMA, students, faculty and staff members. Users are encouraged to use the computers, software packages and outside the school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through SMA computer services are and remain the property of SMA. SMA may terminate the access to and use of such computer resources at any time at its sole discretion. All Users are expected to conduct their on-line activities in an ethical and legal fashion. SMA and its sponsors reserve the right to use employees or student electronic productions to support the curriculum and for demonstration purposes without remuneration to employees or to student authors or their parents/guardians.

### Lost and Found

Valuable articles and/or large sums of money should not be brought to school as the school cannot assume responsibility for missing articles. Students are advised not to leave purses, wallets or books unattended. The loss of any valuable article should be reported to the Attendance Office. Found articles can be claimed in the Attendance Office.

### Medication

Students are never permitted to have medications with them at school. These include prescription or over the counter medicines. Should your daughter require a prescription that should be taken at school, Medicines are stored in a locked cupboard in the school office.

### Messages

Students may not receive phone calls during school hours, either through the school office, cell phones. Messages will be taken in an emergency and only from parents/guardians or anyone listed on the emergency information records.

### Posters

Any poster for display on campus or handouts issued by the students to the student body (or to the public) must be approved by the Principal.

### Representing the School

Students are prohibited from creating, participating or posting sites or blogs on social networks such as Facebook, MySpace, YouTube, Twitter, etc. related to St. Mary's Academy. Students may not use St. Mary's Academy's name and/or logo on these sites. Furthermore, students may not take pictures or videos of SMA's campus or activities off campus and post them on any social network site without the written permission from the Principal. Consequences of violating this rule may result in expulsion from St. Mary's Academy.



## School Forms

### Accident Reports

Accidents should be reported immediately to the Business Manager in order that the necessary forms may be obtained for the insurance company. A description of insurance coverage is given to each student in September.

### A.S.B. Cards

Each student is issued an A.S.B. card the first month of school. These are picture ID cards.

### Change of Address

Students are asked to notify the office of any change in address, phone number, or emergency information during the course of the year. Forms for this purpose may be obtained from the office.

### Emergency Cards

In case of accident or serious illness, the school is unable to get medical help for a student without the proper authorization signed by the parent or guardian. Emergency cards are kept on file in the Attendance Office. Parents should inform the school if there is a change in telephone numbers where they can be reached in case of emergency.

### Excused Tardy

When a student has been unavoidably detained in one class and is late for her next class, she must obtain a note from the teacher responsible for detaining her. This note is presented to the Attendance Officer who records the tardy. The student then presents an excused tardy to the teacher of her next class.

### Field Trips and Permission Slips

Students attending any school-sponsored off-campus activity must present to the Faculty moderator a permission slip signed by a parent or guardian. Permission slips are due three days before the scheduled event. This procedure is applicable to all school-sponsored activities including those held on weekends or during vacation.

### Guest Passes

All visitors to the SMA campus must have a guest pass. Students wishing to invite a guest to be on campus may obtain a guest pass from the Principal or Assistant Principal. Requests should be made two days prior to the guest's visit. Visitors are not scheduled during the weeks preceding a vacation, a quarter exam, or a semester exam.

### Health Forms

Students are required to have a complete physical checkup before entering Saint Mary's Academy and are to have a copy of the doctor's report in their office file. A health history is also required. Students with chronic or congenital health problems should make known their condition to the Principal.

### Off-Campus Permit

No student may leave the school premises during the school day without approval of the Principal.. Normally such approval is granted only upon written request by the student's parent or legal guardian. The procedure to be followed for leaving campus is:

1. The Required Note: If a student has to leave the campus for any reason during the school day, she must bring a written request from her parent or legal guardian to the Attendance Office before 7:45 a.m.
2. The Off-Campus Permit: A student will be issued a permit that is to be shown to an instructor and/or campus supervisor at the time of departure. When a student returns from an off-campus trip, she is to report to the Attendance Officer before going on to class and must *return* the pass.

### Out-of-Uniform Slip

A student who is not in full uniform must obtain an out-of-uniform slip from the Attendance Officer by 7:55 a.m. This slip is to be returned to the Attendance Officer at the end of the school day.

### Office Request Slips

At various times, counselors, teachers, administrators and office personnel call for students during class time.

### SMA Morning Announcements

Announcements for the student body are made during homeroom. Messages must be clearly printed, signed by a faculty member, and submitted to the office by the end of lunch of the preceding school day in order to be included in the daily bulletin. Permission to use the public address system for special announcements must be obtained from the Principal, Assistant Principal or Dean of Students.

### Tardy Slips

Students who are late to school or to any class are considered tardy. Students must report to the Attendance Officer for a tardy slip, which is then presented to the teacher of the class.

### Transcripts

When requested by parents, students, or guardians, these scholastic records are sent to a college, university, or place of business. These records are never sent automatically, nor are they ever hand-carried to the college. A student obtains a "Request for Transcript" from the office for transcripts she wishes to have sent. There is a \$5.00 fee for each request after the first one.

### Transfers

A request for a transfer of a student from Saint Mary's Academy must be made in writing to the Registrar. Included in this letter should be the name and address of the school to which the student has applied or has been accepted. If a student chooses to transfer to another high school but is delinquent in tuition payments, transcripts will be sent directly to the school from St. Mary's Academy. In such case, transcripts are not given directly to the student or parent.

### Work Permits

Under federal and state labor laws, students under 18 years of age must possess legal working permits. Students needing permits should request the necessary forms from the office. Placement on Academic Probation will result in the revocation of a work permit. According to article #49164 of the Labor Commission, a permit to work shall be revoked if employment impairs the health or education of a minor.

Placement on Academic Probation will constitute revocation of a student's work permit.



### Communication with Parents

The Academy strives to maintain communication with parents and guardians throughout the school year. Written grade reporting takes place eight times a year:

#### Auto-Dialer Phone System

St. Mary's Academy uses the Intouch Parent Notification Service to communicate with parents. This system may be used weekly to let parents know of calendar changes or special announcements. Intouch will be used daily to notify parents when the student is absent.

#### Counselor Appointments

Counselor-initiated appointments are scheduled when necessary throughout the school year, especially in the case of students on academic probation. Parents, students, and counselors work together to plan a program of study and co-curricular activities that will most benefit each student.

#### Deficiency/Commendation Report

These are mailed home during the sixth week of every quarter to students whose academic progress or learning attitudes indicate a need for improvement or particular commendation. A copy of each Deficiency Report is returned within a week of reception to the student's teacher.

#### Progress Reports

Parents may request progress reports by contacting the counselor. The Academy also uses a computerized grade program. A parent or student may request a printout at any time by contacting the subject teacher.

#### Parent Information Meetings

A meeting is held for parents and teachers at the beginning of the fall semester at a Back-to-School Night. SMA also holds a Report Card Night at the end of the first quarter. Phone contact is encouraged whenever additional feedback is desired.

#### Semester Grade Reports

These are issued at the close of each semester, contain grades and comment marks, and become part of the student's permanent academic record.

## Special Interest Seminars

Offered by the counseling staff a special series of Parental Seminars is held each year on topics of current interest. Topics include College Night, Financial Planning Night, and Senior Parent Night.

## Quarter Progress Report

These are mailed at the end of each academic quarter, and contain grades and comments detailing student progress.



## Facilities

### Building Use

Students are not to remain in classrooms, gym, etc. during the lunch period unless a faculty member is present in the room.

### Bookstore

Books are distributed the first day of school. During the year, books must be obtained through the business office.

### Bulletin Boards

Each class has a designated bulletin board located in their hallway. All bulletin board postings must be approved by the class, club moderator, Student Activities Director, Dean of Students or the Dean of Student Affairs.

### Development and Alumni Office

The Development and Alumni Offices are located along the east side of the corridor of the gym wing.

### Library/Media Center

The Library/Media Center is open daily from 7:30 a.m. to 4:00 p.m., including breaks and lunch. A student wishing to go there during a class period must have permission from her classroom teacher for that purpose. The student then signs the daily log when entering the Library/Media Center, and signs out when leaving. Library books, encyclopedias and other reference books, periodicals, pamphlets and college catalogues may all be checked out. Audiovisual materials may be used in the Library/Media Center or checked out overnight. A student who borrows library/media materials assumes responsibility for their return on time and in good condition. Students who have not paid for or returned all their library materials will be ineligible to receive their yearbooks until their library account is cleared. No food or drink is allowed in the Library/Media Center. Bookbags/backpacks may not be brought into the Library/Media Center.

### Lockers

Every student is issued a locker at the beginning of the school year. Lockers remain the property of the school and should be kept in order and locked at all times. **Students are advised not to give their locker combination to anyone.** Combinations of lockers are issued by the school. Personal locks will be removed. According to Federal law, student lockers may be searched under serious circumstances by the administration. A \$25.00 fee is charged for all damaged lockers.

Lockers are assigned to students by the Dean of Students for the protection of the student's property. Lockers should be kept in order and locked at all times. Locker maintenance is the specific responsibility of each student. Tape, marking pen or any other decorations that deface the paint are prohibited. No marks, signs, etc. are to be placed outside the lockers without the expressed permission of the administration. Although a student may have control of her school locker against her fellow students, her possession is not exclusive against the school and its officials. The locker is the property of the school and the student is only allowed to use the locker for storage as long as the use is not abused. It is the proper function of school authorities to inspect student lockers under their control and to prevent their use in illicit ways or for illegal purposes.

### Student Search/Questioning

To ensure that school campuses remain safe for students, searches for drugs, weapons and stolen articles may be conducted without warrant.

### Snack Bar

The snack bar is located in the quad and serves breakfast, snacks and lunch. Students may purchase both hot and cold foods there. Students are expected to follow the direction of the snack bar personnel at all times. Rudeness in the lunch-line whether to adult or student personnel will not be tolerated and may be grounds for refusal of service.

### Parking

All students driving to and parking at school must submit a form with car license number to the attendance clerk. There are no definite places assigned for students, except that students may not park in faculty assigned slots. Students are not to mark or identify personal parking areas. Important: The school is not responsible for any damage to cars parked in the lot or for any loss of items left in the car. Student drivers are to drive at safe speeds in the parking lot and on school grounds. They must also follow the directions of school personnel on duty in the parking lot. The exit on Prairie Avenue must be made as a right turn. Students will lose driving privileges if they abuse them by driving too fast in the parking lot or in areas near school. Any attempt to enter the lot following directions of those in charge will also result in a loss of driving privileges.

### Quad

Soft drinks may be purchased from the soft drink machines in the quad. Any problems with the soft drink machines should be reported to the Business Manager.



## Publications

### Alumnae Association Newsletter

The Alumnae Association of Saint Mary's Academy claims over 6,500 members. Graduates of Saint Mary's Academy become members of the Association.

Graduates should notify the Alumnae Office at the Academy whenever a change of name or address takes place. Class reunions are organized each year in cooperation with the Alumnae Office. A newsletter, The Echo, is published three times a year.

### Development Office

The Development Office is located in the south wing on the first floor behind the stage area.  
Alumnae, Parents, Students and Friends of SMA are always welcome.  
Hours: 8:30 a.m.-4:00 p.m. • Phone (310) 674-8470 Ext 209

Philosophy: the SMA Philosophy, as reflected in the ESLR's (live, Learn, Love and Serve), is to develop in each student her potential as a leader, a responsible citizen of the world who is imbued with a strong set of moral values, a sense of service and a love for learning. The mission of the school is to provide students with an outstanding college preparatory education based in the Catholic tradition regardless of family income, ethnicity, religion or race. To support and advance this mission, the Development Office undertakes the all-important work of organizing various activities designed to raise funds to make up the difference between tuition revenue and the annual cost of educating each student. Consequently, the department solicits funds from foundations, alumnae, parents and friends. The funds raised are used to support the school where the need is greatest: to augment tuition costs, to renovate facilities or for other indentified needs. SMA's 10-Year Master Plan designates specific areas for future funding.

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

**Saint Mary's Academy 2011-2012 Schedule**

M-T-W	Time	H:M:S	A
8:05 AM	First Bell		
8:10 AM	8:25 AM	0:15:00	H
8:30 AM	9:20 AM	0:50:00	1
9:25 AM	10:15 AM	0:50:00	2
10:15 AM	10:30 AM	0:15:00	B
10:35 AM	11:25 AM	0:50:00	3
11:30 AM	12:20 PM	0:50:00	4
12:20 PM	1:10 PM	0:50:00	L
1:15 PM	2:05 PM	0:50:00	5
2:10 PM	3:00 PM	0:50:00	6

Thu-LS	Time	H:M:S	B
7:40 AM	8:50 AM	1:10:00	Mtgs*
9:00 AM	First Bell		
9:05 AM	9:20 AM	0:15:00	H
9:25 AM	10:50 AM	1:25:00	1
10:50 AM	11:10 AM	0:20:00	B
11:15 AM	12:40 PM	1:25:00	2
12:40 PM	1:30 PM	0:50:00	L
1:35 PM	3:00 PM	1:25:00	3

Fri	Time	H:M:S	C
8:05 AM	First Bell		
8:10 AM	8:25 AM	0:15:00	H
8:30 AM	9:55 AM	1:25:00	1
9:55 AM	10:15 AM	0:20:00	B
10:20 AM	11:45 AM	1:25:00	2
11:45 AM	12:05 PM	0:20:00	B
12:10 PM	1:35 PM	1:25:00	3

Assembly	Time	H:M:S	D
8:05 AM	First Bell		
8:10 AM	8:55 AM	0:45:00	1
9:00 AM	9:45 AM	0:45:00	2
9:45 AM	10:00 AM	0:15:00	B
10:05 AM	10:50 AM	0:45:00	3
10:55 AM	11:40 AM	0:45:00	4
11:40 AM	12:30 PM	0:50:00	Assembly
12:30 PM	1:20 PM	0:50:00	L
1:25 PM	2:10 PM	0:45:00	5
2:15 PM	3:00 PM	0:45:00	6

Liturgy	Time	H:M:S	E
8:05 AM	First Bell		
8:10 AM	8:50 AM	0:40:00	1
8:55 AM	9:35 AM	0:40:00	2
9:35 AM	9:50 AM	0:15:00	B
9:55 AM	10:35 AM	0:40:00	3
10:40 AM	11:20 AM	0:40:00	4
11:25 AM	12:45 PM	1:20:00	Liturgy
12:45 PM	1:30 PM	0:45:00	L
1:35 PM	2:15 PM	0:40:00	5
2:20 PM	3:00 PM	0:40:00	6

Liturgy -Thu	Time	H:M:S	F
8:55 AM	First Bell		
9:00 AM	9:15 AM	0:15:00	H
9:20 AM	10:20 AM	1:00:00	1
10:20 AM	10:35 AM	0:15:00	B
10:40 AM	11:40 AM	1:00:00	2
11:45 AM	1:05 PM	1:20:00	Liturgy
1:10 PM	1:55 PM	0:45:00	L
2:00 PM	3:00 PM	1:00:00	3

\*Faculty, Curriculum, Department, etc.

H = Homeroom B = Break L= Lunch  
LS = Late Start

7/26/2011