

St. Mary's Catholic School

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Parent/Student Handbook

2017-2018



Accredited by

Diocese of Alexandria

AdvancEd/Southern Association of Colleges and Schools

Louisiana State Department of Education

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WELCOME

Welcome to the 2017-2018 school year! I am honored to serve as the interim principal of St. Mary's Catholic School, and I am looking forward to an outstanding year. I have often called my 28 years in education my ministry, and here at St. Mary's, it is no different. It is my mission and privilege to have the opportunity to take part in instilling in your child their faith development, academic excellence, and the desire to serve. The opportunities provided by our religious department and our teachers ensure that everything we do is based around these three facets of our school. The faculty and I are committed to ensuring that every child is provided the opportunity and encouragement to work to their greatest potential in all aspects of their lives...their faith, their education, their service, and the athletic/academic programs that are offered at St. Mary's. Our focus is to provide an environment for the total development of each child.

We commit ourselves to the St. Mary's mission. If you have any questions or concerns during the school year, please feel free to call or email. A key to a successful year is having open communication between parents/guardians and faculty. It will help your child experience success at school when we all have the same goals.

Andrea Harrell

MISSION

Founded on Catholic values and committed to excellence, St. Mary's Catholic School is dedicated to forming the whole child to know, love, and live the faith.

MOTTO

Many But One

FAITH LIFE

The Roman Catholic Church has always prioritized the education of the young in all facet of knowledge. This tradition flows from the firm belief that the work of salvation begins in the work of leading the Christian life in the world. To this end, there is no meaningful separation between religious studies and worldly studies. Everything which affects man is from God! At St. Mary's, faith permeates every aspect of the day from the content of studies to prayer before meals.

The Catholic Church welcomes any and all who are interested to be a part of our religious services and to attend our schools. All truly are welcome! Full participation in the Sacraments is, of course, limited to fully initiated Catholics, but all have a place in the Catholic Church and at St. Mary's

As stated above, St. Mary's has as its purpose to get children into heaven and into college. We do his by establishing an environment that allows virtue to develop and blossom.

Daily Prayer

The school day begins with all students gathered in the gym for morning prayer, the pledge of allegiance and daily announcements. Morning prayer begins promptly at 7:45 AM. Additionally, students begin each class with prayer.

Weekly Mass

All students, grade 2 and up attend Holy Mass weekly. Typically, the Mass takes place in the school chapel. Six to eight times each year, all-school Masses are celebrated in the school gym for special occasions.

MASS SCHEDULE		
TUESDAY	8:00 AM 8:45 AM	2nd grade to 6th grade PK3 to 1st Grade (Prayer Service)
WEDNESDAY	8:00 AM	10th, 11th, and 12th
THURSDAY	8:00 AM	7th, 8th and 9th

At-School Religious Functions

All students are expected to attend and respectfully participate in all school religious functions—regardless of their own church affiliation. Students and parents acknowledge that St. Mary's is a Catholic School operated by the Minor Basilica of the Immaculate Conception Church. The mission of the school flows from the beliefs and practices of the Catholic Faith.

Religion Department

The Religion Department strives to blend religious studies and the dynamics of human development, encouraging students to undertake the lifelong search for ultimate Christian values and personal growth. Service to others, especially to those in need, is stressed at every level.

Giving Is For Tigers (G.I.F.T.)

The G.I.F.T project allows for the student to participate in a form of service needed within the community. St. Mary's, in its Catholic tradition, seeks to allow the student to better understand the mission of Jesus Christ. In reaching out, the student not only sees the value of service that the community benefits, but it also allows the student to grow spiritually because he or she is able to reflect on serving as Christ served. Every junior high and high school student is encouraged to participate in the G.I.F.T. project by completing service hours each semester through his/her religion class.

ACADEMICS

St. Mary's Catholic School strives to create an atmosphere for learning and self-growth. Such an atmosphere provides each student the opportunity to realize his/her potential and to develop the healthy attitudes and responsible behavior that will permit him/her to pursue continued studies and to assume his/her place in society as a concerned Christian adult. St. Mary's conducts a preschool program (P3 and P4), an elementary program (K-6), a two-year middle school program and a four-year high school program. Students must complete four years of high school to graduate. The St. Mary's curriculum is regularly evaluated and revised. In setting up its curriculum, St. Mary's strives to provide educational opportunities that enhance the growth and development of all its students. Parents, as the primary educators, have the responsibility of making sure their child fulfills all of his/her educational duties.

GENERAL ACADEMIC GUIDELINES

Academic Records of Students

St. Mary's Catholic School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of parents, and in the event of divorce, their rights of custodial and noncustodial parents. In the latter case, in the absence of a court order to the contrary, the school will provide the noncustodial parent access to the academic records and to other school-related information regarding the students. If a court order specifies that no information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order.

Admission Policy

Every applicant to St. Mary's Catholic School deserves serious consideration as a potential recipient of the organization's best efforts toward a holistic Christian education. The following criteria are used to evaluate candidates for admission to St. Mary's:

- the individual school record (academic, standardized test scores, and behavioral history)
- recommendation of the St. Mary's Admission Team
- interview with each applicant and his/her parents
- admissions test in reading and math

Candidates for admission to St. Mary's Catholic School must meet the academic requirements of the school where currently enrolled, as well as the academic promotion requirements of St. Mary's Catholic School in order to advance in grade placement.

Special Needs

St. Mary's does not offer a special education program or services; however, a speech therapist is provided by the Natchitoches Parish School Board in the event that a student needs speech/language services.

A student with 504 special needs that have minimal accommodations must provide documentation of diagnostic services of any learning exceptionality. If a student is accepted at St. Mary's, the parents must agree to contract services with a third-party professional in order to determine any existing condition. If parents are unwilling or unable to provide this evaluation, and the student's behavior or special needs continue to inhibit learning, then the student may not be allowed to continue attending St. Mary's.

Section 504 of federal statute states, "A private school without a special education program, that is a recipient of federal funds may not, on the basis of disability, exclude a qualified challenged individual from its program if the individual can, with minor adjustments and reasonable accommodations, be provided with an appropriate education"

Dual Enrollment Courses

Dual Enrollment courses are offered to St. Mary's students through Northwestern State University. Dual enrollment courses allow students the opportunity to receive college credit while receiving high school credit. The criteria to enroll in a dual enrollment course is set by NSU.

****Dual Enrollment Courses Offered at St. Mary's 2017-2018 Academic Year****

English IV, Advanced Math, US History, Speech

Honors Courses

To be eligible to pursue an honors course must meet these requirements:

- Juniors must score EXCEEDING on ACT Aspire or ACT minimum requirements.
- Seniors must score the minimum requirement on the ACT in that subject area.
- Make no report card grade lower than a B (9 week grades grades) in the subject area
- Teacher recommendation

****Honors Courses Offered at St. Mary's 2017-2018 Academic Year****
Honors Chemistry, Anatomy, Physics, World History

Progress Reports

Progress reports are completed and emailed to parents in the middle of the fifth week of each term. The purpose of these reports is to inform parents of their student's current grades and work ethic. Parents of students who have earned grades of D or F on progress reports are advised to contact the teacher(s).

Progress Reports Dates:

1st Term: September 13
2nd Term: November 17
3rd Term: February 8
4th Term: April 20

Report Cards

Report cards are issued at the end of each term via email for the 2nd and 4th term. Paper copies are provided for Parent Teacher Conferences for the 1st and 3rd term.

Midterm Exams

Midterm exams are to be given in all classes in 7th-12th grades.. No student can be exempt from the midterm exam.

Final Exams

Final exams are required for all students, **except seniors who meet exemption criteria**. Seniors taking finals must be present at the scheduled time of their final, or else they will receive a zero.

Final Exam Exemptions

Seniors are exempt from **final exams** if they meet the following criteria:

- Grade of 85 to 89 - not more than one (1) absence during the semester
- Grade of 90 to 94 - not more than two (2) absences during the semester
- Grade of 95 or above - not more than three (3) absences during the semester
- Have not received any infraction for cheating/plagiarism

Academic Appeal Process

A dispute about a grade must be handled within two weeks of the grade being posted. Students and parents are to attempt to resolve the issue with the teacher of the course before contacting administration.

Parent/Teacher Conferences

Scheduled parent/teacher conferences will occur after each first and third term grading period.

Retention Policy

In K-8, students who fail two core subjects in a grade level will be retained in that grade level for the next school year unless the Student Advisory Team overrules this decision. A student is required to retake any core courses failed in high school. Parental requests for students to repeat must be made at the time of registration.

Grading System

	REGULAR COURSES	HONORS COURSES	DESCRIPTION	QUALITY POINTS
A	93-100	90-100	Excellent	4
B	85-92	80-89	Above Average	3
C	77-84	70-79	Average	2
D	69-76	60-69	Below Average	1
F	Below 68	Below 60	Failing Work	0

Homework

- Homework assignments are an extension of the standards taught during the school day. They are designed to reinforce and/or complement classroom learning and should be appropriate to the age and development of the student.
- All homework assignments must be checked and reviewed; however, homework should not be taken for a grade.
- Teachers are encouraged to work with other grade level teachers in order to assign homework throughout the week that it is not all congested on the same night when possible.
- It is expected that each student will complete work when it is assigned.
- If circumstances prevent a student from completing the assigned work, a note must be sent to the teacher along with a doctor's excuse if the child is ill.
- Work that is incomplete, late, or missing must be considered in the evaluation process such as a points system for homework completed.
- The general rule for late work is that all missing assignments will be completed but that the work will be given full credit ONLY if submitted on time.
- Only one homework grade per term (points system) averaged as a formative assessment. Homework should not be given as a punishment.

Standardized Testing

- **Selective Admissions/ACT** - It is recommended that every high school student take the ACT exam at least once during high school. St. Mary's students are strongly encouraged to take the ACT by the end of their junior year. All test results must be provided to St. Mary's.
- **ACT Aspire** - The ACT Aspire (<https://www.discoveractaspire.org/parent-overview/>) program simultaneously provides teachers and administrators with standards assessments and prepares students for the ACT. The exam is administered in the Spring Semester. St. Mary's uses the ACT Aspire to assess basic skills in grades 3 through 10.
- **PRE-ACT** - Students in grades 10 will take the Pre-ACT towards the end of the fall semester to aid in preparation for the ACT.
- During the week of testing the following stipulations should be followed:
 - No students are allowed to check out during testing time
 - No other events may be scheduled during this week and during testing.
 - Pending exceptional or emergency situations, all students are required to be at school and must participate in the tests.
- **Vacations should not be scheduled during testing week. Access the school calendar at SMSTigers.org/calendar to plan around testing week.**

Graduation Requirements

St. Mary's Catholic School college preparatory curriculum is designed to provide students with the opportunity to meet the entrance requirements of most colleges and universities. Parents and students are encouraged to investigate requirements of schools they are considering. Listed below are the graduation requirements for a St. Mary's Catholic School high school diploma. Also listed are the TOPS Core Curriculum Requirements and the Louisiana Board of Regents requirements.

Louisiana State Department of Education Graduation Requirements

Mathematics = 4 Units	
Unit of:	Algebra I, Geometry, Algebra II
Unit from the following:	Algebra III, Adv. Math-Pre Calc, Pre-Calculus, Adv Math-Functions & Statistics, Prob & Statistics, Calculus, or AP Computer Science A
Science = 4 Units	
Unit of:	Biology I and Chemistry I
Units from the following:	Biology II or Human Anatomy and Physiology, Earth Science, Environmental Science, Physical Science, Chemistry II, Physics, or Agriscience I & II (<i>completion of both courses is required for 1 unit of credit</i>)
Social Studies = 4 Units	
Unit of:	U.S. History
Unit from the following:	U.S. Government, Civics, or Economics
Units from the following:	Western Civilization, European History, World History, World Geography, Hist. of Religion (<i>non-public only</i>), or Economics
Foreign Language = 2 Units, same language	
Units from the following	Arabic, French, German, Latin, Spanish, Chinese, Italian, Japanese
Art = 1 Unit	
Unit from the following:	Music (Performance), Fine Arts Survey, Art, Theatre (Performance)
Health and Physical Education = 2 Units	
Units of the following:	Physical Education I & II
Electives = 3 Units	
Total Units = 24	

Louisiana TOPS Core Curriculum Requirements for 2018 Graduates and Thereafter

Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has four components, three of which are available to students, one for teachers. How and When to Apply Students must apply for all TOPS awards by submitting the Free Application for Federal Student Aid (FAFSA), which corresponds to the year they plan to enroll in a post-secondary school. The state deadline is published in the FAFSA. The FAFSA can be completed online at www.fafsa.ed.gov. The FAFSA form must then be filed annually to be received by the state deadline of July 1.

Units	Courses ¹
ENGLISH = 4 Units	
Unit	English I
Unit	English II

Unit from the following:	English III, AP English Language Arts and Composition, or IB English (Language A or Literature and Performance)
Unit from the following:	English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)
MATH = 4 Units	
Unit	Algebra I
Unit	Geometry 1
Unit	Algebra II
Unit from the following:	(Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence)
Unit from the following:	Algebra III; Advanced Math - Functions and Statistics, Advanced Math Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL; AP Computer Science
SCIENCE = 4 Units	
Unit	Biology I
Unit	Chemistry I
Units from the following:	Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II, AP Chemistry, or Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II; AP Physics I AP Physics II; Biology II, AP Biology, or IB Biology II
SOCIAL STUDIES = 4 Units	
Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History 1
Unit from the following:	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
Units from the following:	Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, or AP Microeconomics
FOREIGN LANGUAGE = 2 Units	Foreign Language, both units in the same language, which may include the following: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, and IB Spanish V

ART = 1 Unit	
Unit from the following:	Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music II, III and IV; Talented Theater Arts I, II, III, and IV; Speech III and IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; IB Theatre I or Drafting; Media Arts I, II, III, and IV; Photography I; Photography II; Digital Photography
TOTAL = 19 Units	

This core curriculum is accurate as of the date of publication and includes courses listed in TOPS statute. (Updated: 09/26/2016)

TOPS Contact Information: (800) 259-5626; stserv@la.gov; www.osfa.la.gov
P.O. Box 91202, Baton Rouge, LA 70821-9202

Board of Regents Requirements LOUISIANA BOARD OF REGENTS

MINIMUM ADMISSION STANDARDS for FIRST-TIME FRESHMEN

The Board of Regents establishes minimum admission standards for regular freshman admission at a Louisiana public university – flagship, statewide, or regional.* Universities may adopt additional, more specific or rigorous requirements for admission: students should check with the specific institution for additional information.

(1) High School Curriculum	Regents' Core: 19 units (from Core 4 Curriculum) Those courses in the English, Math, Science, Social Studies, Foreign Language, and Arts Categories as defined in the Core 4 Curriculum listed in Louisiana Department of Education Bulletins 741 (Louisiana Handbook for School Administrators; and Louisiana Handbook for Nonpublic School Administrators) and
(2) HS GPA	Minimum overall HS GPA — 2.0 and
(3) Developmental Courses	Developmental courses needed, per BoR AA Policy 2.18: 0 at Flagship and Statewide universities; ≤1 at Regional universities [Example: ACT English score ≥ 18; ACT Math score ≥ 19; and other measures in AA 2.18] and one of the following
(4) HS Core GPA -or ACT	GPA on the Core — 3.0 – Flagship GPA on the Core — 2.5 – Statewide GPA on the Core — 2.0 – Regional ACT Composite — 25 – Flagship ACT Composite — 23 – Statewide ACT Composite — 20 – Regional

* Flagship: LSU. Statewide: LA Tech, ULL, UNO. Regional: Grambling, LSU-A, LSU-S, McNeese, Nicholls, NSU, SLU, SU, SUNO, ULM. Two-Year institutions are open admission for freshmen students; contact the institution for

Academic Competitions

It is considered an honor to represent SMS in academic competitions. If a student is asked to represent SMS in an academic competition and is unable to do so, s/he must decline the honor in ample time to find a replacement. Not showing up at an academic competition may result in disciplinary actions.

Valedictorian/Salutatorian

Criteria: The Valedictorian is the student (or students) who:

- Takes the most rigorous curriculum offered
- Maintains the highest GPA in the school
- Has an honor code on all assignments and assessments.
- Reflects values of St. Mary's

The valedictorian is honored at graduation with a short speech and with special insignia. The runner-up student will be honored as salutatorian. If more than one student qualifies for valedictorian status there is no salutatorian. The number of valedictorians will determine the length of speeches offered at the graduation ceremony.

Graduation Honor Stole - 3.5 or high cumulative GPA

Mr. & Ms. SMH

They are the male and female selected by the high school to represent the best of the St. Mary's student body. Mr. and Ms. SMH take pride in the school they represent and do so with honor. They are outstanding scholars, athletes, and leaders. They are thoroughly involved and represent St. Mary's Catholic School by their virtues of integrity, courage, compassion, service, and humility, both inside and outside of school. They encourage others by all they say and do. They are not afraid to stand up for what is right, no matter the consequences. Mr. and Ms. SMH are not just students that are well-liked and easy to get along with. These honors are earned through what they have given back to their peers and school. They have given back over all of high school and have invested much of their time into the institution.

- Stipulations
 - Part of the honor of Mr. and Ms. SMH is to crown the Blessed Mother Mary during the May Crowning Mass each spring.
 - Seniors who meet requirements will have their names placed on the ballot, which will be voted on by all of high school. The male and the female with the highest number of votes will be given the titles Mr. SMH and Ms. SMH, respectively.
 - Any senior who does not wish their name to appear on the ballot for the title of Mr. or Ms. SMH reserves the right to withdraw their candidacy.
 - As proof, each must have done the following:
 - Maintains a minimum cumulative 3.0 GPA (as documented by grades of third quarter of senior year.
 - Participates in at least two clubs
 - Participates in at least one sport
 - Reflects the values of St. Mary's

SCHOOL POLICIES

Discipline Policy

Positive Behavior Intervention Support (PBIS) is based on the idea that students learn appropriate behavior in the same way they learn to read--through instruction, practice, feedback, and encouragement.

Why PBIS?

Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

The School-Wide PBIS Team

The school-wide PBIS team consists of representatives of the administration, teachers, school support workers, students, and family members. All proposals from committee must be approved by administration.

Members for 2017-2018 include the following:

Jason Kern - disciplinarian

Sharon Leone - teacher

Eve Mitchell - teacher

Jessica Manotas - teacher

Michael Landry - teacher

Kristi Martin - receptionist

Krista Sklar - librarian

Sarah Gilmore - student council representative

Lisa Guillet - PTO Chairman

Behavior Matrix of Expectations

St. Mary's operates and fully implements the Positive Behavior Intervention and Support conduct program. SMS Tigers ROAR! Each area of the building including the classroom will have its own set of expectations based on the four building-wide expectations are specified below for both classroom and non-classroom:

Ready to learn

Observe and Obey all rules

Act responsibly, and

Reflect Christian Values

Discipline Information

A student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation.

A student may enter the discipline ladder at any step, depending on the nature of the offense.

Failure to complete the punishment as designated may result in escalation to the next step in the ladder.

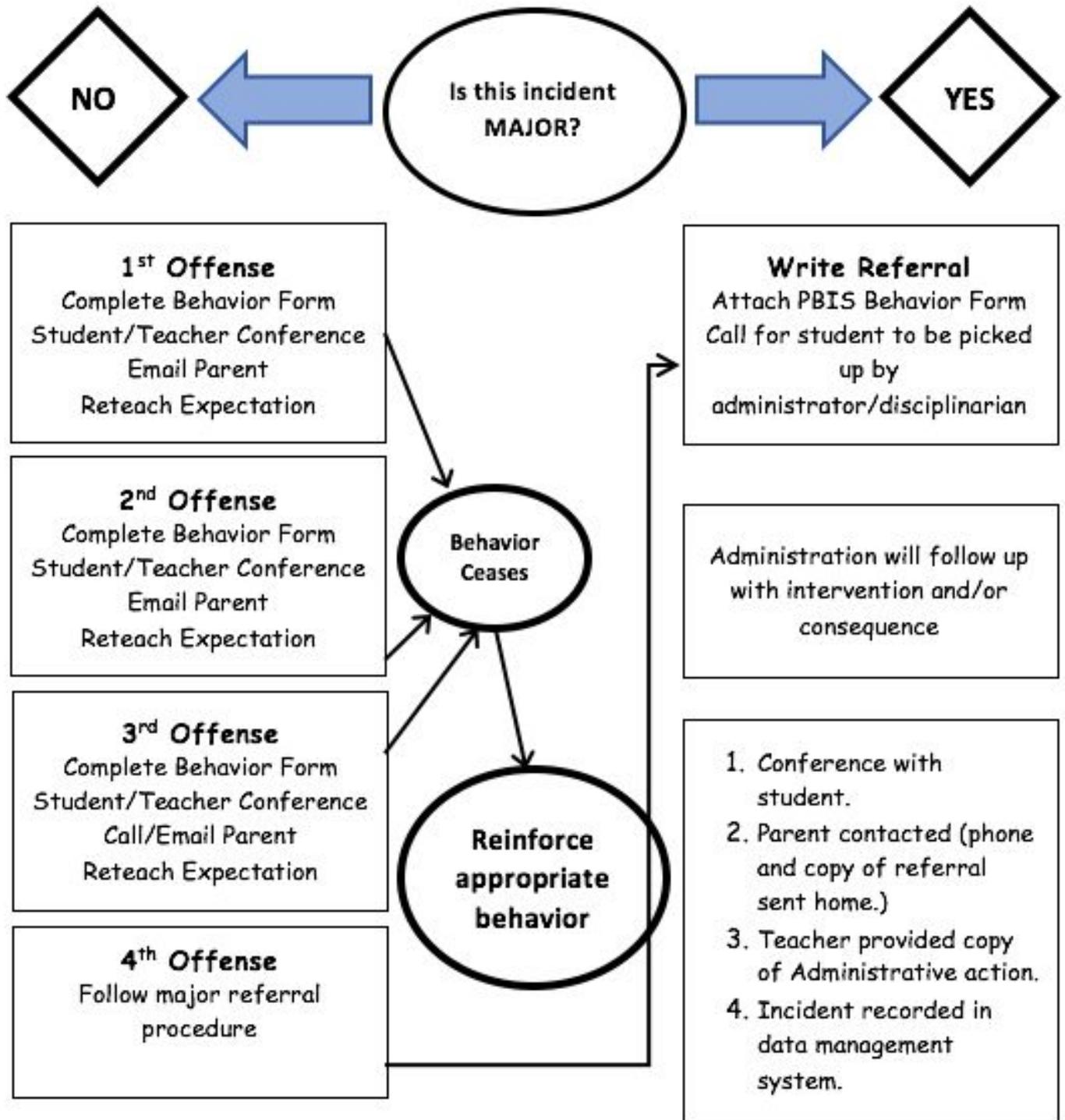
Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.

All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student's misbehavior.

Definition Guidelines

- *Minor* – discipline incident that can be handled by the teacher and does not warrant a discipline referral to the office
- *Major* – discipline incident of such severity that administrative intervention is warranted
- *Crisis* – incidents that require immediate response from administration, crisis team, entire staff, and/or community support

Referral Flowchart



Definition of Behavior Problems

Minor Problem Behavior	Definition
Defiance/Disrespect/ Noncompliance	Student engages in brief or low-intensity failure to respond to adult requests.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation	Student is not in compliance with dress code.
Inappropriate Language	Student engages in low-intensity instances of inappropriate language.
Other	Student engages in any other minor problem behaviors that do not fall in the above categories.
Physical Contact/Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after the bell. Office will take care of tardies before morning prayer.
Technology Violation (1st offense)	Student engages in non-serious but inappropriate use of cell phone, pager, music/video players, camera, and/or computer.

On the above violations, teachers will use the flowchart to determine how to handle minor situations in their classrooms.

Major Problem Behavior	Definition	Ladder Steps
Abusive Language/Inappropriate Language/Profanity	Student delivers verbal messages that include threats, swearing, name calling, intimidation or of words in an inappropriate way.	Steps 1-3 Depending on Severity
Defiance/Disrespect/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.	Steps 1-3 Depending on Severity
Skip Class	Student leaves or misses class without permission.	Step 1
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or naming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	Steps 1-3 Depending on Severity
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without That person's permission	Steps 4-7 Depending on Severity

Fighting/Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)	Steps 4 - 7 Depending on Severity
Harassment/Bullying/ Cyber Bullying/ Hazing	Student delivers disrespectful messages* (verbal or gestural) to another person that includes ats and intimidation, obscene gestures, pictures, or written notes. *Disrespectful messages include negative comments based on race religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnicity, disabilities or other personal matters.	Steps 6 - 7
Inappropriate Display of Affection	Student engages in inappropriate, consensual or non-consensual verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	Steps 4 - 9 Depending on Severity
Technology Violation	Student engages in inappropriate use of cell phone, pager, music/video players, camera, or computer.	Steps 6 - 8 (cell phones will be taken for a 3 day period)
Inappropriate Location/Out of Bounds Area	Student is in an area that is outside of school boundaries.	Steps 2 - 4
Cheating	Cheating is a form of academic dishonesty in which a student attempts to give the appearance of a level of knowledge or skill that the student not obtained. Cheating is defined as participation in any activity in which a student knowingly misrepresents or assists another student to misrepresent his or her actual achievement in form of academics.	Steps 1-3 Depending on Severity and Receive a "0" on the assignment
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property. This includes sacrilegious treatment of sacred objects or spaces.	Step 7 and restitution
Use/Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or Property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).	Steps 3 - 9
Use/Possession of Tobacco	Student is in possession of or is using tobacco.	Steps 3 - 9
Use/Possession of Alcohol	Student is in possession of or is using alcohol or drugs at school or school-related events.	Steps 3 - 9
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion.	Step 9
Use/ Possession of Weapons	Student is in possession of weapons.	Step 6 - 9

Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or abusing over the counter drugs..	Drug Policy
Other Behavior	Student engages in problem behavior not listed.	Discretionary

Discipline Ladder

Step 1 - Afternoon Detention (1 day) (3:15-4:15)

- The student will be provided at least twenty-four hours notice to make arrangement to attend the detention as scheduled.
- Students will be given a written assignment to complete during the detention. (Teacher will be given writing assignments to use.)
- The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments.
- Failure to report to detention as assigned will result in the student being placed on Step 3 of the discipline ladder.
- This will include missing athletic or any extracurricular practices because of detention.

Step 2 - Afternoon Detention (2 days) (3:15-4:15)

- Parent/guardian will be contacted by phone or email.
- The student will be provided at least twenty-four hours notice to make arrangements to attend the detention as scheduled.
- Students will be given a written assignment to complete during the detention.
- The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments.
- Failure to report to detention as assigned will result in the student being placed on Step 3 of the discipline ladder.
- This will include missing athletic or any extracurricular practices because of detention.

Step 3 - Saturday Detention (1 day)

- Saturday detention will be held from 9:00-12:00
- Parent/Guardian will be contacted by phone or email.
- The student will be provided at least twenty four hours notice to make arrangements to attend the detention as scheduled.
- The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments.
- Task will be determined by administration.
- Failure to report as assigned will result in the student being placed on Step 4 of the discipline ladder.

Step 4 - Athletic Practices and Extracurricular Events

- Student will be required to miss one or more practices due to the severity of the issue.
- Parent/guardian will be contacted by phone or email.
- Coaches will be held responsible for ensuring the students miss these practices.

Step 5 - Athletic Events and Extracurricular Events

- Student will be required to miss one or more games or events due to the severity of the issue.
- Parent/guardian will be contacted by phone or email.
- Coaches will be held responsible for ensuring the students miss these games or events.

Step 6 - Out-of-School Suspension (OSS) (1-3 Days)

- Parent/guardian will be contacted by phone.
- The student is prohibited from entering the school campus at any time during his or her suspension.
- The student will be able to make up work missed with a maximum grade of 70% (which is proportional: 100% becomes 70%; 90% becomes 60%; etc). The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day the student returns to school. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school.
- While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.
- The parent/guardian should meet with a school administrator before the student returns to school following his or her suspension.

Step 7 - Out-of-School Suspension (OSS) (4 Days)

- Parent/guardian will be contacted by phone.
- The student is prohibited from entering the school campus at any time during his or her suspension.
- The student will be able to make up work missed with a maximum grade of 70% (which is proportional: 100% becomes 70%; 90% becomes 60%; etc). The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day the student returns to school. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school.
- While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.
- The parent/guardian should meet with a school administrator before the student returns to school following his or her suspension.

Step 8 - Out-of-School Suspension (OSS) (5 Days)

- Parent/guardian will be contacted by phone.
- The student is prohibited from entering the school campus at any time during his or her suspension.
- The student will be able to make up work missed with a maximum grade of 70% (which is proportional: 100% becomes 70%; 90% becomes 60%; etc). The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day the student returns to school. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school.
- While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.
- The parent/guardian should meet with a school administrator before the student returns to school following his or her suspension.

Step 9 - Out-of-School Suspension (OSS) - Ten (10) days

- Possible recommendation for expulsion
- Parent/guardian will be contacted by phone.
- The student is prohibited from entering the school campus at any time during his or her suspension. If expelled, the student is prohibited from returning to St.Mary's Catholic High School for any and all school functions and/or events.
- The student will be able to make up work missed with a maximum grade of 70% (which is proportional: 100% becomes 70%; 90% becomes 60%; etc). The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day the student returns to school. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school.
- While in OSS, the student is prohibited from participating in or attending any sponsored activity.
- During the 10 day suspension, the discipline committee will meet to determine recommendations for expulsion or requirements upon reentering school.

Cyberbullying Policy

Any form of harassment using electronic devices and/or communication, commonly known as cyber-bullying, by staff, students, parents, or other third parties is prohibited and will not be tolerated. Cyberbullying is the use of information and communication technology such as email, cell phones, pagers, text messages, instant messages (IM), personal websites, weblogs, and other social networking websites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or to harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. Cyberbullying includes, but is not limited to, the following:

- *Posting slurs or rumors or other disparaging remarks about an individual using social media*
- *Sending email or other instant messages that are mean or threatening*
- *Posting or sending pictures that are embarrassing for an individual;*

*Note: In whatever form harassment is insulting and demeaning to the recipient and will not be tolerated in the workplace. All employees, managers, and non-supervisors alike must comply and take appropriate measures to ensure that such conduct does not occur. **Violations of this policy may result in disciplinary action up to and including termination and expulsion of student from school.***

Parents and Students Social Media Policy

The increasing influence of social media is a significant cultural and ethical dilemma of this moment in history. Students and teachers around the country are being expelled, fired, sued and even imprisoned for ill-considered posts. Parents are asked to consider the consequences of social media before posting negative, derogatory, inflammatory and/or unsubstantiated content about St. Mary's. Both the principal and the chancellor are happy to meet with and to discuss these matters with any interested party.

Drug Policy

Random Drug Testing, BAC Testing and Personal Search

As a condition of enrollment, all St. Mary's students are subject to random personal search, K9 searches, drug screening and BAC testing at the sole discretion of the administration. Drug testing may be either urine or hair sample analysis. BAC tests will be via handheld breathalyzer.

Alcohol, Tobacco, Drugs

St. Mary's is an alcohol, tobacco and drug-free zone. Parents and students are prohibited from possessing or distributing any of these materials on campus or at school-sponsored events.

1. Students will not knowingly imbibe any illegal drug (or any legal drug to excess). Students agree to this rule as a matter of life. As such, alcohol, tobacco and drugs used by the student away from school functions may be cause for discipline.
2. Students will not possess any alcohol, tobacco or drug paraphernalia on campus or at any school-sponsored function.
3. Students will not encourage or support the use of illegal substances by their friends. Students will not attend parties or events where the use of illegal substances is taking place.
4. Students discovering the presence of illegal substances at school or school sponsored events may submit these items to a member of the administration without blame or fear of retribution.

Procedures for Positive Test Results

1. *First Positive* - The testing agency will notify the school administration. Once the representative of St. Mary's Catholic School is notified and the test is confirmed as positive the person notified will contact the parents/guardians of the student to report the positive finding and recommend that they seek counseling for the student, and the student will have a 3-day suspension and suspension from all extracurricular activities for one week.
2. *Second Positive*- A student is immediately placed on probation from all extracurricular activities. The student will normally be required to enter and complete an inpatient or outpatient substance abuse program.
 - a. At the time of a second positive result, the testing agent will notify the principal, who must approve the program entered by the student. Student will have a 5-day suspension.
 - b. Upon satisfactory completion of the substance abuse program, the documented assessments, past student records, and student/family attitude and cooperation will be used to determine continuance at St. Mary's Catholic School.
 - c. Parents/guardians and students must be aware that failure to comply with assessment and/or program requirements may result in expulsion.
3. *Third Positive* - EXPULSION

Dress Code

The appearance of students that attend St. Mary's is important for many reasons.

- Uniforms are a long-proven and successful part of St. Mary's education.
- Uniforms are intended to teach rule-following, modesty, conformity and respect. With uniformity in appearance, a student's instruction can be the focus.

With the exception of the Pre-K3 students, all St. Mary's students are expected to follow this uniform and grooming code. All students are required to be in full uniform in the hallways, classrooms, etc. from the time they arrive on campus until the time they depart from campus.

All required uniforms items for St. Mary's are to be purchased through Caplan's Uniforms. www.shopcaplans.com. Official St. Mary's spirit shirts school's Parent/Teacher Organization and the BETA club sponsor. Both of these items are optional. The entire uniform policy is spelled out on the school website.

School Sponsored Event

All students who attend school sponsored events where the school's uniform is not required will be expected to adhere to the following dress code:

- Shirts, shorts, and skirts should be modest and fit correctly. Excessively tight, short, or revealing outfits of any kind are not allowed – **this includes sports leggings**. Midriffs are to be covered at all times. Clothes with keyholes or cut-outs are not allowed.
- Strapless, spaghetti straps or one shoulder dresses or tops are not to be worn.
- Dress and skirt lengths should be modest in nature and not excessively short.
- Pants must be worn at the natural waist and no underwear should be visible.
- Males are not permitted to wear make-up or nail polish; females should keep their make-up conservative.
- Students are not allowed to wear adornment in piercings of the nose, tongue, lip, and navel where visible. One earring in each earlobe is acceptable for females. Male students are not allowed to have any visible piercings.

Homecoming Dance

- Males must wear dress slacks, button down dress shirts, ties, socks and dress shoes. Jeans, shorts, polo-style shirts, tennis shoes, and any other casual clothes and shoes are inappropriate and will not be allowed.
- Females must wear dresses and dress shoes. Dresses and skirts are to be no shorter than 1 inch above the knee.
- Slits must be no higher than 1 inch above the knee.
- Necklines, including v-necks, must be no lower than the top of the bust line.
- The back of the dress must not dip lower than 2 inches above the natural waist.
- The sides of the body must not be exposed.
- No midriffs are to be exposed.

Prom

Prom is a formal event. Only formal wear is appropriate. Boys must wear traditional tuxedos with socks and dress shoes. No tennis shoes will be allowed. **Girls must wear floor-length dresses and dress shoes – no high-low dresses.** The back of the dress must not dip lower than 2 inches above the natural waist. **The sides of the body must not be exposed – which means no cut-out dresses. No midriffs are to be exposed which means two piece dresses are not allowed.**

If a SMS student plans to bring a guest to any SMS dance/function, the SMS student must complete the SMS Dance Guest Approval Request form prior to the scheduled event. Any St. Mary's student who brings a guest/date that does not attend St. Mary's to a school function is responsible for communicating the dress regulations and other standards for the event.

Any student found in violation of any dress requirements may be denied entry to said event; other disciplinary action may be taken at the discretion of the principal and/or administration.

Uniform Policy

7th -12th Grade MALE Uniform Policy	
School Attire	Mass Attire
Uniform Approved Pants PURCHASED FROM CAPLAN'S – with heat sealed Tiger on back pocket - KHAKI	Uniform Approved Pants PURCHASED FROM CAPLAN'S
Uniform Approved Shorts PURCHASED FROM CAPLAN'S with heat sealed Tiger on back pocket - KHAKI	
Tie - PURCHASED FROM CAPLAN'S	Tie - PURCHASED FROM CAPLAN'S
Belt - NAVY, BROWN OR BLACK - all pants/shorts with belt loops require a belt - must be plain with no adornment. PLAIN belt buckles – nothing oversized	Belt (if pants worn) - NAVY, BROWN OR BLACK - all pants/shorts with belt loops require a belt - must be plain with no adornment
Socks – WHITE, BLACK, BROWN, NAVY. Ankle, Crew or Knee Socks, or St. Mary's Ankle socks from Caplan's; No-show socks are not allowed.	Socks – PLAIN WHITE, BLACK, BROWN, NAVY. Ankle, Crew or Knee socks, or St. Mary's Ankle socks from Caplan's
Shoes that are predominantly BLACK, GRAY, WHITE, NAVY, or BROWN - loafer style, dress shoes, tennis shoes, or Sperry-type shoes. PLAIN Bobs. Saddle-Oxfords are acceptable if white and navy. Dress shoes are considered "sperry-type" -all must be worn with socks. High top Converse (plain white black or navy) may be worn.	Shoes that are predominantly BLACK, WHITE, NAVY, or BROWN - loafer style, dress shoes, or Sperry-type shoes. Dress shoes are considered "sperry-type" must be worn with socks.
Sweatshirt – NAVY zip front or pullover PURCHASED FROM CAPLAN'S with heat sealed crest or SMS embroidery. (Sports spirit sweatshirts or jackets are allowed on Game Day only.)	No sweatshirt or jacket can be worn to mass.
Cardigan PURCHASED FROM CAPLAN'S with heat sealed crest	Cardigan PURCHASED FROM CAPLAN'S
Royal Blue fleece jacket (from Posey's)	
Royal blue windbreaker (from Posey's)	
St. Mary's Letter jacket (Only SMH)	
7th -12th Grade FEMALE Uniform Policy	
School Attire	Mass Attire
Uniform Approved Skirt PURCHASED FROM CAPLAN'S - PLAID (When kneeling and with torso upright, the back of the skirt must touch the top of the calf.)	Uniform Approved Skirt PURCHASED FROM CAPLAN'S
Uniform Approved Pants PURCHASED FROM CAPLAN'S - KHAKI	Uniform Approved Pants PURCHASED FROM CAPLAN'S

Uniform Approved Shorts PURCHASED FROM CAPLAN'S - KHAKI	
Tie - PURCHASED FROM CAPLAN'S	Tie - PURCHASED FROM CAPLAN'S
Belt - NAVY, BROWN OR BLACK - all pants/shorts with belt loops require a belt - must be plain with no adornment.	Belt (if pants worn) - NAVY, BROWN OR BLACK - all pants/shorts with belt loops require a belt - must be plain
Socks – WHITE, BLACK, BROWN, NAVY. Ankle, Crew or Knee Socks, or St. Mary's Ankle socks from Caplan's; No Show socks are not allowed.	Socks – WHITE, BLACK, BROWN, NAVY. Ankle, Crew or Knee socks, or St. Mary's Ankle socks from Caplan's. No Show socks are not allowed.
Shoes that are predominantly BLACK, GRAY, WHITE, NAVY, or BROWN - loafer style, dress shoes, tennis shoes, Mary Janes or Sperry-type shoes. PLAIN Bobs. Saddle-Oxfords are acceptable if white and navy. Dress shoes are considered "sperry-type" must be worn with socks. Flats for females may be worn without socks. High top Converse (plain white black or navy) may be worn.	Shoes that are predominantly BLACK, WHITE, NAVY, or BROWN - loafer style, dress shoes, Mary Janes or Sperry-type shoes. PLAIN Bobs. Saddle-Oxfords are acceptable if white or navy. Dress shoes are considered "sperry-type" must be worn with socks. Flats for females may be worn without socks.
Sweatshirt – NAVY zip front or pullover PURCHASED FROM CAPLAN'S with heat sealed crest or SMS embroidery. (Sports spirit sweatshirts or jackets are allowed on Game Day only.)	No sweatshirt or jacket can be worn to Mass.
Cardigan PURCHASED FROM CAPLAN'S with heat sealed crest	Cardigan PURCHASED FROM CAPLAN'S
Royal Blue fleece jacket (from Posey's)	
Royal blue windbreaker (from Posey's)	
St. Mary's Letter jacket (Only SMH)	

PK 4 - 6th Grade MALE Uniform Policy	
School Attire	Mass Attire
Uniform Approved Pants PURCHASED FROM CAPLAN'S – with heat sealed Tiger on back pocket – NAVY	Uniform Approved Pants PURCHASED FROM CAPLAN'S
Uniform Approved Shorts PURCHASED FROM CAPLAN'S with heat sealed Tiger on back pocket – NAVY	No shorts should be worn to mass.
Belt - NAVY, BROWN OR BLACK - all pants/shorts with belt loops require a belt - must be plain with no adornment.	Belt - NAVY, BROWN OR BLACK - all pants/shorts with belt loops require a belt - must be plain with no adornment
Socks – PLAIN WHITE, BLACK, BROWN, NAVY. Ankle, Crew or Knee Socks, or St. Mary's Ankle socks from Caplan's; No show socks are not allowed.	Socks – PLAIN WHITE, BLACK, BROWN, NAVY. Ankle, Crew or Knee socks, or St. Mary's Ankle socks from Caplan's. No show socks are not allowed.
Shoes that are predominantly BLACK, GRAY, WHITE, NAVY, or BROWN - loafer style, dress shoes, tennis shoes, or Sperry-type shoes. PLAIN Bobs.	

Saddle-Oxfords are acceptable if white and navy. Dress shoes are considered “sperry-type” -all must be worn with socks. High top Converse (plain white black or navy) may be worn.	
Sweatshirt – NAVY zip front or pullover PURCHASED FROM CAPLAN’S with heat sealed crest or SMS embroidery	No sweatshirts allowed in Mass.
Cardigan PURCHASED FROM CAPLAN’S with heat sealed crest	Cardigan PURCHASED FROM CAPLAN’S
Royal Blue fleece jacket (from Posey’s)	No jackets allowed in Mass.
Royal blue windbreaker (from Posey’s)	No jackets allowed in Mass.

PK 4 - 6th Grade FEMALE Uniform Policy	
School Attire	Mass Attire
Uniform Approved Skirt PURCHASED FROM CAPLAN’S. (When kneeling and with torso upright, the back of the skirt must touch the top of the calf.)	Uniform Approved Skirt PURCHASED FROM CAPLAN’S
Uniform Approved JUMPER PURCHASED FROM CAPLAN’S	JUMPERS may be worn to Mass
Uniform Approved Pants PURCHASED FROM CAPLAN’S - NAVY	Uniform Approved Pants PURCHASED FROM CAPLAN’S
Uniform Approved Shorts PURCHASED FROM CAPLAN’S - NAVY	No shorts should be worn to mass.
Uniform Approved SKORT - PURCHASED FROM CAPLAN’S. Not allowed for PreK or K students because of difficulty to manage button.	
Belt - NAVY, BROWN OR BLACK - all pants/shorts with belt loops require a belt - must be plain with no adornment.	Belt (if pants worn) - NAVY, BROWN OR BLACK - all pants/shorts with belt loops require a belt - must be plain
Socks – WHITE, BLACK, BROWN, NAVY. Ankle, Crew or Knee Socks, or St. Mary’s Ankle socks from Caplan’s. No show socks are not allowed.	Socks – WHITE, BLACK, BROWN, NAVY. Ankle, Crew or Knee socks, or St. Mary’s Ankle socks from Caplan’s. No show socks are not allowed.
Shoes that are predominantly BLACK, GRAY, WHITE, NAVY, or BROWN - loafer style, dress shoes, tennis shoes, Mary Janes or Sperry-type shoes. PLAIN Bobs. Saddle-Oxfords are acceptable if white and navy. Dress shoes are considered “sperry-type” must be worn with socks. Flats for females may be worn without socks. High top Converse (plain white black or navy) may be worn.	Shoes that are predominantly BLACK, WHITE, NAVY, or BROWN - loafer style, dress shoes, Mary Janes or Sperry-type shoes. PLAIN Bobs. Saddle-Oxfords are acceptable if white or navy. Dress shoes are considered “sperry-type” must be worn with socks. Flats for females may be worn without socks.
Sweatshirt – NAVY zip front or pullover PURCHASED FROM CAPLAN’S with heat sealed crest or SMS embroidery	No sweatshirt can be worn to Mass.

Cardigan PURCHASED FROM CAPLAN'S with heat sealed crest	Cardigan PURCHASED FROM CAPLAN'S
Royal Blue fleece jacket (from Posey's)	No jackets allowed in Mass.
Royal blue windbreaker (from Posey's)	No jackets allowed in Mass.

General Grooming for PRE K - 12th Grade Students	
MALES	FEMALES
Hair must be kept in a neat style with a natural color. No distracting styles are allowed such as mohawks, dreadlocks, or designs cut into the hair. Haircuts must be at the eyebrows, not over the eyes when brushed forward. Hair cannot be tucked behind the ear. Half the ear should be visible and the back of the hair should not touch the collar. Sideburns can be no longer than the earlobe. No facial hair or stubble should show on students in 7th-12th grades.	Hair - Clean and color and/or highlights must be a natural color. Headbands may be WHITE, ST. MARY'S PLAID, BLACK or NAVY. No extreme or distracting styles or color.
No headbands can be worn.	Bows/Headbands solid WHITE, NAVY, ROYAL BLUE, ST.MARY'S PLAID (or any combination of these). Any barrettes or headbands must be BROWN, BLACK, WHITE, NAVY, ROYAL OR ST. MARY'S PLAID. Hats, flowers, feathers are not allowed.
Undershirts of all male students must be white and plain with no writing.	Camisoles Only solid white camisoles for females
	Bras – must be white, nude or a light color that cannot be seen through clothing
	Leggings PLAIN NAVY and must touch the ankle. Tights may be WHITE or NAVY and must be solid with no pattern. Leggings may not be worn under uniform shorts.
A religious symbol (cross, crucifix, religious medal) necklace is allowed as long as it is conservative in nature.	A religious symbol (cross, crucifix, religious medal) necklace is allowed as long as it is conservative in nature.
	Earrings - Small stud pierced earrings, or small hoops, may be worn in the female student's ear. No more than one earring in each earlobe.
Rings One ring per hand – small	Rings One ring per hand – small
One bracelet may be worn by male students with religious origin.	One bracelet may be worn by female students with religious origin.
No visible piercings are allowed.	Piercings – one piercing in each ear only – small hoop or stud only -
No visible tattoos are allowed.	Visible tattoos are not allowed.
No Make-up is allowed.	Make-up only if it is subtle and discreet in 7th-12th Grades. No make-up is allowed for students in PreK-6th.

Technology Policy

The school's technology information resources, including email, iPad integration and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for successful and continued access to the school's technological resources.

The Student agrees to:

1. Respect the values of the Catholic Church in the transmission of material to include pictures, sounds, videos, text, etc. This also refers to students posting pictures of class activities, teachers, classmates, etc. on any social networking sites or on the Internet.
2. Respect the use and value of the equipment used (monitors, printers, keyboards, etc.) by correct treatment and appropriate handling.
3. Respect and protect the privacy of others. Specifically: The Student will use only assigned accounts – no attempt will be made to circumvent “blocked” websites. He or she will not view, use, or copy passwords, data, or networks to which they are not authorized. He or she will not distribute private information about others or themselves.
4. Respect and protect the integrity, availability, and security of all electronic resources. Specifically: The student will observe all network security practices, as posted. Report security risks or violations to a teacher or network administrator. He or she will not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner. He or she will conserve, protect, and share these resources with other students and Internet users.
5. Respect and protect the intellectual property of others. Specifically, the student will not infringe copyrights (no making illegal copies of music, games, or movies!). He or she will not plagiarize.
6. Respect and practice the principles of community. Specifically, the Student will communicate only in ways that are kind and respectful. He or she will report threatening or discomfoting materials to a teacher. He or she will not intentionally access, transmit, copy, or create material that violates the school's mission (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass). He or she will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works). He or she will not use the resources to further other acts that are criminal or violate the school's code of conduct. He or she will not send spam, chain letters, or other mass unsolicited mailings. He or she will not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Recognizing Individuals Who Achieve Behavioral Expectations

The Positive Behavior Supports team in conjunction with faculty members at St. Mary's Catholic School has devised six key recognition programs as part of PBIS within the building. These programs are designed to recognize those individuals who do the right thing in upholding The ROAR Expectations.

Teachers and administrators are responsible for acknowledging students by giving specific and positive feedback to students who are meeting building-wide expectations; these recognition programs are intended to complement this direct response to positive student behavior. Classroom teachers are also encouraged to develop strategies for recognizing students within their own classrooms. This recognition may occur on an individual or whole group level.

Tiger Tickets: Tiger Tickets are an incentive program designed to recognize positive behaviors on a daily basis in those individuals found upholding the ROAR Expectations as well as those going above and beyond what is expected of them. Teachers, staff and administrators are responsible for distributing Tiger Tickets to students who meet and/or exceed the building-wide expectations.

Bi-Weekly Drawing for 7th-12th: The Tiger Tickets are used for a bi-weekly drawing where students can win rewards. The names of the winning students are announced during the morning announcements. The Tiger Tickets are only redeemable if signed and dated by the issuing staff member and placed in the appropriate box in the Main Office.

No referral Quarterly Events/Activities: Quarterly events/activities are provided for students that have NO discipline referrals for the quarter. Students will receive an official invitation to the activity approximately one week before the event. Only students that have an invitation are allowed into the event or activity. Teachers/Staff should check that the student has the invitation before releasing them from class. The PBIS team will provide teachers and staff with a list of students for each event.

Positive Referrals: Teachers and staff are provided with a Positive Referral form. The form is to be used at the teacher's/staff's discretion for those students that have displayed exemplary behavior and dedication. The teacher shall place the completed form in the Principal's box. The student will be called to the office to be congratulated. The Principal will contact the student's parent/guardian to inform them of the positive referral.

Each month the teacher that enters the most Positive Referrals will receive a free duty of his or her choice.

“No Referral” End of Year Events/Activities: The “No Referral” End of Year Event is provided for students that have NO discipline referrals for the entire year. Students will receive an official invitation to the activity approximately one week before the event. Only students that have an invitation are allowed into the event or activity. Teachers/Staff should check that the student has the invitation before releasing them from class. The PBIS team will also provide teachers and staff with a list of students for the event.

Kiwanis Terrific Kids Student of the Month: Each month a student from each class is nominated by their classroom teacher(s) for the “Student of the Month” based on academic and behavioral excellence. The students who are nominated receive gifts and a certificate as well as get their picture posted in the paper.

Students of the Month (7th-12th): Each month two students from each grade level are nominated by their “core” teachers for the “Student of the Month” based on academic and behavioral excellence. The students with the most nominations are chosen for the Student of the Month awards. The students will have their pictures displayed in the display case at the main entrance of the school and published on the school website and Facebook.

SCHOOL PROCEDURES

School Calendar

The School Calendar is online at smstigers.org. Interested parties may also subscribe to the calendar on their devices on that page.

Bell Schedule (Grades 7-12)

Note that we will be using A\B Modified Block scheduling which allows students to take eight classes per year. It also allows for less time wasted in transition between classes and for varied teaching methods.

7:45 AM – **Morning Prayer**

1st block – 8:00 AM to 9:30 AM

Morning Break – 9:30 AM to 9:45 AM

2nd block – 9:50 AM to 11:20 AM

3rd block MS – 11:25 AM to 1:25 PM

Middle School Lunch period – 12:25 PM to 12:55 PM

(Middle School students are escorted to the lunchroom by their teachers – teachers remain on duty – teachers escort students back to class for remaining 30 minutes of class)

3rd block HS - 11:25 AM to 12:55 PM

High School Lunch period – 12:55 PM to 1:25 PM

4th block – 1:30 PM to 3:00 PM

High School/Middle School Dismissal Bell - 3:00

P3-6th Grade Dismissal Bell - 3:10

Arrival and Dismissal

All St. Mary's students are transported by personal vehicle to and from school each day. All students of the school are to arrive by 7:35 AM to attend Morning Prayer in the school gym at 7:45 AM. If students plan to eat breakfast, they must eat between 7:00 and 7:25. In order to provide transitional time between high school dismissal and elementary dismissal, St. Mary's has determined two different dismissal times. In order to get instructional minutes in for elementary, the dismissal time must be at 3:10.

Attendance

In order to receive grades, all students must attend a minimum of 57,750 instructional minutes for the year. **The maximum amount of days a student can be absent and still progress to the next grade level or receive a passing grade is 8 days.** If the student's cumulative absence record appears unreasonable, then the student risks the possibility of failing the course, or earning a lower grade. (*Part LXXIX, Bulletin 741 (Non-Public) Louisiana Handbook for Nonpublic School Administrators -Chapter 9. Student Services, §901. Attendance, page 8.*)

Attendance letters will be mailed to parents, when necessary for those students who have excessive absences and/or tardies.

Absences

- Students will bring any doctor or medical excuses to the office.
- The office will modify any absence codes within RenWeb.
- All absences, whether considered "excused" or "unexcused", are collected and recorded cumulatively for each student.
- Any absence, accompanied by a doctor's excuse, or any other legitimate/genuine documentation should be sent to the school office upon returning to school.
- Per Non-Public Bulletin 741, "exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal".

Tardies

- Students who arrive in the classroom after the bell has rung will be marked as tardy.
- First block tardiness is recorded in the office as students enter the building.
- The office will follow all *Positive Behavior Instructional Support (PBIS) regulations for tardiness and will provide a tardy slip to the student.
- The only tardiness that is valid, and will not be counted toward an absence, must be documented by:
 - A doctor's excuse that the student was seen by medical personnel
 - Documentation that the student was securing or testing for a driver's license at the Department of Motor Vehicles.

***Four recorded tardies result in one absence.**

Attendance & Athletics \ Extracurriculars

A student must be in attendance the full scheduled class day in order to participate in any extracurricular or after-school activity, including athletic sporting events, or athletic sporting practice. The only exception to this regulation is if a legitimate and viable reason is provided to the Athletic Director or the Principal, prior to the event and absence.

Make-Up Work

- Student/Parents are responsible for contacting teacher by email to make up any missed work or tests.
- Except in extreme cases all make-up work is to be completed within the same amount of days that the student is absent (e.g., Student is absent two days. They would have two days to make up their work).
- For an assessment, quiz, or assignment announced prior to a student's absence from class, the student is responsible for the test or assignment the next time the class meets.
- For an assessment, quiz, or assignment announced during the class that a student is absent, the student must be provided an additional class period to make up any missed work or test. In other words, the student is responsible for the test or assignment on the second class meeting following the absence.

Early Check-Out

Any student leaving campus early must check out through the office by a parent or guardian. The following rules for checking out must be followed:

- Parents of students that do not drive must be physically present at the school office to check out their child from school.
- The school must be made aware by note or phone call if another individual is allowed to take their child.
- The office will call the teacher asking that the child come to the office.
- In emergency situations parents may phone the school and inform school staff that another individual is physically coming to the school to pick-up the child. If the individual is not on the child's approved "pick-up" list, the individual may be asked to provide picture ID to verify their identity.
- Driving students may check out only if the office has communicated with the student's parents – through a phone call or signed note.
- For the safety of the student body and the faculty and staff, no student will be released to parents during a crisis situation, evacuation, lock-down, or during extreme weather conditions.

Car Line Procedure

- As with arrival, parents are asked to remain in their vehicle during dismissal/pick-up time.
- The school must be made aware by note or phone call if another individual is allowed to take their child.
- Parents are also asked not to attempt to discuss any serious matter with any teacher that is on duty so as not to distract the teacher. Parent conferences may be scheduled by contacting the office.
- Parents are asked not to park in the Knights of Columbus parking lot and wait for their child to walk through the parking lot to meet them.
- Louisiana law prohibits the use of cellphones in a school zones; therefore, please refrain from cell phone use in the car line.

Note: If parents are divorced or separated, and one parent is not allowed to have contact with the child, the school must have on file, a certified copy of the Final Judgement court order.

SCHOOL RESOURCES

Nurse Referrals

If students become ill during the instructional day, teachers will complete a "Nurse Referral" slip and will send the student to the nurse's office. If students are to be sent home, they will remain with nurse or in the classroom until the parent arrives.

The Disbursement of Medication

The Catholic Schools Office of the Diocese of Alexandria has directed that school personnel should not administer medication to any student. This policy also includes over-the-counter drugs such as pain relievers and aspirin. If a student's health need necessitates taking a prescription drug during school hours, the parent or guardian must submit all required documentation required by law. All forms may be obtained by visiting the school nurse. The St. Mary's school nurse on staff is authorized to dispense medication to students during school hours only if the child has the proper documentation. *If the child has been given permission to attend a field trip, and must be administered medication during the time of the trip, the parent must accompany the student on the trip to dispense medication.*

Guidance Services

The guidance counselor strives to help each student reach his/her full potential in a caring, Christian environment. She provides a variety of services to students, parents, teachers, and administration. The guidance counselor provides individual and small group counseling support to students, handles career and college planning, and assists students with personal growth and development. Other services of the department include, but are not limited to, student testing, student scheduling, academic counseling, RenWeb support, and parent conferences. College financial aid and scholarship applications, ACT packets, TOPS information, and college catalogs are also available to students in the guidance office.

School Meals

Breakfast

Breakfast will be served from 7:00-7:25 before Morning Prayer which would begin at 7:45.

Lunch

- Students from P3 - 8th grade may bring their lunch from home provided a doctor's excuse is on file, stating reasons the child must be on a special diet. High school students may bring their lunch from home, without providing a doctor's excuse.
- Meals brought to school from a restaurant, or delivered to school on behalf of the student by a parent, may not be in the original wrappers or bags.
- No soft drinks in fast-food cups or any other labeled container may be consumed.
- All students are to be present in the cafeteria during their specified lunch times.
- Students may not eat in any other area of the school.

Child Nutrition Program

The Child Nutrition Program of St. Mary's provides nutritious meals at reasonable prices for students and faculty. The Child Nutrition Program of St. Mary's is a part of and is governed by the Catholic Schools Office within the Diocese of Alexandria. All students are encouraged to complete a National School Lunch/Child Nutrition Program form. All students determined to be eligible for free or reduced lunch become a part of data used to determine the level of federal appropriations awarded to St. Mary's.

<u>Prices:</u>	<u>Breakfast</u>	<u>Lunch</u>
Students(PK3-6)	\$1.35	\$2.85
Students(7-12)	\$1.35	\$3.10
Reduced Students	\$0.25	\$0.40
Employees:	\$2.10	\$4.10
At-Cost:	\$2.50	\$5.10

Sending Money to School

Parents are to send checks only when sending payment to school. Please secure in envelope and write on outside reason money is provided. All checks are submitted to the Cashier.

After School Care

St. Mary's offers an after school care program for parents in need of a place for children to stay from 3:10 until 5:15 P.M. Students not involved in an after school activity (athletic practice, dance line or cheerleader practice, quiz bowl, etc.) must report to After School Care if not picked up by 3:30 PM. This applies to students of all ages and grade levels. The hourly charge for this service is \$5.00. Parents will be billed at the end of each month. Those who are two months behind in payments will not be allowed to attend the after-school care program. A small registration fee to be assessed on the first bill for ASC. Students are supervised in one room and may do homework or play games and are provided a snack. Students may attend daily, or any combination of days in a week. Drop-ins are welcome but must be registered. Additional fees will be charged for students not picked-up by 5:15 P.M.

RenWeb

St. Mary's uses the RenWeb service to maintain an online record of grades, assignments and disciplinary actions. Parents must create an account to log into Parents Web. Parentsweb is the online portal that allows parents the opportunity to monitor student grades. This portal can be found at RenWeb.com/logins/parentsweb-login.aspx.

Creating a ParentsWeb Account through Renweb:

1. Go to www.renweb.com
2. Click LOGIN (Orange button in top right corner of screen)
3. Click ParentsWeb Login
4. Create New ParentsWeb Account (located under RenWeb ParentsWeb Login)
5. The district code for SMS is: SMS-LA
6. The email that needs to be used is the one on file with SMS. The account has to be linked to the schools database system.
7. Click Create Account
8. A message will pop-up telling you an email has been sent and to click on the link in the email. Once you click on the link you will have access to the page where you can create your username and password.
9. For security purposes the link is only active for 6 hours.

OTHER SCHOOL INFORMATION

Textbooks

Students are responsible for all textbooks and library books. Those that are lost, damaged, defaced or stolen must be returned, or paid for, to receive report cards or progress reports. Each teacher will conduct, and record, a textbook inventory at the end of each term.

School Property/Lockers

All middle and high school students will be assigned a lock. Each locker has a school provided lock. Each locker must remain locked at all times. Students must use the school provided lock. Locks are \$25 each if lost. No tape on lockers. Locker clean-out will be a part of the end-of-year process. Security of purses and backpacks is the responsibility of the student. **All items should be on the person or secured in a locked locker at all times.**

Off-Campus Behavior

Please remember that all students who attend St. Mary's have a responsibility to reflect the Christian values of the school whether they are on campus or off campus. Conduct that reflects negatively on the St. Mary's community may result in disciplinary action.

Asbestos Warning

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

PARENTAL INVOLVEMENT

St. Mary's believes that a positive, ongoing relationship between parents and the school is vital to the success of the school, and more importantly to the success of the student. Parents are encouraged to be a part of the educational and social life of the school to the degree that they are reasonably able. St. Mary's wants parents to know that they are a part of the life of the school.

Volunteering opportunities include participation with fundraisers, service projects, working concessions stands at all sporting events, and other events sponsored by the school. Emails are sent out when volunteer opportunities become available.

All volunteers and parents who intend to chaperone students must follow the guidelines set forth by the Diocese of Alexandria, and become VIRTUS trained to spend time with St. Mary's students in the school setting. This training also includes a background check and monthly computer updates. Please call the school office (318-352-8394) to get information about VIRTUS training.

Visiting the School

VIRTUS, Protecting God's Children® for Adults program is an "awareness" program that raises the issue of child sexual abuse and provides information that elevates an adult's awareness about the nature and scope of the issue. This program educates and trains adults (clergy, religious, teachers, staff, volunteers, and parents) about the dangers of abuse, the warning signs of abuse, the ways to prevent abuse, the methods of properly reporting suspicions of abuse, and responding to allegations of abuse.

Any and all teachers, staff, substitute teachers, parents and volunteers, involved in any student-centered activity of St. Mary's, must be VIRTUS trained, and must keep their training up-dates current. Each individual must also complete and sign a release form for a background screening.

For liability purposes, any group of St. Mary's students traveling for out-of-town athletic or extracurricular events will utilize the school owned bus or vehicle. In the event that parent vehicles are utilized for transportation, at least two, over 18-year-old-VIRTUS-trained individuals, should be present in each vehicle.

Facility Security

In order to address school safety, and to aid in prevention maintenance, all exterior doors of all campus buildings and classrooms are locked during every instructional school day. Visitors to the campus will request permission to access the front door of the main building by "buzzing" the office for entry. All visitors, including parents, must register at the front office by signing in and providing their destination while on campus.

Classroom Visitation

Parents are typically asked not to visit student classrooms during school hours. Items from home which may need to be given to a child can be left at the office. Outside of emergencies, students are not allowed to take phone calls during school. Parents who are specifically concerned may request permission from the principal to visit a specific classroom for a specific reason. This permission should be sought in advance.

Interaction with Teachers

Student-Teacher Conferences are scheduled twice a year. Parents should first contact teachers directly with questions about their child. If an issue is unresolved, parents and teachers can schedule a meeting with the school principal.

Student Counseling

Any student that receives counseling, or is speaking privately with any St. Mary's or Church employee, will do so in a room with a window or door that provides an unobstructed view.

The PTO

The Parent-Teacher Organization (PTO) supports St. Mary's by addressing specific needs at the school. Membership in the PTO is open only to parents of currently enrolled students. All parents are encouraged to participate.

CONTACT INFORMATION

If there is an emergency and you need to talk to your student during school, please call the office (352-8394).

If you need to talk to the school staff, Please call the office (352-8394) to arrange for an appointment.

If you need to talk to the principal, please call the office (352-8394) to arrange for an appointment.

If you need to talk to the Chancellor about a situation at school, please discuss the situation with the principal first. If, after discussing the matter with the principal, you are unsatisfied and feel that the principal has not adequately addressed your concern, please contact Fr. Deshautelle at the Office of the Minor Basilica at (318) 352-3422.

St. Mary's Alma Mater

Bells of Saint Mary's
at sweet even tide
shall call me beloved
to come to your side.
And out in the valley
in sound of the sea
I know you'll be waiting
Yes, waiting for me.
Oh! Bells of Saint Mary's
we always will love you
with your inspiration
we will never fail.
Your chimes will forever
bring sweet memories of you
so proudly ring out
as we sing out.

Hail! Hail! Hail!

St. Mary's Catholic School may determine that changes are necessary to these policies, guidelines, and procedures. For this reason, St. Mary's Catholic School reserves the right to revise, modify, exclude or repeal any or all of the policies, guidelines, or procedures contained in this handbook and to take action necessary for the best benefit of student, faculty staff, and parent/guardians.

Along with the Diocese of Alexandria, St. Mary's Catholic School re-affirms its non-discriminatory policy on the basis of race, sex, color, national and ethnic origin in its educational programs, activities and employment policies in accordance with the Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Sections 4.03(a) and 4.03 (c) Revenue Procedure 75-50. All students, faculty members and staff, without exception, are admitted to all rights, privileges and activities generally accorded or made available at the schools which do not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its employment policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.