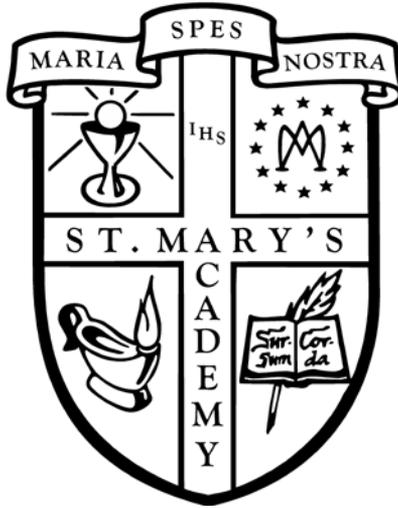


Saint Mary's Academy



Parent-Student Handbook

Instaurare omnia in Christo

To Restore All Things in Christ

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Saint Mary's Academy

INTRODUCTION

Saint Mary's Academy, a private Catholic school for grades K through 12 and a 501(c)(3) non-profit organization, operates under the United States District of the Society of St. Pius X. This handbook is provided as a reference for parents and students regarding school policy. Saint Mary's Academy does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration and hiring of personnel, admissions, or any other school programs.

Saint Mary's Academy provides children with a thorough Catholic education founded upon traditional principles. The school strives ultimately to form good Catholic citizens, men and women willing and able to work for the restoration of all things in Christ, freely submitting to the reign of Our Lord in the spiritual, moral, intellectual, and physical realms.

MISSION & PHILOSOPHY

Our mission as a private Catholic school is to develop the minds, bodies, and souls of students in accordance with the perennial educational and moral principles of the Roman Catholic Church. We operate under the Society of Saint Pius X, and provide a structured, traditional social and academic environment in which students pursue truth within a rigorous, balanced curriculum, and take active part in the life and liturgy of a thriving community fully committed to developing Christian values. By providing an atmosphere of serious scholarship and Catholic vitality, Saint Mary's Academy strives, as inspired by the motto of the Society of Saint Pius X, to equip students "To restore all things in Christ."

Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than mechanistic, quantitative filling up. The school strives continuously to provide the best possible facilities, tools, and material resources, in terms of texts and an integrated curriculum, simultaneously recognizing that our teachers' mastery of subject matter, ability to communicate, and, above all, love for our students, are what finally foster a desire for learning in those students. Our curriculum challenges minds; our teachers work with God to form souls.

ADMISSIONS

Online admissions forms are available on our website, <http://www.smac.edu/>. For assistance, please contact the Registrar at registrar@smac.edu or (785) 437-2471, x 475. Deadlines are listed on the web page.

Kindergarten applicants must be 5 years old by September 1 of the year of enrollment.

School personnel will administer entrance exams to prospective students for grades 2-12 before initial grade placement. Kindergarten and 1st grade students are not tested. A review of academics, testing, and behavioral records from any previous school(s) is a part of the placement process for students applying for entrance into the Academy. Parents must notify the school of any learning, emotional, or behavioral disabilities prior to an applicant's admission.

Religion is integral to the education offered at Saint Mary's Academy. All students must submit to the entire curriculum as offered: they must attend all religion classes, conform to all school policies, and participate in all scheduled activities.

New Students

The school considers any child not enrolled in the school during the previous semester a new student for enrollment purposes.

The following are required for new student enrollment:

- A letter of recommendation from the student's pastor or from the most current classroom teacher. (Required for all new students entering grades 7-12.)
- Proof, on letterhead, of up-to-date fee and tuition payments from the previous school. (Private schools only.)
- All academic, standardized test, and behavioral records for students applying to enter grades 2-12.
- Individualized Education Program (IEP) for students with any documented learning disability.
- Completed on-line registration forms.
- Advance payment of the application fee.
- A photocopy of the official state-issued birth certificate (A *certified* copy is not necessary.)
- Physical examination, including physician documentation of hearing and vision screening, for students younger than 9 years old at the time of enrollment.
- Copies of all sacramental certificates, including the sacramental marriage certificate of parents. For sacraments received at Assumption Chapel in St. Marys, the approximate dates of the reception of the sacrament may be provided instead of copies of sacramental certificates.
- Notarized copies of official custodial documents, when applicable.
- Vaccination records showing completion of required inoculations. Medical exemption may be substituted in accordance with Kansas state law.
- Meeting with the Principal, as required.

Returning Students

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation.
- All on-line registration forms completed and turned in by the published due date. Late registrations will be considered on a case-by-case basis.
- Tuition payments current and all fees paid (the first tuition payment is due July 1st).
- Vaccination records, or current exemption forms.
- Custodial / legal documents provided and up to date, if applicable.
- Meeting with the Principal as required.
- **Note:** any prospective returning student who was previously encouraged to withdraw or separated requires explicit permission for reenrollment from the Principal. A placement test is required in this circumstance, but only after the School Principal's approval.

COLLABORATION BETWEEN THE FAMILY AND THE SCHOOL

In the effort to provide a true Catholic formation, Saint Mary's Academy needs the cooperation of students' parents. The Academy strives to implement the laws of God and the discipline of the Church, imperative for the students' sanctification as well as for their proper intellectual development. Without parental reinforcement—initially entrusting the school with educable children, and supporting school policy and procedures throughout the educational process—the school can accomplish little of lasting impact. With this in mind, the school urges parents to observe the following:

Paternal Participation

As an extension of God's authority and Catholic hierarchy, and as heads of families, fathers must take an active interest in the education of their children in matters of curriculum, school activities, and especially their children's progress. As St. Thomas Aquinas teaches, "It is obvious that the upbringing of a human child requires not only the mother's care for his nourishment, but much more the care of his father as guide and guardian, and under whom he progresses in goods both internal and external ... On the father devolves the upbringing of the child" (IIa IIae q. 154, a. 2, c.). As their primary intellectual and moral guide, the father needs to realize that his children will be the reflection of his own thought and attitudes.

Spiritual and Moral Formation

The primary role parents fulfill as educators of their children relates most specifically to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and for the Faith. A balanced and joyful home life, in which children may receive their first experiences of the nourishing authority and protective affection of their heavenly Father, will foster a respectful and affectionate docility in the children that is vital for their education and healthy development as human beings and children of God.

Regulation of Electronic Media

Television, electronic games, **social media**, and recreational internet use not only impede the intellectual and spiritual progress of the student but pose potentially severe moral risks. By their nature, electronic media work directly against the goal of education, which is, in part, to draw the child into reality. Parents are urged to **eliminate or at least** minimize exposure to these media in the home to the greatest extent possible. Movies and TV should be thoroughly screened for content and spirit, and should generally be forbidden on school nights. The Academy strongly discourages creating, hosting, or maintaining personal websites **or social media accounts**, and participating in online social networking. Further, all infractions listed in this

Handbook apply to physical as well as electronic and cyber environments: students will incur the same punishment for lying or conduct or spirit prejudicial to the school online, for example, as they would for those same things in person. Those who choose to participate in the cyber domain should bear in mind that the World Wide Web is an open and generally unsecured environment: true privacy does not exist there, and they must assume that all postings are instantaneous, global, and permanent.

Use of cell or “smart” phones requires specific mention. These now ubiquitous devices are often useful, especially as a means of emergency communication. They also, however, represent one of the most prevalent sources of distraction, exposure to moral danger, and detachment from reality in our culture. Especially because of their capacity to distract, cell or smart phones (or any personal electronic devices) are not allowed in the school or during any school sponsored events. Further details follow in the “General Rules & Guidelines” section of this handbook.

For more guidance upon use of technology, please read carefully the *Digital Safety* appendix at the end of this handbook.

Communication

Parents must provide to the Registrar, in an open and timely manner, any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that may be helpful or necessary in the proper formation of the child. Withholding necessary information not only impedes the efforts of teachers and administrators but indicates a potentially damaging mistrust. In order to maintain the vital cooperation between family and school in the work of education, all communication (written, email, or verbal) between parents and school personnel is expected to be conducted in a civil manner. Use of threatening or intimidating language constitutes a direct attack on the necessary unity among educators, and therefore may result in

immediate student dismissal or, in less severe cases, may be used as a factor in determining family eligibility for re-enrollment.

Conflict Resolution

Conflict is often the result of poor communication and misinformation. Parents are asked to exercise discretion and follow school procedure if a child expresses school related dissatisfaction or problems: both the school and the parents must avoid on the one hand, assuming ill will, or on the other, denying the possibility that a problem could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Only after this initial contact, and if the conflict remains unresolved, should parents contact the appropriate School Principal. Direct recourse to the Rector is justified when an issue relates directly to overall Academy policy, or to some matter difficult to present discreetly to the teacher or to the Principal. In any case, parents should ask school officials about matters of concern to ensure proper understanding rather than engaging in potentially harmful judgment based upon secondhand information. A spirit of disunity and mistrust among educators is detrimental to the formation and healthy development of the child.

Discretion

As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties, or problems—actual or perceived—with the Academy or its staff in the presence of students. Beyond being an objective source of scandal, this spirit of criticism severely undermines the operation of the school and destroys the children’s confidence in authority.

Homework Supervision

Parents are expected to supervise homework to ensure completion, accuracy, and neatness. This daily investment of the parents’ time is one of the strongest proofs they can give to children of their respect for and support of the school and of education generally.

Financial Obligation

Parents must fulfill to the best of their ability all points of the enrollment contract, including the support of official fundraisers. This is a matter of justice towards teachers and students alike.

SPIRITUAL FORMATION

Students will attend the Holy Sacrifice of the Mass once a week as part of their regular Academy schedule. Students in grades 7-12 will have the opportunity to go to confession during the school Mass.

Mass schedule:

Monday: 8:25 a.m. Girls' School (7th – 12th)

Tuesday: 8:25 a.m. Boys' School (7th – 12th)

Thursday: 11:15 a.m. Kindergarten

Odd Years (2019-2020; 2021-2022; etc.)

Thursday: 8:25 a.m. Lower School Girls (1st – 6th)

Friday: 8:25 a.m. Lower School Boys (1st – 6th)

Even Years (2020-2021, 2022-2023; etc.)

Thursday: 8:25 a.m. Lower School Boys (1st – 6th)

Friday: 8:25 a.m. Lower School Girls (1st – 6th)

All students are required to bring their own missals and rosaries. Girls must also bring their own chapel veils.

DAILY SCHEDULE

General Schedule: The school day consists of classroom instruction, recess, and lunch. School is in session Monday through Friday from 8:15 a.m. to 3:35 p.m. On Wednesday,

school is in session from 8:15 a.m. to 12:40 p.m. Kindergarten is in session for full days Monday, Tuesday, Thursday, and Friday.

Daily Schedule*:

8:15 a.m.	Line-up
8:25 – 9:10 a.m.	1 st period
9:15 – 10:00 a.m.	2 nd period
10:05 – 10:50 a.m.	3 rd period
10:50 – 11:00 a.m.	(Mid-morning Break)
11:05 – 11:50 p.m.	4 th period
11:55 – 12:40 p.m.	5 th period
12:40 – 1:05 p.m.	(Lunch)
1:10 – 1:55 p.m.	6 th period
2:00 – 2:45 p.m.	7 th period
2:50 – 3:35 p.m.	8 th period

Wednesday Schedule

8:15 a.m.	Line-up
8:25 – 9:10 a.m.	1 st period
9:15 – 10:00 a.m.	2 nd period
10:05 – 10:50 a.m.	3 rd period
10:50 – 11:00 a.m.	(Mid-morning Break)
11:05 – 11:50 p.m.	4 th period
11:55 – 12:40 p.m.	5 th period

*Please note: the lower school begins and ends the day at the same time as the high school, however, specific hours for individual classes vary.

ARRIVAL, DEPARTURE, & DISMISSAL POLICY

Hours of Operation

School is considered “in session” from 8:15 a.m. until 3:35 p.m. (8:15 a.m. until 12:40 p.m. Wednesday). The school doors remain open from 8:00 a.m. until 3:50 p.m. (8:00 a.m. until 12:55 p.m. Wednesday). It is important that students arrive on time every day for maximum learning to take place.

Student Drivers

High School students with licenses may drive themselves and others to school, subject to legal license restrictions and parental permission. Parents, please be aware of who is riding with any of your student drivers and reinforce the importance of safety, especially on campus during the busy drop off and pick up times.

Students must park in the parking area north of the Knights' shed.

Arrival

On-time arrival at school is a matter of justice toward teachers and students. Students must be at line-up no later than 8:15 a.m. Students arriving after this time will be marked “tardy” for the day. Students who come late to school must present a written excuse from their parents.

Please use only designated areas for student drop off (and pick up): Our Lady's Circle and the parking lot west of College Creek.

Students may not arrive before 8:00 a.m. The Academy is not responsible for students who arrive before this time.

Departure

School dismissal is at 3:35 p.m. (12:40 p.m. on Wednesdays). Students will wait in designated areas for parents to pick them

up. Parents must pick up students promptly, and not later than 3:50 p.m. (12:55 p.m. on Wednesday). Teachers will make every effort to ensure that children are ready for pick-up at dismissal time.

Once a parent has arrived for pick-up, the student is considered under that parent's care and supervision. Students may not be left unsupervised in school buildings or on school premises. The Academy will not accept responsibility for any student who remains on campus after the pick-up time, unless he or she is involved in a school extracurricular activity. The Principal may impose disciplinary penalties if children consistently remain on campus after hours.

Early Departure

Parents must inform the school office in advance of any instance when a student needs to leave the school premises before the usual dismissal time. The reason for the early dismissal (doctor or dentist appointment, etc.) must be indicated. Whenever possible, parents should schedule appointments outside of school hours. Parents who need to pick up students during the school day should go to the school office to pick them up.

The school requires advance written notice if someone other than the parent will pick up a student for an appointment.

ATTENDANCE POLICY

Healthy students are expected to attend school every day. Students absent from school more than 18 times in an academic year may be separated, retained in the same grade, or denied a diploma for excessive absences. The Principal will make the final decision in these cases.

Absence

In the case of an unforeseen absence, parents need to notify the school office by 9 a.m. and provide an explanation.

In the case of an extended absence, parents must make arrangements with the school secretary for schoolwork. Students returning to school after an illness or absence must bring a written note of explanation to the school office. Absence due to sickness exceeding five consecutive academic days requires an explanatory note from a physician.

Student absences for which parents provide no explanation will be unexcused. Unexcused absences may result in disciplinary action. Assignments missed on account of unexcused absences will be penalized at the Principal's discretion.

Students who are at school for fewer than 2 class periods on a given day will be marked "absent" for that full day. Students who must leave school before completing 4 class periods will be marked absent for a half day. Students absent for 4 or more class periods in a day may not participate in any extracurricular activities (including practices) on that same day.

A student who is taken out of school before the end of the academic year and who has not completed class work and final exams prior to departure is subject to a final report card grade of INCOMPLETE.

Foreseen Absences

In the case of foreseen absence, parents must provide the school with advance written notification. Planned absences (for special occasions such as out-of-town weddings or funerals, etc.) require the further permission of the School Principal(s). Whenever possible, parents should avoid making personal plans that will result in missed class time.

In order to avoid disrupting the schedule of a class or the school, retarding the child's academic progress, and sending conflicting messages to the children regarding the importance of academics and duty of state, families are expected to plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for all missed class work, assignments, and exams.

CALENDAR

A new academic calendar will be made available before the beginning of each school year. School officials will notify parents of any changes after its publication, should they occur. It is the parents' responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly.

Student participation in functions noted on the school calendar (including occasional evening activities such as music performances) is mandatory unless explicitly indicated otherwise.

MEAL POLICY

Parents should closely supervise all school meal preparations made by their children. Students—especially younger children—need sufficient, healthful nourishment in order to function properly in school. Hungry children will lack energy and concentration; those given excessive sugar frequently exhibit hyperactivity and irritability.

Food Allergies

Parents must notify the school of any and all food allergies, their specific nature, and severity. A form is available at the switchboard and is required to be filled out and sent to the Registrar.

Breakfast

The Academy does not provide breakfast. Students should bring breakfast to school on days when they assist at Mass.

Lunch

Students should bring lunch to school each day in containers marked with their names. The school expects students to use proper table manners, and parents should review etiquette with them. All students (grades 1-12) eat lunch on campus.

HEALTH POLICY

Communicable Disease

A student suffering from a contagious illness or a bad cold should not be sent to school. Should an outbreak of a communicable disease occur, children not vaccinated against that disease (for which a vaccine exists) must be removed from the school for a period of time determined prudent by medical professionals.

Parents must report all instances of communicable disease to the school office. Communicable diseases include, but are not limited to, chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, and scarlet fever. Parents unsure of the communicability of an illness should consult a medical professional and call the School Secretary's office before sending a child to school.

Illness and Injury

Parents will be notified in the case of serious illness or injury that occurs at the school. In such cases, the child(ren) will be sent home only in the care of a parent or person designated by the parent. If immediate notification is not possible due to the nature of the injury or circumstances, the school will act in compliance with the registration releases and permissions and will notify the parents/legal guardians in a timely manner. In emergency situations, the school will contact emergency medical services (911) and parents (or designated personnel) as expeditiously as possible.

Please keep all contact information up to date by way of the

School Secretary or Academy Registrar.

Vaccinations

State law requires that children enrolled in all Kansas schools be vaccinated against certain diseases, allowing for medical exceptions only. Parents must therefore submit applicable pupil vaccination documentation and provide updates as required. Parents assume all legal and financial responsibility in representing to the school whether or not the child is in compliance with all required immunizations

SSPX Statement on Vaccination

Schools of the US District of the Society of Saint Pius X comply with vaccination policies of local health and education authorities while adhering to the moral principles of the Roman Catholic Church.

The Catholic Church does not oppose vaccinations in principle, but it does consider as morally illicit the development of vaccines from aborted fetal tissues. In 2005, the Vatican clarified¹ the proper position of all Catholics on this matter, and the SSPX adheres to that declaration.

Schools of the SSPX also support parental authority and freedom of choice in matters not opposed to the moral law. If the state law does not mandate vaccination, neither do our schools. In the event of an outbreak of an infectious disease, our schools work closely with local and state officials to respond according to the guidelines prescribed by the governing authorities.

¹ Pontifical Academy for Life. Moral reflections on vaccines prepared from cells derived from human aborted fetuses. Cf. *The Angelus*, February 2006, vol. 29, n. 2.

Medications and Other Medical Conditions

The school may not dispense medication without professionally indicated direction. Students may not self-medicate, with the exception of insulin pumps, epinephrine (EpiPen), and asthma inhalers. The following forms, available from the switchboard,

must, in every applicable case, be completed, signed, and dated and returned to the Registrar's office:

- Request for Prescription Medication to be Administered During School Attendance;
- Request for Non-Prescription Medication to be Administered During School Attendance;
- Severe Diabetic Plan;
- Asthma Action Plan;
- Allergy Action Plan.

If your child has any condition that may require immediate or emergent medical attention, such as severe allergy, asthma, diabetes, or seizures, an action plan must be completed and signed by a licensed physician. The plan should include the nature of the condition, and what steps are to be taken should the need arise. This information is part of your child's file and needs to be sent to the Registrar who will ensure necessary (and only necessary) personnel have it.

Parents should administer medication at home whenever possible, and should ask their doctor or pharmacist to develop an at-home dosing schedule to avoid the need for medication administration at school.

Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacy or physician, and must give them to the school secretary. Dosing directions should be clearly marked on each container. School personnel will not administer first-time medications.

Privacy, Safety, and Use of School Facilities

All campus restrooms, locker rooms, bedrooms, changing or shower rooms, or any other private areas are designated for either men or women, and use of these facilities is restricted to individuals of the designated sex based upon the information given on their original birth certificates. Any entrance by

members of the opposite sex for custodial/maintenance or emergency purposes is allowed only with proper notice and safeguards. All students, administrative/school staff, parents, invitees and licensees must comply with this policy in order to preserve the safety and privacy rights of our students and to maintain an environment conducive to a proper Catholic formation.

CURRICULUM – GENERAL

Religious Instruction

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through the study of Christian doctrine, the life of Christ, the Mass, the liturgical year, Bible history, and the lives of the saints. Children are taught to memorize the catechism, and at the same time to see behind these truths the face of Our Lord, calling them to lives of holiness in union with Him. Thus, students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

Literature and Language Arts

SSPX schools place great emphasis on a literature-based language arts program. Good literature is essential to the proper, healthy development of both the intellectual and the spiritual life. As Our Lord knew when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience — vicariously yet profoundly — circumstances and scenarios that will inspire them to embrace the good and reject the bad. Through the teaching and discussion of good literature, as well as its profound integration through composition exercises, students gain an openness to the noble realities of the soul, and thus are made docile to the call of grace, which draws them toward the noblest of all realities. Dictation and poetry are a preparation and an extension of this study of literature, inspiring the intelligence and nourishing the memory

with beauty. The study of grammar is the handmaid of literature, enabling the child to penetrate the essential of the written word and to express himself with clarity and elegance.

Other Subjects

The other classroom subjects likewise harness the curiosity and strengthen the nature of the students. Math teaches accuracy, order, and logic; science explores the beauty of God’s plan in the natural world; history reinforces the study of human nature and the world, bringing to life real heroes and important events and connecting causes and effects; geography integrated with history broadens students’ cultural awareness and helps to develop a truly Catholic perspective.

GRADE SCHOOL CURRICULUM

The curriculum for kindergarten through eighth grade includes the following subjects: religion, language arts (learning to read and write, grammar, dictation, literature, composition), history and geography, mathematics, nature study and science, music, and physical education. These will be taught at the appropriate developmental level for each grade.

Fine arts—music (sacred and secular), poetry, art, and drama—are an important part of the curriculum. The school encourages performing skits, copying and drawing pictures, dramatizing poetry and singing, along with creative projects and presentations in all subjects.

HIGH SCHOOL CURRICULUM

At the foundation of the education offered at Saint Mary’s Academy is the idea that human reason can discover and understand an order outside itself, the order created by God. Students receive a thorough and integrated view of this reality through the organic unity of all subjects. They learn to think in an orderly fashion, to speak and write as clearly as they think,

and ultimately to judge with wisdom and prudence.

At Saint Mary's Academy, students learn from the saints, ancients, and secular masters through literature, history, Latin, math, science, and religion. By opening to them the treasury of human knowledge, teachers strive to inspire students with an ardent love of truth and an increasingly clear vision of their final end. By teaching them to think not only critically but classically, and to integrate that thought into their own actions, a Saint Mary's Academy education prepares students both to face the concrete conditions in the world and to embrace supernatural as well as natural happiness.

Depending upon academic capacity, some students may transition to a less rigorous curriculum starting in the 7th grade. All students will be assessed in accordance with the grading scale of this handbook and will be eligible for the semi-annual honor rolls based upon their achievement level, regardless of curricular track. Eligibility for overall academic distinction upon graduation (e.g. valedictorian, salutatorian, academic distinction) will depend upon academic performance, course selection, and conduct.

Course Distribution

9th Grade:

Religion I
Latin I
Western Literature &
Composition
History: Ancient
(Creation - Sack of Rome)
Biology
Algebra I
Music
Physical Education
Art

11th Grade:

Religion III
Latin III/Language Arts
Western Literature &
Composition
History: Early Modern
(The Black Death to the
“Glorious” Revolution)
Chemistry or Fine Arts
Algebra II or Domestic
Arts I (G)
Music
Physical Education
Art

10th Grade:

Religion II
Latin II
Western Literature &
Composition
History: Medieval
(Age of the Church
Fathers - Avignon Papacy)
Physical Science
Geometry
Music
Physical Education
Art

12th Grade:

Religion IV
Latin IV/Language Arts
Western Literature &
Composition
History: Modern/ USG
(The Enlightenment to
Contemporary History)
Personal Finance
Physics or Conceptual
Physics (B) / Fine
Arts II and
Psychology (G)
Pre-Calculus or Fine
Arts II (B) / Domestic
Arts II (G)
Music
Physical Education
Art

All petitions for class transfers must be presented to the appropriate School Principal with a statement of explanation and the required signatures.

Graduation Requirements

To be eligible to graduate from Saint Mary’s Academy, a student must complete, at a minimum, the following number of years of study in the required high school subjects listed below:

	B	G
Religion:	4	4
English:	4	4
History:	4	4
US Government:	1	1
Science:	2	2
Mathematics:	3	2
Latin/Language Arts:	4	4
Music:	4	4
Physical Education:	4	4
Art:	4	4

Graduation eligibility ultimately will be determined by the School Principal, based on academic performance, effort, and conduct.

Seniors who fail any required courses during their final year in high school may be denied graduation; those who fail Religion will be denied graduation. In such cases, parents will be notified during the final quarter, except when students have jeopardized their graduation by poor results at the end of the final quarter or on final exams.

Commencement Honors

The School Principal determines the valedictorian, salutatorian, and those to graduate with academic distinction in each school.

Exclusion from Commencement

A student whose account is not current will not be admitted to the commencement ceremonies and his high school diploma will be retained, as stipulated in the contract.

GRADING & ACADEMIC DISCIPLINE

Grading Scale

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numerical Range</i>
A+	4.00	100-97
A	4.00	96-94
A-	3.67	93-90
B+	3.33	89-87
B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D	1.00	69-65
F	0.00	64-0

Academic Discipline/Probation

The school will issue report cards at the end of each quarter via e-mail. Requests for hard copy reports should be made to the Registrar.

Students earn grades based on the percentage scale above. 65% or higher constitutes a passing grade.

The school requires students who fail one or more subjects to remediate missed coursework in a manner determined by the school. Failure to remediate successfully according to school guidelines will result in student retention in grade or separation. Any student demonstrating consistently poor academic performance will be placed on academic probation by the School

Principal for a designated period of time. If probationary students show no substantial progress, their parents will meet with the School Principal or his designated representative to determine a proper course of action, which may include separation.

Plagiarism

Students must understand that extensive paraphrase, excessive quotation, and unattributed sources constitute plagiarism, the theft of another's work. Teachers will inform the Principal of suspected plagiarism. In confirmed cases, the Principal will determine appropriate sanctions and consequences.

All academic discipline and ultimate consequences remain at the sole discretion of the School Principal.

Progress / Deficiency Letters and Actions

Based upon student performance, deficiency letters to parents are issued periodically by the Principals for students who are failing or in danger of failing courses.

Students who are academically deficient at the end of the year will be retained in grade, remediated over the summer, or separated from the Academy by the School Principal. High School Religion cannot be remediated over the summer. Therefore, 9-11th grade high school students who fail Religion will be retained in grade and, as noted above, seniors who fail Religion will be denied graduation.

Parent-Teacher Conferences

At least one parent per family is required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers.

HONOR ROLL

The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. Students who receive any conduct grade of D or below are ineligible for the Honor Roll as are students who have been suspended for any reason.

Students in grades 5-12 are eligible for the Honor Roll as follows:

Summa cum Laude

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-).

Magna cum Laude

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+).

Cum Laude

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B).

HOMEWORK & HOMEWORK POLICIES

Homework, General

Teachers assign homework to reinforce knowledge, instill a sense of responsibility, encourage time management, and develop independent study habits. This daily effort on the part of the student is essential to the formation of profound, lasting qualities of heart and mind. Students must turn in assignments on time and make up homework assignments missed due to absence.

Parents are asked not to do their children's work for them. As a fundamentally dishonest circumvention of student duties, this would undermine both the teaching and the learning processes, and seriously impede the development of good study habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

Homework Time Guidelines

K-3: No assigned homework. **It is highly recommended that parents read to their children as often as possible.** Once the child begins to read it is beneficial to have him/her read orally to someone every night. Below is a list of other possible activities to do with children after school:

- **Kindergarten:** read to children.
- **1st grade:** review catechism questions, oral reading, review poetry, practice math flash cards.
- **2nd grade:** review catechism questions, oral reading, review auto-dictation and poetry, review grammar definitions, practice math flash cards.
- **3rd grade:** review catechism questions, oral reading, review auto-dictation and poetry, review grammar definitions, practice math flash cards.

Homework is routinely assigned to students in grades 4–12. Reasonable expectations of daily homework requirements:

- **4th grade:** 30 minutes
- **5th grade:** 45 minutes
- **6th grade:** 1 hour
- **7th through 8th grades:** 1 ½ hours
- **9th through 12th grades:** 2 hours

These are general guidelines. Actual requirements will depend on the child's ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework but should set appropriate limits and require accountability for unfinished work.

Teachers will strive to respect the above time guidelines, and the school in no way obliges or encourages giving unnecessary

homework—merely busy-work for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

Homework and Class Work Expectations

Saint Mary’s Academy and its teachers expect students to work to the best of their abilities, and parents should encourage students to take the time and care necessary to complete assignments well. Incomplete or poorly completed assignments may need to be redone. Students should take time to avoid misspellings and numerous cross-outs and should keep homework papers in a protective folder or permanent notebook as applicable. Teachers will not accept soiled or damaged papers.

Teachers will publish specifications for homework, to include acceptable formats, paper, notebooks, pens and pencils.

Late Work

Students must complete assignments by the morning of the day they are due. At the discretion of the teacher, students will be penalized for turning in work late in accordance with academic department policy.

Homework Requests when Students are Absent

Students are responsible for obtaining missed assignments from their classmates or teachers. Ignorance is not an excuse. Parents of K-6 students may call the school office for assignments *no later than the morning* of the due date, and may either pick up assignments at the end of the school day, or have them sent home with siblings.

Long-term projects and assignments given prior to a student’s absence are due on the original due date and must be delivered to the school on that day. Students should expect to take tests announced prior to an absence on the day they return to school.

UNIFORM POLICY

A school uniform is a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the standard remains *uniformity*, not individuality or fashion. While the school strives to develop strong individuals, the well-formed student will possess a true depth of character and a personality strong from within, not defined from without. A uniform facilitates all of this by minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and belonging, and eliminates the significant social pressures associated with style consciousness and competition. Uniforms do not suppress individual expression; willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic “letter of the law,” but students, aided by their parents, should discern and submit more importantly to the spirit of the uniform policy. Rather than defining each allowable or disallowable clothing item, the school relies on parents, students, and faculty to understand the purpose of uniforms and to comply with the intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

Hygiene and Appearance

For their own health and the consideration of others, students must bathe properly and regularly. Students must appear at school in clean, pressed, and complete uniforms. Damaged or excessively worn uniform items are unacceptable. Students must remain in full uniform while on the school property, even after school.

Make-up

Make-up and cosmetics are forbidden. Fingernail polish—colored or clear—is likewise forbidden.

Jewelry

Jewelry is forbidden, with the exceptions of Girls’ School House bracelets and House pins, watches, and a fine-gauge necklace

with a single religious medal. Girls with pierced ears may wear a single stud earring (gold, silver, or House color) in each ear. Boys may not wear earrings.

Hair

Fad hairstyles for boys or girls are forbidden. Boys must be clean-shaven, well-groomed, with haircut, off the collar and ears. Girls are to keep their hair pulled back and off their shoulders, with bangs short or fastened back and out of their faces. Any ribbons, hair bands, or other hair accessories are to be simple in design and color (gray, maroon, navy, white, or black). Bright colors and/or big bows and flowers are not allowed.

Required Uniforms

The following provides general guidance concerning articles that make up the uniform, including outerwear. Any elements of the uniform that do not match the components available through the Academy are non-regulation.

- First Layer: the basic uniform.
- Second Layer: the first outer layer, the navy-blue embroidered school sweater and/or blazer.
 - Students are not authorized to wear any other color sweater, nor may they wear multiple sweaters or sweaters without Academy crests.
- Third Layer: during periods of colder weather, the school permits a final layer of the uniform, which may include a winter coat (winter uniform) or school fleece and apparel such as hats and gloves. All accessories must be plain (non-patterned) and of House color or color to match the uniform. Students may not wear casual or active outerwear garments, hooded or otherwise, when in uniform. In particular, sweatshirts (“hoodies”) and denim jackets are forbidden.

Girls

- Uniform jumper (K-4) or skirt and embroidered sweater vest (5-12)
- Vest and blazer with crest (9-12) details:
 - Are always to be worn for lineup and for arrival at official school events.
 - In the course of the day, once lineup is over (and after one has settled in at an official event), the outer blazer may be removed if it becomes too warm; but the vest must always be worn.
 - The vest, or long sleeve sweater (5-8), is the 1st layer and is always to be worn (grades 5-12).
 - The blazer is the 2nd layer (grades 9-12) and is to be worn over the vest at the designated times.
 - During periods of hotter weather, the School Principal may temporarily relax the use of sweaters and blazers.
- White uniform blouse; long or short sleeve
- Uniform tie
- Uniform sweater – navy blue cardigan (K-4 only) - or embroidered navy sweater (5-8)
- Socks:
 - K-4 Grade Options:
 - White bobby socks or blue knee-high socks/tights
 - 5-12 Grade Options:
 - Neutral nylons
 - Navy knee-highs socks
 - Navy or black tights
 - White bobby-socks (or white ankle socks)
 - No socks necessary if wearing flats
- **K-4 shoes: black Mary Janes**
- **5-12 shoes:** Classic black uniform shoes: polished traditional ballet flat, Oxford, or loafer, no thick soles or large treads

- Dark blue, black, gray, maroon, or white winter coat (winter uniform); embroidered fleece
- For Physical Education:
 - House shirt (7-12)
 - **black PE skirt**
 - White athletic socks
 - Athletic **shoes**
 - School sweatshirt

Boys

- Charcoal gray uniform trousers
- Navy blue embroidered sweater vest (K-12)
- Navy blazer with school crest (9-12)
- Black belt
- White uniform shirt, long or short sleeve
- Black socks
- Black dress shoes, clean and with a polished appearance (loafers allowed)
- Uniform sweater with Academy crest
- Maroon tie (K-4), SMA regimental tie (5-8), or House tie (9-12)
- Dark blue or black winter coat (winter uniform)
- For Physical Education:
 - House shirt (7-12)
 - Navy blue shorts
 - School sweatshirt and/or sweatpants
 - Athletic shoes
 - White crew socks

For detailed uniform requirements please refer to the *Saint Mary's Academy Dress Code*, available online or from the switchboard.

GENERAL SCHOOL RULES & GUIDELINES

Character training is an important element of the education at Saint Mary's Academy. The school expects loyalty, respect, and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect rather than a rigid enforcement of a long list of rules. However, the school imposes certain rules to maintain order and to help students develop the habits of discipline, courtesy, etiquette, and culture necessary for intellectual and spiritual advancement.

Forbidden Items

School personnel will confiscate these and other inappropriate items.

- Cell or smart phones*, or devices
- Electronic devices including but not limited to radios, CD players, MP3 players, CDs, DVDs, and electronic games of any kind;
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content;
- Any drugs or alcoholic beverages;
- Any tobacco or smoking paraphernalia, including matches, lighters, "e-cigarettes" or other non-medical vapor emitting devices, etc.;
- Weapons of any kind.

* Students are never allowed to have phones in the school. Students may take parent approved phones on school trips for communication purposes only, but must hand them over, at the beginning of the trip, to a school trip supervisor, who will give them to students only for necessary calls home.

Confiscated phones will be returned to parents of violators of these rules at the discretion of the Principal.

General Classroom Behavior

- Students will raise their hands and wait to be called upon before asking or answering questions.
- Students will stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Dr., Mr., Mrs., Miss, etc.

Lunchtime Behavior

- Students will eat in their classrooms with proper supervision.
- Students need to bring a bag lunch. Soda is not allowed, and candy desserts are discouraged.
- Students may not use the microwave or any other kitchen appliances.
- Students will clean up after themselves and will help maintain the overall cleanliness of classrooms.

Playground Expectations

- Weather permitting, all students are expected to go out for play during recess. The school requires detailed written notification if a student cannot participate in recess activities for health or other reasons.
- Students must have appropriate cold weather clothing and footwear for recess.
- For safety reasons, the school does not allow rough play or tackle football. Snowball fights are not allowed.
- Children must remain within established boundaries.
- During inclement weather, recess will take place indoors.
- Running and horseplay are forbidden inside the school.

Parties and Gift Deliveries

- Students may not take delivery of flowers, balloons, gifts, etc. during the school day.

- Birthday Parties: while recognizing the special nature of student birthdays, the school does not allow birthday parties for individual students. Subject to teacher discretion, however, students may bring snacks on their birthday to share with fellow classmates during lunch.
- Feast Day and Holiday Parties: teachers, parents, and students will not arrange classroom parties other than those approved by the School Principal.

Respect for School Property

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Students will keep textbooks covered at all times. The cover should be plain, and display the student's name, grade, the book title, and subject. Damaged or lost books will be replaced at the parents' expense.
- Parents will be charged for lost textbooks and textbooks returned more than a week after the close of school.
- All property brought into the school or maintained by the school including school lockers, desks, and any other temporary or permanent storage areas on the grounds of the Academy are subject to searches which may be carried out with or without cause or suspicion and may be preventative in nature. By bringing items onto Academy grounds, each student and his/her parent(s) consent to searches of desks and lockers provided by the school for student use, at any time school authorities determine such searches necessary.

Restroom Use

- Students will use only designated restrooms.
- Except in cases of legitimate emergency, high school students may not take restroom breaks during class time.

- Except in cases of legitimate emergency, students grades 5 and up may not take restroom breaks during Mass.

General Items

- Students may not pass personal notes or written communications of any kind. Invitations to non-school sponsored social events should be distributed outside of school hours and off-campus to ensure parents are aware of such activities and to preclude any implication of school endorsement.
- Students must generally maintain silence in the school. Moderate noise is permitted during recess and breaks.
- Students may not run, jump, or roughhouse in any part of the school building.
- Students may not chew gum on school premises.
- Students may use the school phone only in emergencies and only with permission from a school official.
- Students may not leave school premises during the school day without permission.
- Students are not permitted in teachers' lounges.

DISCIPLINE POLICY

Saint Mary's Academy applies the principles of Catholic education to student discipline. True charity, at times, obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student: both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition does not preclude patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear.

Saint Mary's Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of

activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

Minor Infractions

Minor infractions are incidents attributable more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions:

- Disorderly desks or lockers;
- Incomplete, dirty, or excessively worn uniforms;
- Neglect of school property;
- Causing disturbances in class or during line-up;
- Neglect or improper performance of academic duties.

Teachers will correct minor infractions in the classroom, and may discipline students by way of in-school detention, study hall, or other means, at the teacher's discretion. Unless a pattern develops, the school will not inform parents of these offenses.

Major Infractions

Major infractions are incidents of a more serious nature indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience;
- Unexcused absence;
- Unexcused tardiness;
- Fighting;
- Bad language;
- Persistent failure to submit homework;
- Failure to show up for a detention;
- Use or possession of forbidden electronic devices;
- Use or possession of tobacco products;
- Excessive repetition of minor infractions such as those listed above.

The School Principal will handle infractions of this nature. Students will be punished with detention or other means, at his discretion. A detention may entail extensive janitorial work or after-school study hall. Students guilty of major infractions may be excluded from extracurricular activities.

Grave Infractions

Grave infractions are incidents indicating knowledge of wrongdoing with social and moral ramifications. Examples of grave infractions:

- Conduct or spirit prejudicial to the school;
- Offensive behavior or lifestyle not in line with that of a traditional Catholic school student;
- Lying, cheating, or any academic fraud, including plagiarism;
- Any illegal activity;
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol;
- Possession, purchase, or selling of weapons or fireworks;
- Grave or repeated disrespect;
- Theft;
- Vandalism or destruction of property;
- Indecent fraternization;
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet;
- Possession of immoral material;
- Excessive repetition of major infractions such as those listed above.

The School Principal will handle infractions of this nature. Students will be punished by suspension or expulsion, at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Students caught cheating will face serious consequences. Older students, in particular, will generally be suspended for cheating, as a minimum, and may well be expelled, dependent upon the

circumstances, even for a first offense. A lack of integrity is simply unacceptable in a serious Catholic environment. Work missed during the time of suspension may receive a zero, at the Principal's discretion. Expulsion, once imposed, will last for the duration of the academic year. The Principal may grant readmission at his discretion.

Notice of Disciplinary Action

Parents will be notified officially, by way of a disciplinary notice, of major and grave infractions, and of the disciplinary measures taken. A copy of the notice will remain in the student's file. The Principal may request a meeting with the parents.

Miscellaneous Rules & Consequences

Loyalty and respect, as well as immediate cheerful cooperation, are the virtues expected from all students. Immature or uncivilized behavior will not be tolerated.

All buildings and areas on campus in which the student does not have immediate academic interest are off-limits, with the exception of the chapel. The library building is only to be accessed during library hours and during scheduled class hours.

Students may enter the gymnasium and auditorium only during times when events, practices, or games are scheduled, or when the students have specific permission from a campus authority to make use of the facilities.

Fraternization: The Catholic Church has traditionally rejected co-education for what should be obvious reasons. SMA's Girls' and Boys' Schools are separate institutions with minimal and controlled interaction for certain events (concerts, fundraising, major ceremonies, etc.) as necessitated by time and other resource constraints. Should Academy activities require interaction between boys and girls, students of the two schools are expected to display proper, courteous behavior toward each other. Inappropriate, unnecessary interaction will result in suspension or expulsion. Some further guidance applies:

- The Academy encourages parents to teach their children how to behave with members of the opposite sex in a family environment.
- Since dating is a preparation for marriage it is inappropriate for high school students and is, therefore, forbidden.
- There should be no unsupervised interaction between unrelated boys and girls whether on school property or not. Unrelated students of the opposite sex should not, for example, walk to school together or attend events together.
- Because violations of these fraternization guidelines constitute behavior and a spirit prejudicial to the Academy, they will be treated as grave infractions whether they occur at school or elsewhere.

Girls in kindergarten through grade twelve and boys in kindergarten through grade eight are permitted to attend extracurricular activities with the stipulation that they are chaperoned by at least one of their parents (or by another adult designated by at least one of their parents) during the event.

Disciplinary Probation

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the Principal for a designated period of time. While on disciplinary probation, a student is ineligible to participate in any extracurricular activities. If a student in a probationary status shows no substantial improvement in behavior, his or her parents will meet with the School Principal to determine a proper course of action, which may include expulsion.

EXTRACURRICULAR ACTIVITIES & ELIGIBILITY

Students who participate in extracurricular activities should not jeopardize their grades by sacrificing too much study time to non-academic functions. Good grades and good conduct are

always expected as prerequisites for participation in any extracurricular activity.

Requirements:

An overall grade average of 70% or above, AND

No more than one failing grade, AND

No failing conduct grade in any subject.

Eligibility for a given activity will be established, subject to final determination by the Principal, for that entire activity (e.g. sport season) based upon grades from the most recently completed academic quarter. For example, eligibility for football (a fall sport) will be determined based upon the fourth quarter grades of the previous academic year.

A student's eligibility status (eligible or ineligible) will remain unchanged for the season unless the Principal changes a student's status based upon poor or commendatory performance in any area. Coaches are a critical source of input for such eligibility considerations and must provide input to the School Principal about students if matters of concern arise.

Additional Considerations

- Students on disciplinary probation are ineligible to participate in any extracurricular activities.
- Students who receive a major detention are suspended from extracurricular activities for a minimum of one week.
- Students are ineligible to participate in extracurricular activities on any day they are absent from school. This includes students who are absent for morning classes and arrive at school after lunch.
- Students who are on the ineligible list are encouraged to utilize their time studying in order to regain eligibility. Ineligible students are, therefore, **not permitted** to remain at school to watch any extracurricular activity or practice.
- Students who violate any Academy rule, regulation, or policy may be declared ineligible

at the discretion of the School Principal.

- The School Principal reserves the right to waive these restrictions on a case-by-case basis.

STUDENT EMPLOYMENT

Student employment outside the home during the school week is strongly discouraged. If a student's academic performance is deficient and he or she works outside the home on school days, parents should insist upon a change in work schedule or job termination. The School Principal may separate academically deficient students with jobs who continue to sacrifice academics for employment.

FIELD TRIPS

Field trips provide meaningful and enjoyable learning experiences for students and are mandatory academic events when scheduled. Parents agree and sign the "Permission to Transport," "Release of Liability Agreement," and "Permission to Treat" during on-line enrollment. The school will inform parents of each field trip throughout the year by means of a "Letter of Informed Consent" for the specific activity which must be signed and returned to the school prior to the event.

Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically or behaviorally. Students denied field trip privileges for any reason must still attend school on field trip days.

APPOINTMENTS & CONTACT WITH SCHOOL PERSONNEL

Appointments with Teachers or Administration

Parents may request meetings with any member of the school faculty or administration. Such meetings should be scheduled in advance through the school office.

Contact with Teachers

Parents should contact teachers regarding school matters during regular school hours.

The school will not call teachers out of the classroom or away from other supervisory duties to take calls during school hours. Teachers who receive messages relating to school matters will return phone calls during available free periods. Teachers will respond to messages left after hours at their earliest convenience.

Parents should not contact teachers at their homes or at parish functions (or in other social settings) regarding school matters. Parents may contact teachers by e-mail but should only contact teachers by cell phone if the teacher has given them permission to do so.

VISITOR POLICY

Visitors, including parents, must enter buildings through the main school doors and check in at school offices.

EMERGENCY PROCEDURES & SCHOOL CLOSINGS

In case of severe weather (tornados, severe thunderstorms, ice storms, etc.) during school hours, students should remain at school. The school will maintain contact with the U.S. Weather Service and Office of Civil Defense for tornado warnings or other severe conditions. In the event of a tornado warning, students will assemble in the safest locations within the buildings, and the school will follow procedures recommended by the Office of Civil Defense. Parents should not attempt to

pick up children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents.

Fire and Tornado Drills

Fire drills are mandatory, and the school will conduct them regularly throughout the year. The school will conduct tornado drills as required. During drills, students must maintain silence and behave in a controlled manner to ensure the safety of other students, faculty, and staff personnel.

Inclement Weather and School Closings

A decision to cancel school under adverse weather conditions is made in the interests of the students' welfare and safety. If Kansas School District 321 closes for the day, St. Mary's Academy will *generally* also be closed for the day. Parents will be notified via Parent Alert when there is a school closing. School closings will also be published on our school website and communicated via other local media outlets.

The school will contact parents in the event of an early closing, and parents should have an emergency transportation plan in place in case they cannot come and pick up their child or children.

TUITION, FUNDRAISING, & FINANCIAL AID

Tuition

As it is a matter of justice, contractual obligation, and the financial stability of the school, parents must take their tuition obligations seriously. During FACTS enrollment/re-enrollment, parents are required to select a tuition payment plan with automatic tuition payments. Options for weekly, bi-weekly, semi-monthly, monthly, semi-annual and annual payments are available.

Parents, who for valid reasons cannot meet their obligation as agreed upon during enrollment, must contact Accounting for modification to the timing of payment or contact the Financial Aid Department regarding an application for financial assistance.

Late fees are applied to payments that are not made in accordance with the tuition payment plan. The school may require parents to withdraw students until they can meet financial obligations. The school reserves the right to withhold report cards, transcripts, and diplomas in these cases.

Fundraising Obligations

Fundraising provides necessary operating income and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills a sense of ownership and responsibility in students. The Academy has one major spring fundraising event each year. Participation in the official school fundraiser is mandatory for all families and a financial penalty will be assessed if the family does not meet the minimum level of participation.

Financial Aid

Each year, the school can provide a limited amount of financial assistance to families in legitimate need. The amount available depends entirely on benefactor donations earmarked for this purpose.

To be considered for financial aid assistance, applicants must:

- Submit a completed financial aid application by April 30th for the subsequent academic year. The application is submitted online through FACTS, which is linked from the school's website, and requires submission of the previous year's tax return and other financial information.
- Maintain a monthly payment schedule as developed with the Financial Aid Department.

- Support and participate actively in the official school fundraiser.

Families receiving financial aid will be asked to contribute to the overall good of the school by performing some assigned volunteer work or services.

VOLUNTEERING

Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the Human Resources (HR) Department. For security purposes, volunteers placed in a position of trust with students will be asked to complete a background check release.

Confidentiality Agreement

Volunteers must understand the importance of confidentiality and students' privacy rights. Any information obtained or overheard while volunteering at the school, or in any capacity in or out of the classroom, must remain confidential.

Volunteers will:

- Respect the confidentiality of all faculty, staff, and students;
- Remain in designated work areas;
- Dress appropriately for activities;
- Know and adhere to Academy rules and expectations;
- Notify the school office and the appropriate teacher if they cannot come when expected.

Volunteers will not:

- Hold unscheduled conferences with teachers;
- Visit classrooms of their own children unannounced;
- Bring their own children other than those directly involved to scheduled activities without prior approval;

- Use cell/smart phones or other personal electronic devices while supervising children in class, on the playground, or on field trips, except to fulfill assigned duties.

WITHDRAWAL, TRANSFER, & READMISSION

Withdrawal Guidelines

In the event of withdrawal from the Academy during an academic year:

- Parents should arrange a meeting with the School Principal to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents must inform the Registrar and return all borrowed books and materials to the school.
- Faculty will have at least three days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding: parents must pay all fees and reconcile all accounts.

Readmission after Withdrawal

The school will not guarantee readmission to students withdrawn from the Academy during an academic year for reasons other than relocation or health. At the discretion of the School Principal, the school may impose a one year waiting period before considering a request for readmission. In these cases, the school will consider these children to be new students for purposes of admission and enrollment. Permission to re-enroll must be requested in writing from the School Principal.

Transfer

Saint Mary's Academy will not automatically release records to another school in the case of transfer. The new school must

request student health, scholastic, and standardized test records from the Academy in writing with a transcript release request form.

Saint Mary's Academy reserves the right to withhold all records until all financial obligations have been met.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO) FOR STUDENTS IN SSPX US DISTRICT SCHOOLS

Our schools are in place to provide a true Catholic formation within an increasingly non and even anti-Catholic world. We must remember that formation is much greater than curriculum; educating is much more than teaching. The Church's approach to education is more than utilitarian.

If there are classes—in particular, upper-level college preparatory math and science classes—that a District school is simply unable to offer, external resources may be a good option, but the real goal is to make our schools what they need to be rather than to outsource things we can't yet do well. Hence, PSEO could be acceptable, but should not be exercised simply as a “jump-start” to college or as a practical expedient; nor can it be considered if the college courses are not compatible qualitatively and quantitatively with the SSPX school's mission or curriculum.

Dual enrollment should not even be considered except in rare cases to avoid giving the impression that students have to go elsewhere to do serious work. It seems unavoidable—however unintentional—that use of dual enrollment programs will signal a lack of confidence in our own programs that can very easily lead students to neglect their Catholic school work in favor of their more “advanced” or “important” or “complete” postsecondary work.

Policy:

- Dual enrollment may be used only as a temporary measure, by exception, and with the written permission of the District Superintendent of Schools.
- Principals should advise parents that summer courses are preferable to dual enrollment during the school year.
- Only sufficiently mature students—as assessed by the Principal—can be eligible.
- Only classes not offered in the SSPX school can be considered.
- No humanities classes are allowed.
- Other classes must be consistent with a standard Catholic high school curriculum—e.g. Chemistry can be considered, but not a class on social media, etc.
- A review of course material must be completed by the SSPX School Principal.
- The Principal should attend some classes prior to approval if at all possible.
- Students must complete all work assigned for their SSPX school courses and abide by their SSPX school attendance policies.
- Postsecondary classes must not interfere with the student’s attendance at the SSPX school.
- The Principal will demand withdrawal from postsecondary courses if he notes student negligence in academics, conduct, or any other area.
- Failure to comply will result in separation from the SSPX school.

Appendix: Digital Safety Guide

