



# St. Mary's School

1865 A Heritage of Purposeful Learning

## Student/Parent Handbook 2010-2011

St. Mary's School provides a community in which intellectual curiosity and academic excellence combine with Catholic and democratic values to inspire and prepare responsible local, national, and global citizens.

### **Statement of Non-Discrimination**

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

*This is a hate-free school. We recognize the inherent goodness of all people, regardless of race, creed, color, personal opinion, sexual preference, or any of the countless other features and foibles that characterize us. We honor the humanity that joins us, and we celebrate the differences that distinguish us. As you enter and while you stay, we ask only that you abide by a single rule — one that transcends both culture and faith:*

*Simply treat others as you wish to be treated yourself.*

## Table of Contents

<b>2010 - 2011 St. Mary's School Board of Trustees .....</b>	<b>2</b>
<b>St. Mary's Faculty, Staff, and Administration.....</b>	<b>3</b>
<i>A. Administration.....</i>	<i>3</i>
<i>B. Program Directors .....</i>	<i>3</i>
<i>C. Faculty and Staff.....</i>	<i>4</i>
<b>General Student Information .....</b>	<b>6</b>
<i>D. Schedule .....</i>	<i>7</i>
<i>E. Cancellation or Delay of School.....</i>	<i>7</i>
<i>F. Counseling.....</i>	<i>7</i>
<i>G. Student Body Cards.....</i>	<i>7</i>
<i>H. Lockers.....</i>	<i>8</i>
<i>I. End of Year Check-Out.....</i>	<i>8</i>
<b>Academics.....</b>	<b>8</b>
<i>J. Graduation Requirements.....</i>	<i>8</i>
<i>K. Grading Scale and Expectations.....</i>	<i>9</i>
<i>L. School Evaluations .....</i>	<i>9</i>
<i>M. Honor Roll.....</i>	<i>10</i>
<i>N. National Honor Society.....</i>	<i>10</i>
<i>O. Standardized Testing.....</i>	<i>11</i>
<i>P. Library.....</i>	<i>11</i>
<i>Q. Academic Lab.....</i>	<i>12</i>
<i>R. Advisor System and College Counseling.....</i>	<i>13</i>
<i>S. Academic Integrity: Cheating, Copying Homework, and Plagiarism.....</i>	<i>13</i>
<b>Student Activities and Athletics .....</b>	<b>13</b>
<i>T. Activity and Athletic Eligibility Policy.....</i>	<i>15</i>
<i>U. Activity / Athletic Attendance.....</i>	<i>15</i>
<i>V. Activity / Athletic Transportation.....</i>	<i>16</i>
<i>W. Activity / Athletic Drug And Alcohol Policy.....</i>	<i>16</i>
<i>X. Athletic Participation Requirements.....</i>	<i>17</i>
<i>Y. Behavior At Extracurricular Activities.....</i>	<i>17</i>
<i>Z. Clubs and Starting a Club .....</i>	<i>18</i>
<i>AA. Field Trips and Permission Slips .....</i>	<i>18</i>
<i>BB. Dances and Chaperones.....</i>	<i>19</i>
<b>Community Service .....</b>	<b>20</b>
<b>Community Guidelines .....</b>	<b>21</b>
<b>Attendance Policies .....</b>	<b>22</b>
<i>CC. Signing in and out of school.....</i>	<i>22</i>
<i>DD. Attendance/Absences Procedures and Notes from Parents .....</i>	<i>22</i>
<i>EE. Absentee Policy and Short Term Leave of Absence Form .....</i>	<i>23</i>
<i>FF. Tardiness .....</i>	<i>23</i>
<i>GG. Visitors .....</i>	<i>24</i>

<b>Discipline Policies .....</b>	<b>24</b>
<i>HH. Discipline Committee.....</i>	<i>24</i>
<i>II. Probation, Suspension, and Expulsion.....</i>	<i>25</i>
<i>JJ. Alcohol, Drugs, Tobacco Products, and Other Substances.....</i>	<i>25</i>
<i>KK. Search and Seizure.....</i>	<i>26</i>
<i>LL. Theft.....</i>	<i>26</i>
<i>MM. Bullying, Harassment, and Threats.....</i>	<i>26</i>
<i>NN. St. Mary's School Computer Acceptable Use Policy.....</i>	<i>27</i>
<i>OO. Food, Garbage, and Chewing Gum.....</i>	<i>27</i>
<i>PP. Littering and Campus Cleanliness .....</i>	<i>27</i>
<i>QQ. Off Campus Lunch .....</i>	<i>27</i>
<i>RR. Cell Phones and Other Portable Electronics.....</i>	<i>28</i>
<i>SS. Dress Code and Personal Appearance .....</i>	<i>28</i>
<i>TT. Off limits Areas .....</i>	<i>30</i>
<i>UU. Student Cars and Parking Policy.....</i>	<i>30</i>
<b>Masses, Retreats, Assemblies and Other All-School Gatherings .....</b>	<b>31</b>
<b>Foreign Travel Policy .....</b>	<b>31</b>
<b>Insurance .....</b>	<b>31</b>
<b>Medication Policy.....</b>	<b>31</b>
<b>Permission and Notification Forms.....</b>	<b>32</b>
<b>Acceptance of Student-Parent Handbook as Contract.....</b>	<b>32</b>

2010 - 2011 ST. MARY'S SCHOOL BOARD OF TRUSTEES

**Officers**

Chuck Dibb, Chair  
Tracy McGovern, Secretary

**Trustees**

Paul Coughlin	Larry Martin
Catherine Dauterman	Mike Mastroni
Jeff DeBoer	Robert Mizia
Judy Gambec	Steve O'Connell
Peter Grant	Frank Phillips
Eric Guyer	Harry Piper
Doug Irvine	Angelica Ruppe
Bill Leavens	Fr. Sean Weeks

## ST. MARY'S FACULTY, STAFF, AND ADMINISTRATION

### A. Administration

---

Frank Phillips (1989)  
B.A., Brown University  
Head of School

Christopher M. Johnson (1996)  
B.A., Carleton College;  
M.A., Tufts University  
Middle School Head, Plant Manager

James R. Meyer (1997)  
B.A., St. Mary's College of California;  
M.I.R., Victoria University of Wellington, N.Z.  
Upper School Head

### B. Program Directors

---

John Barry (2009)  
B.A., Texas A&M University;  
M.A., Stetson University;  
C.P.A  
Business Manager

James Joy (1994)  
B.S., Southern Oregon University  
Director of Athletics

Teresa Baumbach (2000)  
A.A., North Hennepin Community College;  
B.A., Western Oregon University  
Director of College Counseling,  
Awards Coordinator, Religion

Patrick Naumes (1971)  
B.A., Southern Oregon College;  
M.A., University of California, Santa Barbara  
History, Religion, Alumni Director

Rebecca Naumes (2008)  
B.A., Santa Clara University  
Associate Director of Business and Marketing

Corinne Brion (2010)  
B.A., Ecole Nationale de  
Paris; Language Certification Diploma,  
Alliance Francaise de Paris;  
M.Ed., Southern Oregon University  
Director of International Programs

Andrea Reeder (2004)  
Director of Advancement

Liebe Roth (1991)  
Business Manager

Kacey Dewing (2001)  
B.A., University of Oregon;  
M.A., M.Ed., University of Washington  
Director of Student Activities, Social Studies,  
History

Ronda Sheffield (2010)  
B.A., University of Oregon;  
M.A., University of Arizona  
Director of English for International Students

Scott Dewing (2006)  
B.A., University of Oregon  
Director of Technology, Journalism

Kevin Tresemer (2007)  
Director of Information Services

## C. Faculty and Staff

---

Anne Adderson (2007)

B.A., Southern Oregon University;  
M.Ed, University of Nevada, Las Vegas  
History

Laura Anderson (2007)

B.A., University of San Diego  
English, Religion

Maggie Anderson (1997)

B.S., University of California, Berkeley  
Administrative Assistant, Registrar,  
College Counseling Assistant

Irena Augsberger (2010)

B.A., University of Sorbonne, Paris;  
M.A., Tufts University;  
M.A.T., Southern Oregon University  
German

Mark Barnard (2009)

B.A., University of Southern California;  
M. Mus. Perform., New England Conservatory  
Music

Holly Bensel (1994)

B.S., University of Oregon, Southern Oregon  
State College  
Science

Ryan Bernard

B.A., University of Colorado;  
M.A., Middlebury College  
English

Vito Bizzanelli (2009)

B.A., Dominican University of California;  
M.Ed., Willamette University  
Art, Religion

Gerald Burke (1996)

B.S., Creighton University;  
M.S., University of Missouri  
Science

Bruce Chapman (1993)

Building and Grounds Maintenance

Vincent Comerchero (1998)\*

B.A., Claremont McKenna College;  
M.A., Ph.D., Indiana University  
History

Laura Delgado (2004)

B.S., Stanford University  
Liturgical Planning, Religion

Margaret Dode (1993)

A.A., Mount St. Mary's College,  
Doheny Campus  
Parent Volunteer Coordinator

Karin Emmons (2009)

B.A., Pacific Lutheran University;  
M. Teacher Ed., Eastern Oregon University  
Physical Education

Zhagang Frisbee (2009)

B.A., Shanxi University  
Mandarin

Sally Gasik (2006)

B.A., M.A., University of California: Los Angeles  
Library Assistant

Joe Godzinski (1998)

Building and Grounds Maintenance

Jessica Grant (2010)  
B.A., Stanford University;  
M.Ed., Harvard University  
Spanish

Hisako Hill (1985)  
Building and Grounds Superintendent

Alastair Hunter (1994)\*  
B.A., Middlesex University;  
Post-grad, University of London;  
M.A., Southern Oregon State College  
English, Art History

Ann Hunter (1994)  
B.A., University of Texas, Austin  
English, Creative Writing

Rick Jackson (2003)  
B.A., Azusa Pacific University  
Advancement, Entrepreneurial Leadership

Kevin Keating (2010)  
B.A., University of California: Los Angeles;  
M.A.T., Southern Oregon University  
History, Social Studies

Lia Kirkpatrick (2003)  
B.S., Southern Oregon University  
M.A.T., Willamette University  
Science, Health

Lesley Klecan (2005)  
B.A., University of California, San Diego;  
M.A., Syracuse University  
English, History

Zorah Krueger (1999)  
A.A., El Camino Junior College  
Office Manager

Robert Labozetta (2009)  
B.A., M.A., Santa Clara University  
Math, History

Li Peng (2010)  
B.A., Huaqiao University  
Mandarin, Kung Fu

Lin Lin (2009)  
B.A., M.A. Central China Normal University  
Mandarin

Arnold Lipkind (2009)  
B.A., M.A., University of Hawai'i, Manoa;  
M.F.A., University of Montana, Missoula,  
Ed.D., University of Montana, Missoula,  
English

Tami Lohman (2006)  
B.S., Willamette University;  
M.S., Carnegie Mellon University  
Sixth Grade

Rebecca Lovett (2005)  
B.A., Southern Oregon University;  
Ph.D., University of Arkansas  
Chemistry

Jeremiah Lewman (2010)  
B.S., M.A.T., Southern Oregon University  
Math, Physics

Stephen Martinich (2005)  
B.Music., M.Music., University of Oregon;  
B.S., Southern Oregon University  
Mathematics

Alan McCreedy (1992)  
B.A., Pomona College  
Mathematics, Economics, Outdoor Club

Debora McCreedy (1992)\*  
B.A., Oregon State University  
German

Michael McGrath (2006)  
B.A., Providence College,  
M.A., Brown University  
Religion, English

Katherine Miller (2005)  
B.S., M.A.T., Pacific University  
Science, Health

Carol Monders (2010)  
B.A., Willamette University;  
M.L.S, Indiana University  
Librarian

Betsy Moore (1989)\*  
B.S., Lewis and Clark College  
Art

Louis Pierotti (2007)  
B.A., St. Mary's College of California;  
M.A., Holy Names University  
English

Thor Polson (2010)  
B.A., Grinnell College; M.Phil., University of St.  
Andrews, Scotland; M.A., Middlebury College;  
M.A., University of Missouri; M.A., University  
of Illinois  
Latin, German

Jim Purdy (2009)  
Building and Grounds Maintenance

## GENERAL STUDENT INFORMATION

### **D. Schedule**

---

The Upper School day on Mondays, Tuesdays, Wednesdays, and Fridays begins at 8:00 a.m. with a mandatory community morning meeting for all students in the gymnasium. On Thursdays, the day begins with Advisor Group from 8:00 to 8:30. Please see the Class Schedule on the back cover. Dismissal on regular school days is 3:30 p.m. for Upper School students. Middle School students begin each day with a community meeting in the library. The school day for Middle School students ends at 3:15. On the second Wednesday of each month school is dismissed at 2:00 p.m. All students are expected to report to school on time and to remain until the end of the school day, except for those cases noted in the Attendance section of the Handbook. Please note that the front office closes at 4:30 each day. Unless students are participating in after school extracurricular programs, we request students not remain on campus after 5:00 and be picked-up promptly.

### **E. Cancellation or Delay of School**

---

In case of inclement weather, other unsafe weather conditions, or a power outage, St. Mary's School may close school or delay the start of the school day. On those mornings when it appears that snow or ice may cause travel to be unsafe (keeping in mind that the St. Mary's community includes individuals from Ashland to Grants Pass and beyond), please tune to your local television or radio stations for announcements. If, while school is in session, conditions threaten to make travel unsafe, school will either be closed or students will be kept on campus. In either case, parents will be notified. If students are traveling for an activity or sporting event, parents will be notified regarding the decision to continue traveling or to find overnight accommodations. Whenever possible, these announcements and the notification of the cancellation of other on-campus activities will be posted on the school's voice mail system and website.

### **F. Counseling**

---

Advisors, Division Heads, and/or the Head of School can assist students and families in obtaining professional counseling services.

### **G. Student Body Cards**

---

Student body cards are issued to students at the beginning of each year. The student body cards are used for identification and to gain admission to athletic events and other activities.

## H. Lockers

---

Upper School students are issued lockers with built-in padlocks. Middle School students are issued lockers and a school padlock. For the student's protection, he or she should not reveal the locker combination to other students, and students are to make sure that their lockers are securely locked after shutting them. The student will be held responsible for breakage or damage to the locker assigned to him or her. Valuable items should not be left in lockers. Students may store valuable items in the school office.

Lockers are school property, and the school retains the right to inspect or search them at any time and without notification. Dangerous or inappropriate materials may be confiscated. If a locker is in need of repair, students should notify the office immediately. Students are responsible for maintaining and decorating lockers in a manner consistent with school community guidelines. Tape and pictures taped to the outside of the lockers ruin the paint and are not allowed.

## I. End-of-Year Check-Out

---

Every student is required to complete an end of year check-out. Middle School students will check-out on June 16<sup>th</sup>. Dates and times for Upper School check-out will be posted on the school website and on the final exam schedule. A form is given to each student and designated signatures are needed. No yearbook, grades, records, or transcripts are released until check-out is completed.

# ACADEMICS

## J. Graduation Requirements

---

At all times, students must be enrolled in a minimum of seven full-credit classes, exclusive of academic labs.

<b>Course.....</b>	<b>Credit</b>
English.....	4
Social Studies .....	5
Religion.....	4
Mathematics .....	4
Science .....	3
Physical Education.....	1
Foreign Language.....	2
Fine Arts.....	1
Electives .....	4
<b>TOTAL .....</b>	<b>28</b>

## K. Grading Scale and Expectations

---

Parents and students should use the following descriptions to interpret grades on report cards.

“A” Indicates superior proficiency and achievement – a college recommended grade.

“B” Indicates above average proficiency and achievement – a college recommended grade.

“C” Indicates fair proficiency and achievement – not a college recommended grade.

“D” Indicates minimum proficiency and achievement – credit given.

“F” Indicates unacceptable work – no credit given.

“NP” Indicates unacceptable work for Middle School students.

Note: Colleges and universities may consider grades of C and below unacceptable.

Grades of Incomplete or “INC” indicate that a student, due to absences or other reasons, has not completed the work necessary to earn a grade. All “INC’s” must be made up and, if not, will eventually be considered an “F”. An Incomplete must be made up two (2) weeks after the grading period in which it was given.

St. Mary’s uses an un-weighted grade point system as defined below:

A+	4.25*	B+	3.5	C+	2.5	D+	1.5	F	0.0
A	4.0	B	3.0	C	2.0	D	1.0	NP	
A-	3.75	B-	2.75	C-	1.75	D-	0.75		

\* 4.25 for A+ will be given in Advanced Placement courses only.

\*\*Graduating seniors are awarded gold cords for a GPA of 3.25 or above.

\*\*\*Please note: Students who fail two or more courses at the end of the semester may be dismissed from the school.

Students with below-average grades may be placed on Academic Probation, meaning they will be given a period of time to improve their grades. Failure to improve their grades may result in dismissal from St. Mary’s. Students may not drop a class after the fourth week of the semester.

## L. School Evaluations

---

St. Mary’s students receive report cards four times each year, at approximately nine-week intervals. Written progress reports in the middle of each grading period provide additional feedback. Parents and students can also use MyBackpack, our online grading system, to check on their student’s progress through out the year.

At St. Mary’s School, we consider regular attendance, punctuality, classroom behavior, and kindness and respect toward others to be essential to a student’s growth and learning. St. Mary’s teachers will give appropriate consideration to these characteristics in both grading and written evaluation.

Parent(s)/guardian(s), teachers, or advisors may request a staffing to discuss a student's progress at any time during the school year. These meetings are not necessarily disciplinary in nature. Rather, they give all present an opportunity to discuss a student's strengths and areas for growth and to discuss any relevant information.

Most Upper School academic classes will give one-and-a-half-hour semester examinations. The value of these examinations toward final semester grades will vary according to class and teacher. All students in the Junior year will complete a Junior Project and all Seniors complete a Senior Project.

## **M. Honor Roll**

---

The honor roll at St. Mary's School is a means of recognizing those Upper School students who have excelled academically. We have a three-tier structure to our Recognition of Academic Distinction based upon students' semester GPA:

- honors, for those students with a 3.5 to 3.89 grade point average;
- honors with distinction, for those students with a 3.9 to 3.99 grade point average;
- honors with special distinction, for those students with a 4.0 grade point average or better.

## **N. National Honor Society**

---

Membership in the Durocher Chapter of the National Honor Society is an honor that may be earned by Sophomore, Junior, and Senior students. Membership is granted only to those students selected by a faculty council (a group of five faculty members selected by the Head of School) on the basis of outstanding scholarship, character, leadership, and service.

To be eligible a student must (a) be a member of the sophomore, junior, or senior class; (b) have been in attendance at St. Mary's School for the equivalent of one semester; (c) have a cumulative grade point average of at least 3.5; and (d) complete a Student Activity Information Form.

The purpose of the Student Activity Information Form is twofold. The first is to determine the student's interest in joining the Society. The second is to help evaluate the student on the basis of service, leadership, and character. It is not an application for membership, and completion of the form does not guarantee selection. However, failure to return the form signals that the student is not interested in the society and will not be considered for membership. The Student Activity Information Form, along with other verifiable information about each candidate, will be reviewed by a faculty council. Candidates receiving a majority vote of the faculty council will be inducted into the chapter. Induction ceremonies are held in the fall or winter term.

Once selected, members are expected to continue to demonstrate the qualities of scholarship, leadership, service, and character. It is an NHS member's responsibility to (a) maintain a 3.5 GPA; (b) attend quarterly meetings; and (c) devote two hours each month to community service or NHS projects, such as the Sparrow Club. This service is not counted towards the 100 hours of school's community service requirement. Some members of the society will take on the added responsibility of acting as an NHS officer.

At or near the end of each semester, members will be re-evaluated by the faculty council. Students who fall below the standards which were the basis for their selection or students who have not been active (with the required community service and with attendance of meetings) will be warned of their deficiency and given one quarter to correct it. If the student does not correct the deficiency, he or she will be dismissed from the society. In accordance with the NHS Rules of Conduct, members who are dismissed are not eligible to re-apply for membership.

## **O. Standardized Testing**

---

Standardized testing at St. Mary's begins in Middle School with the Iowa Test of Basic Skills (ITBS) in the fall. In October, all freshmen, sophomores, and juniors take the PSAT exams to prepare for the SAT. Juniors may qualify for the National Merit Scholarship competition with the PSAT. 8<sup>th</sup> graders and sophomores take the International Schools Assessment (ISA) in February.

College-bound juniors and seniors should take the SAT and/or ACT exams. Advanced Placement courses and testing are available in English, United States History, Art History, European History, Economics, Government, Calculus AB, Latin, Spanish, German, Biology, Chemistry, Physics, and Computer Science.

Test results are used for counseling, curriculum development, and advising and are made available to students and their parents for academic and college planning. ITBS and ISA results are mailed to parents. PSAT results will be given directly to the students in December.

## **P. Library**

---

The library welcomes students for quiet reading, research, computer use, and studying from 7:30 a.m. to 5:00 p.m. Monday through Friday. (On shortened school days, the library will also close early, usually at 4:00 p.m.) Students coming from academic labs or from classes during the day must present a pass to the library staff and have homework or reading assignments.

With the exception of non-circulating books such as encyclopedias and handbooks from the Reference Collection, most books may be checked out for two weeks and may be renewed upon request. The student borrowing library items is fully responsible for the items. Library fines for late books and costs for lost or damaged books will be charged to the student.

Juniors taking advantage of our special arrangement with SOU for their projects must return all books and clear all charges at the college library before they may give their final presentations or receive their semester grades.

Networked computers are available for student research and schoolwork. Students must adhere to the St. Mary's School Internet Acceptable Use Agreement. Chat groups, instant messaging, game or game-related sites, and online stores or auctions, for examples, are not acceptable uses of school computers. Students may access their personal e-mail on library computers before and after school hours only. In keeping with our school's policy on headphones, headphones may be used in the library only in conjunction with audio language or other programs approved by library staff. The same rules apply to personal computers brought into the library. The library computers and components must not be moved or reconfigured in any way without permission from the library staff.

Students may make photocopies for 10 cents per copy. If students do not have money to pay for their photocopies, they may charge them to their library account. Normal school-related printing from the computers and photocopying from non-circulating reference books may be made without charge; however, an excessive number of pages, printing multiple copies of the same document, or printing non-school-related pages (jokes, song lyrics, etc.) will incur a cost of 10 cents per page. Students who fail to pay for or to report their photocopying use will incur fines and/or loss of computer privileges.

A small selection of basic school supplies is available for purchase in the library, including pencils, pens, student planners, and composition books. Payment for these items must be made at the time of purchase.

## **Q. Academic Lab**

---

Academic Labs are to be, as the name implies, places for study. They are not free periods. Therefore, the following apply:

- A quiet and orderly atmosphere will be observed in Academic Labs. Conversations are to be limited to study and inquiries should be audible to only those directly concerned.
- Students should bring sufficient materials to occupy the entire period.
- Students may not leave the Academic Lab for any purpose without the permission of the teacher. Attendance will be recorded in Academic Labs. It is the student's responsibility to check in with the teacher before going to another study area.
- Food and drink are not allowed in Academic Labs.
- Students who do not need or use Academic Labs for their intended purpose may lose the privilege of having the Lab. In most cases they will be assigned to an academic class.
- Seniors who are not on academic or disciplinary probation, with the written permission of a parent/guardian (a form is mailed in the summer), may leave campus when their Academic Lab falls on the last period of the day. These students are also allowed to arrive to campus after first period if their Academic Lab falls on the first period of the day. These students are not allowed to loiter on the school grounds. These students must also attend all morning meetings and advisor group.

## **R. Advisor System and College Counseling**

---

Each student is assigned a faculty advisor who will help with scheduling, long-term academic planning, and other social and academic concerns about school life. Advisor groups will meet regularly throughout the school year and advisors will serve as primary contacts between the school and the home.

Planning for both college admissions and financial aid comprise an integral part of each St. Mary's student's program. Students, during their junior and senior years of Upper School are given intensive assistance in academic advising and college counseling. Please contact the College Counselor at any time if you have questions. Extensive college resources are also available in the library.

## **S. Academic Integrity: Cheating, Copying Homework, and Plagiarism**

---

Any work prepared by a student outside of class that is presented in class is presumed to be entirely his or her own unless he or she makes proper acknowledgment of help from a classmate, some other person (including a teacher), or a published source. All papers written by a student for a class must show appropriate documentation. Any student who cheats, copies homework or labs, plagiarizes another's work or does not credit it properly (including sources from the Internet), violates testing procedures or knowingly enables another student to cheat will receive a zero for the exam or work in question and will face disciplinary action. Moreover, a letter will be sent home notifying parents. Further incidents could result in failure of the course or expulsion from St. Mary's School.

## STUDENT ACTIVITIES AND ATHLETICS

St. Mary's recognizes the value of athletics, clubs and activities in the educational process. We strongly encourage all students to participate in one or more of the activities taking place outside the classroom. The following are generally offered based on student interest.

**STUDENT GOVERNMENT** - The Student Government is an activities body. Traditionally, student government members are in charge of planning the Orientations, Assemblies, Spirit Week, Homecoming, and Spring Day. Student Government is also designed to give leadership to the individual classes in the planning and running of events such as class dances. In the interest of furthering student participation, students are allowed to hold the same office for only two years. Students must also abide by the eligibility policy and community guidelines set forth later in this section. Moreover, students on Disciplinary or Academic Probation are ineligible for a Student Government position.

### **ACADEMIC COMPETITION OPPORTUNITIES:**

- **MATH TEAM** - The St. Mary's Math Team consists of three 6-person squads that compete against more than twenty other Southern Oregon Math League teams from AA and AAA schools around the region. Interested students try out for Math Team in late September. Then, the five meets that make up the season are scattered throughout the school year from October to April. At the last meet, Math Team participants have the opportunity to qualify for the Oregon State Competition in Mathematics.

- BRAIN BOWL TEAM - Brain Bowl is a competition in which teams of three students go head-to-head in answering questions covering social studies, literature, mathematics, geography, art, and current events. Brain Bowl is offered at two levels for Upper School students: Master Brain Bowl is the premier competition at the Upper School level.
- MOCK TRIAL - The Mock Trial Program is an exciting law-related education program that introduces high school students to the American legal system. Students participating in the program have the opportunity to work with a local attorney coach and teacher coach as they prepare to play the roles of attorneys and witnesses in simulated trial competitions.

MUSIC - Choir, band, orchestra, & solo music competitors, based on participation, participate in a number of field trips and competitions throughout the year.

SPRING MUSICAL - Each spring there is an all-school music/drama event. Students audition in January, rehearse after school, and then perform before the spring break.

FALL DRAMA PRODUCTION – Students audition in early fall, rehearse after school, and then perform in December.

ATHLETICS - The athletic program at St. Mary’s is intended to complement the overall mission of the school, which is to develop the whole student—mind, body, and spirit. Athletics is a valued contributor to each of these areas and complements the academic and spiritual programs of the school. Major emphasis is placed on teamwork, positive group participation, good sportsmanship, and the willingness to commit fully in terms of both effort and time. We expect that students will cooperate within the rules of play guided by an attitude of fair play and respect for authority, fellow team members, and opponents.

### **Upper School**

St Mary’s is a member of the Oregon State Activities Association (OSAA), and participates in the following athletics:

- Volleyball, Football, Cross Country, Basketball, Baseball, Softball, Track & Field, Soccer, Golf, and Tennis

### **Middle School**

All Middle School students are eligible to participate on St. Mary’s sponsored teams. A “no-cut” policy encourages participation at all levels. Sports offered are:

- Football, Volleyball, Cross Country, Basketball, and Track & Field
- Sixth Graders wishing to participate in football must meet with the coach & Athletic Director prior to practicing and must meet weight requirements for the age group.

## **T. Activity and Athletic Eligibility Policy**

---

### **Academic Requirements**

The primary emphasis at St. Mary's is academic excellence. Participation in athletics and activities, although extremely important to the development and experience of many Upper School students, should be secondary to performance in the classroom. The following are the minimum academic guidelines and may be set at a higher standard by an individual coach/moderator.

### **Progress Report, Reports Card, & Semester**

Any student involved in an extracurricular activity who receives a D+ or lower at progress reports, including "incomplete" (INC) and "not passing" (NP), will enter the following process:

- 1 The participant is informed of the insufficient grade(s) from the Athletic Director or Activities Director.
- 2 At that point, the participant has seven calendar days to provide proof (signed yellow sheets) of a grade of C- or higher in the class(es). During this probationary period, the student is allowed to participate fully in all practices, performances, games, meets, tournaments or other activities.
- 3 After the seven calendar days, if this proof is not earned, the participant will be suspended indefinitely from athletics/activities until passing work is achieved. During this ineligible period, the student is allowed to practice, but may not attend performances, games, meets, tournaments or other activities as a member of that group.
- 4 If the student has insufficient grades in multiple classes, ALL must be brought up before the participant returns to eligible status.

### **Oregon Scholastic Activities Association (OSAA) Regulations:**

1. All Senior, Junior, Sophomore, and second-semester Freshmen students who do not pass five or more classes will not be eligible to participate in any athletic/activity season until the end of the following quarter at which the student passes five or more classes.

The above eligibility rules also apply to St. Mary's students playing a sport at another school.

## **U. Activity / Athletic Attendance**

---

Participants not in attendance by the beginning of the second period of the day will not be eligible to participate in events that day, including practices. This also applies to the final school day of the week for weekend events.

Participants whose group returns to school after 12:00 AM (midnight) on a school night may be excused from first period the next school day.

## **V. Activity / Athletic Transportation**

---

Participants must travel to and from events as coordinated by St. Mary's School.

Parents/guardians may take only their child(ren) home from an event after signing-out with the coach/moderator. Other transportation arrangements are only allowed with written approval between the parents, coach/moderator and the Athletic Director/Activity Director at least 24 hours prior to the event.

Due to liability concerns, parent drivers of participants other than their own child(ren) to or from an event are done only after approval from the Main Office in conjunction with the Athletic Director/Activity Director and the coach/moderator.

In the rare event that participants are transporting themselves to an event from school, they are **UNDER NO CIRCUMSTANCES** allowed to transport other participants.

Failure to follow these guidelines may result in disciplinary action against the participant.

## **W. Activity / Athletic Drug And Alcohol Policy**

---

No participant in St. Mary's Activities/Athletics will possess or use alcohol, drugs, controlled substances or tobacco at any time. Violations of this expectation will result in a review of the student's eligibility by the Activity Director/Athletic Director, in consultation with the Head of School, Division Head, parents and coach/moderator. Eligibility subsequent to a violation of this drug, alcohol, and tobacco policy will be conditioned upon providing the student an optimal learning experience. Such conditions, in conjunction with the overall school discipline policy, will follow but are not limited to the following guidelines:

First Offense: The student will be suspended from activity/athletic participation for a minimum of two weeks. The student will also be asked to speak with an outside counselor regarding the violation.

Second Offense: The student will be dismissed from activity for the remainder of that season, and an assessment will be required prior to his/her participation during the next season. This assessment must be completed immediately following the second offense.

Third Offense: The student will be declared ineligible to participate in St. Mary's Athletics & Activities for the remainder of that season plus one calendar year.

These rules apply to a student's entire career at St. Mary's School.

Any student who requests assistance in dealing with a drug, alcohol or tobacco problem prior to his/her first offense will be eligible to participate in activities/athletics. An individualized policy will be determined for such students by the Head of School, Division Head, the Activity Director/Athletic Director, the coach/moderator, and the student's parents.

## **X. Athletic Participation Requirements**

---

Athletes will be eligible to practice and participate in a sport when the following items have been completed:

1. A current OSAA Physical Examination must be on file in the main office. Physicals must be updated at least every two years.
2. All of the academic eligibility and transfer requirements have been met and approved by the Athletic Director.
3. The Emergency Release Form must be filled out and on file in the Main Office.
4. The Sports Permission and Acknowledgement of Risk of Injury Form is completed and on file in the Main Office.
5. All athletic-related charges & sports fees must be cleared and a note indicating this must be turned into the Athletic office. Sports fees are non-refundable after the team's first play date/jamboree.
6. All equipment from the prior season must be returned prior to practicing in the next season.

## **Y. Behavior At Extracurricular Activities**

---

It is the goal of the St. Mary's School, the Southern Cascade League (SCL) and the Oregon School Activities Association (OSAA) to promote respectful and appropriate fan behavior at all extracurricular functions. As a member school of the SCL, we will take the appropriate and necessary actions to ensure compliance with this initiative.

### **We Will:**

- Show respect for all players, cheerleaders, band personnel, coaches, school officials, spectators, and contest officials.
- Learn, understand, and respect the rules of the game.
- Appropriately recognize and show appreciation for an outstanding play by either team.
- Be positive role models through our own actions and discourage those around us whose behavior is unsportsmanlike.
- Abide by the School's dress code.

### **We Will Not:**

- Use disrespectful or derogatory cheers, chants, songs, signs, or gestures.
- Use profanity, display anger or any other inappropriate behavior that draws attention away from the contest.

- Use noisemakers at any contest.
- Possess, distribute, or be under the influence of any controlled substances (alcohol, drugs, tobacco, etc.) on school grounds.

IT IS A PRIVILEGE TO OBSERVE AND SUPPORT UPPER SCHOOL ACTIVITIES; NOT A LICENSE TO VERBALLY ASSAULT OTHERS OR BE GENERALLY OBNOXIOUS.

Fans displaying inappropriate and unacceptable behavior at any St. Mary's School activity, may be asked to leave school property. Disruptive fans who have been removed from a contest or other extracurricular activity will face disciplinary consequences from St. Mary's School and may be in violation of Oregon law.

## **Z. Clubs and Starting a Club**

---

**OUTDOOR CLUB** - Outdoor activities are organized throughout the year contingent on interest and weather. Club meetings and additional or alternative trips are arranged as needed throughout the year. The Outdoor Club also offers an after-school ski program as well as a scuba certification course in the spring.

**LATIN (JUNIOR CLASSICAL LEAGUE)** - Students who have studied Latin for one year are eligible to be inducted into St. Mary's Chapter of the Junior Classical League. Students have the opportunity to take the National Latin exam each spring.

**COMMUNITY SERVICE COMMITTEE** - The Community Service Committee promotes school service learning projects, a Service Fair, maintains an Internet directory of services, and helps to prepare weekly morning meetings on service themes.

**INTERACT** - Interact is a Rotary-sponsored service club for young people ages 14-18. The program gives young people an opportunity to participate in fun, meaningful service projects while developing leadership skills. Through service activities, students learn the importance of developing leadership skills and personal integrity; demonstrating helpfulness and respect for others; and advancing international understanding and goodwill.

In addition to the above clubs, St. Mary's also sponsors an Environmental Awareness Club, a Photography Club, a Musical Theater Club, a Chess Club, and a Film Club.

We encourage any student with interest in starting a club to meet with the Student Activities Director or the appropriate Division Head. To form a club, students must complete an Activities/Club Charter Form given by the Student Activities Director or Division Head, and then gain approval by the Administration.

## **AA. Field Trips and Permission Slips**

---

Field trips are privileges afforded to students and are not absolute rights. The school reserves the right to deny participation to students who fail to meet academic or behavioral requirements. In order to attend a field trip, each student MUST have their parents complete and sign a St. Mary's permission slip or they will not be allowed to attend.

## **BB. Dances and Chaperones**

---

Class or club officers must present an application form to the Upper School Head **TWO WEEKS** prior to the proposed event. This must include the names of the chaperones, the hours, and the nature of the event. Three of the chaperones **MUST** be members of the faculty or administration, and their signatures confirming their agreement to chaperone must appear on the application form. If the application form is not completely approved on time, the event may be cancelled.

The following are guidelines for students planning and attending social events:

1. All socials should be well-planned and well-organized. Any committee responsible for the activity is expected to fulfill its responsibilities conscientiously. This includes arranging for adequate security and satisfactory cleanup.
2. Expenses for social events should be reasonable. Financial considerations include renting the hall, decorations, security, and music. Activities that require additional utilities (heat, lights, printing, etc.) will incur a minimal charge to cover these costs to the school. Event organizers should budget carefully to ensure that event costs are covered.
3. All school dances will conclude no later than 12:00 midnight. Any exception must be approved by the Head of School.
4. A student must attend all classes the day of a dance or the last school day of the week for a weekend dance. This includes Spring Day before Prom. The only exceptions will students missing school for school sponsored activities or if a student has prearranged an absence with the Upper School Head.
5. The volume of the music must be moderate.
6. Students who invite a guest to a St. Mary's dance **MUST** obtain a Social Function Permission Form at least one week in advance. This form is to be completed by the visiting student and signed by a representative of the school they attend. When purchasing tickets, students will be required to supply the full name of their guest, and they may invite just one guest per dance. The form must be presented to the Upper School Head.
7. A guest on campus or at a school-sponsored event is expected to follow the Dress Code, and it is the responsibility of the host to ensure that he or she does so.
8. Students arriving one hour after the dance has begun will generally not be admitted unless they have previously received an excuse from the Upper School Head and the chaperones have been apprised of the exception. Parents of students who do not come to the dance, but have purchased tickets, will be notified.
9. Students who leave the dance one hour before it has ended will not be readmitted and their parents will be contacted.
10. Students are not allowed to go to, or be in, cars during a dance.

11. Clothing shall be suitable for the occasion (please see the Dress Code pages 32-33). Students whose dress is inappropriate will be asked to leave and their parents contacted.
12. A student who appears to be intoxicated will be examined by the chaperones and the faculty moderator, and parents will be called to come pick up the student immediately. The following school day the student may be asked to meet with the Discipline Committee or the Head of School to determine appropriate actions.
13. St. Mary's is a tobacco-free campus.

## COMMUNITY SERVICE

St. Mary's requires each Upper school student to perform a minimum of 25 hours of service per year to the school, parish, or community agencies in need of help. To qualify for community service, a student may check a possible assignment for appropriateness with Teresa Baumbach, the Community Service Coordinator. A student may not receive money or other payment for qualifying services or work.

Although a student may volunteer as many hours over the required 25 as he or she chooses, at least half of the total required hours must be performed in service outside the school. If a student volunteers over 25 hours in one year, he or she may apply the excess hours to the next year. Each student must have met the minimum requirement for the previous year to re-enroll.

Middle School students are required to perform a minimum of 10 hours per year, 8 of which will be completed as part of their regular coursework. Community service hours counting toward the Upper School requirement may begin during the summer after Eighth Grade.

### **The process:**

Students must fill out a Student Community Service Form which includes the signature and phone number of their supervisor; ***this person needs to be an adult and not a fellow student.*** If the student is unable to get their supervisor's signature, a parent can sign the Service slip verifying that the work was performed. The slips are available in the front office and in the service box next to the community service bulletin board at the north end of the upstairs hallway in the Upper School building. The completed slips should be put in the community service box. It's best when students turn in service hours promptly. ***They must be turned in within one year of performance of the service.***

Students who have not completed their service hours by the May deadline will be put on contract and must complete them by August 1<sup>st</sup>. They will not be allowed to re-enroll or participate in athletics in the fall until the service hours are completed.

Community Service for Middle School students is coordinated and tracked by the Middle School Head and student advisors.

### **What counts?**

Students should focus on helping the community, particularly underserved populations. For this reason, ***unless otherwise approved, service should be for a non-profit organization.*** Many of our students are involved in service through Scouting, 4-H, church, or other avenues. Doing grounds or building maintenance at school also counts as

community service. Mentoring or tutoring students (under supervision) is also service. For overnight service opportunities, students may earn a maximum of 12 hours per day.

### **What doesn't count?**

- When you are paid for doing a service (including tips)
- Family responsibilities like yard work, taking out the garbage, visiting or helping elderly relatives. ***This also includes helping out at a family business***
- Participation in school events (i.e. BBQ's, prom planning, school retreats, drama)
- Fundraisers for athletics, school activities, or your class
- When the work you're doing is for your own personal betterment and adds to your resume of skills (i.e. Mayor's Youth Advisory, Youth Symphony, Rotary Leadership Camp)
- Babysitting, house-sitting, and/or pet-sitting for friends or neighbors
- Chores or tasks for neighbors when they aren't in need

### **Where can students get ideas for ways to serve or become informed about service opportunities?**

Please check the St. Mary's School website and the Community Service bulletin board in the Upper School building for service opportunities or obtain a list of agencies from Mr. Wing. Teachers also announce opportunities in classes and during morning meetings.

## COMMUNITY GUIDELINES

St. Mary's is an exceptional group of students, parents, teachers, staff, volunteers, and board members who make the school a diverse and exciting community. This school belongs to every member of the community and strives to meet the needs of each member of the community.

The St. Mary's community believes in the Christian ideals of honest relationships, consideration of the needs and feelings of others, and trust. Each member of the community accepts the responsibility for maintaining these ideals, and each is responsible for his or her actions. Therefore, it is essential for all of us to examine the consequences of our own actions before we act.

Members of St. Mary's are assumed to be honorable and trustworthy, traits which deserve the respect of the community. All of our actions find a common basis in these values. Dishonorable behavior such as lying, cheating, inappropriate language, stealing, and willful dishonesty, is a violation of this trust. Likewise, any student who brings adverse public attention or potential public embarrassment to the school jeopardizes their continued membership in this community.

Consideration for the feelings, safety, and well-being of others is also expected of every member of St. Mary's community. Disruptive and inconsiderate behavior such as rudeness, foul language, verbal abuse of others, the willful destruction or defacing of property, littering, and the possession or display of weapons is unacceptable. Students are expected to be punctual, dress appropriately, and take responsibility for the appearance of our school.

St. Mary's is a special and unique place where each person can grow and learn in an atmosphere of mutual concern and trust. In this environment, the goal is to learn from our mistakes. All disciplinary decisions are designed to be educational, rather than punitive. Those individuals who make it clear by their behavior and attitude that they do not wish to abide by the standards of conduct of St. Mary's must realize that they are jeopardizing the privilege of being a member of this unique and excellent school community.

One of the primary advantages of a small, church-related school is the close relationship between individual faculty members and students—an advantage St. Mary's wishes to maintain and strengthen.

Students who attend non-school related social activities at any time are considered the parents' and not the school's responsibility. This includes non-school sanctioned activities or gatherings before or after such school events as dances, trips, and athletic contests.

## ATTENDANCE POLICIES

### **CC. Signing in and out of school**

---

Students who have an approved excuse for leaving campus during school **MUST** sign out through the office and sign back in if they return that day. Furthermore, students who are being picked up by their parents/guardians must wait in the front office at the designated time. Parents/guardians then must sign their student out in the front office and back in when they return.

### **DD. Attendance/Absences Procedures and Notes from Parents**

---

Regular attendance is imperative for the success of the academic program and for the students. Put simply, St. Mary's can't function as a community if all of its members are not present. If your child will be absent from school, please follow the procedure below:

If a student is going to be late or absent, it is the responsibility of the parents/guardians to phone/email/fax a note to the school (773-7877) before 9:00 a.m. on each and every day of their absence. If no call is received, the office staff will begin making calls to parents/guardians to check student absences for that day.

Illness may not be accepted as an excuse if the student appears later that day at an athletic event or other extracurricular activity. Students not in attendance by the beginning of the second period of the day will not be eligible to participate in events that day, including practices. This also applies to the final school day of the week for weekend events. Participants whose group returns to school after 12:00 AM (midnight) on a school night may be excused from first period the next school day.

## **EE. Absentee Policy and Short Term Leave of Absence Form**

---

If a student is absent more than ten times from any single class during a semester they may receive **NO CREDIT** for that class for that semester. This rule includes all absences with the exception of those that are school-related. Parents will be mailed notification from the Division Head when their student has eight (8) or more absences from any class. Students who have exceeded ten absences due to extraordinary circumstances may submit a written petition requesting credit. The petition will be evaluated by the administration and teachers. Credit may only be awarded one semester in any given school year.

Upper School students missing morning meeting with out a valid excuse will be given lunch detention.

Absence from classes or morning meeting for appointments, community service, or family vacations are not conducive to learning, and not all students can afford to miss class time. Therefore the school asks parents to make use of the school calendar when planning vacations, scheduling college visits, and scheduling outside appointments. Trips and activities that take students out of school are discouraged.

Two weeks prior to prearranged, non-school related absences, students should submit a ***Short Term Leave of Absence Notification*** form to the office and obtain assignments from each of their teachers. Missing three or more days of school is considered a short-term leave of absence. Teachers and the school reserve the right to indicate that any proposed trip is taken contrary to school advice. Teachers are not responsible for providing extra tutorial time for absences. Additionally, make-up work may not be accepted for unexcused absences, regardless of whether the absence was authorized by the parent/guardian.

If a student has an unexcused absence (i.e. no note from a parent/guardian), he or she may receive a mark of zero in all classes missed and face disciplinary consequences. The student's parents/guardians will be contacted with a phone call or written note, and the student may be asked to make up the time missed at the convenience of the teacher(s) involved. For any additional unexcused absences, in addition to the above, the student may face more serious consequences depending upon the recommendation of the Discipline Committee and at the discretion of the Head of School.

## **FF. Tardiness**

---

As mentioned above, St. Mary's must function as a cohesive community in order to give the best possible social, academic, and moral education. Tardiness not only detracts from an individual student's performance in school, but it also disrupts the learning of others. It is very important for students to be in school, morning meeting, and class on time. Furthermore, it is important for students to understand that they must attend advisor groups, morning meetings, academic labs, and other school functions on time.

Tardiness to class and morning meeting will result in a series of consequences:

1. If a student accumulates a total of twelve (12) tardies in a quarter, he or she will be subject to disciplinary action, including lunch detention during off-campus lunch on Wednesdays and Fridays. Lunch detention involves students bringing their lunch, homework and/or a book to read during an off-campus lunch.

2. If tardiness continues to be a problem for a student, he or she will be required to work on various campus work tasks after school.
3. Tardiness may be taken into account in determining course grades and effect eligibility with extracurricular activities (i.e. excessive tardies could effect participation in athletics and activities; please refer to the Activities and Athletics Section).
4. Students who miss more than 15 minutes of class or five minutes from morning meeting will be considered absent from that class or morning meeting.

## **GG. Visitors**

---

The school is required by law to protect its students and to be aware of the presence of strangers who enter the school grounds. Permission to bring friends to visit the school anytime during school hours must be obtained from the Head of School, the appropriate Division Head, or the Admissions Director at least a day in advance. All visitors to the school **MUST** sign in at the office and receive a visitor's pass and they must sign out when leaving. St. Mary's School administrators have the right to refuse any visitors on campus. The campus is open to parents. However, they must check in at the front office when visiting on campus, other than to pick-up their son or daughter after school.

## DISCIPLINE POLICIES

### **HH. Discipline Committee**

---

Discipline is always conducted by the Head of School and, depending on the division, the Upper School Head or Middle School Head. In select situations, the Discipline Committee MAY be convened. The Discipline Committee is made up of faculty members chosen by the Head of School. The committee usually consists of the appropriate Division Head (Upper School Head or Middle School), the student's advisor, and two faculty members. This committee MAY meet with students, advisors, parents or administration to address violations of the school's rules of conduct, and to provide an ongoing review of students and school policy.

The Discipline Committee MAY review incidents ranging from attendance problems and inappropriate school behavior to the use of drugs or alcohol. Its recommendations to the Head of School may range from service to the school community to suspension or even expulsion.

## **II. Probation, Suspension, and Expulsion**

---

Inappropriate behavior, be it willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language, is sufficient cause for disciplinary action, which may include suspension, or expulsion from school. Furthermore, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee or the display of profane or obscene language is sufficient cause for disciplinary action, which may include suspension, or expulsion from school.

St. Mary's School will have recourse to a range of consequences, including detention, probation, suspension, or expulsion. Students whose presence may seriously disrupt the St. Mary's community and learning environment may be suspended, placed on probation, or expelled. In addition, students accused of criminal activity may be suspended placed on a home study program or expelled from St. Mary's School.

Probation implies that a student's conduct has been detrimental enough to the school to warrant close monitoring by the faculty throughout the semester or its equivalent. Parents/guardians will be notified if their student is placed on probation. The status of students on probation will be reviewed at the end of each semester by St. Mary's School to decide if the student's continued attendance at St. Mary's School is beneficial to both the student and the school.

Suspension may be one of two types. In-house suspension removes the student from classes for the day and places him or her in a supervised study situation. The student's parents/guardians will be notified. Out-of-school suspension means that the student's parents/guardians are called to take the student home from school for a period of one to several days, depending on the seriousness of the incident. Suspended students and their parents/guardians may be asked to meet with a faculty committee before the student is readmitted to school. Suspended students may not attend school, school activities, school-administered testing (AP exams and PSAT) or be on campus until the end of the suspension. While the discipline records at St. Mary's are not part of the student's permanent records, some colleges ask whether a student has ever been suspended and, if so, under what circumstances.

No student who has been asked to leave St. Mary's may attend any extra-curricular event without express permission from the Head of School.

## **JJ. Alcohol, Drugs, Tobacco Products, and Other Substances**

---

It is important to note while reading this section that students are representatives of the St. Mary's community. As such, any off-campus behaviors that bring adverse public attention to the school may be considered disciplinary matters and treated appropriately.

Possession or use of intoxicants at any time may lead to suspension or expulsion. The same rule applies to the use or possession of drugs or any paraphernalia. The same criteria will be applied in determining the use of alcohol and the use of drugs. The administration of the school has the right to request that families get professional evaluation for students who, in its best judgment, may have substance-abuse problems.

St. Mary's is a tobacco-free campus. The possession or use of tobacco, matches, and/or lighters is also prohibited on school premises and at school-sponsored functions. Infractions will lead to disciplinary action.

Any student found using, distributing, or possessing drugs, alcohol, drug paraphernalia, tobacco and tobacco products on campus or at a school-sponsored activity will face immediate disciplinary action including suspension or expulsion.

Please refer to the “Activities and Athletic Eligibility” section regarding drugs and alcohol in order to understand the ramifications for extracurricular activities.

## **KK. Search and Seizure**

---

The safety and well-being of every individual in the St. Mary's community is paramount. As such, St. Mary's has the legal right and moral obligation to conduct reasonable searches when the situation warrants. These searches may include, but are not limited to, student purses, bags, clothing, lockers, and cars. Any illegal or dangerous items may be confiscated, as will any items that may disrupt the learning environment or violate school policies.

## **LL. Theft**

---

Theft will not be tolerated in the St. Mary's School community. Violators will face immediate disciplinary action including suspension or expulsion.

## **MM. Bullying, Cyber Bullying, Harassment, and Threats**

---

Bullying and harassment are any action or actions that may provoke an emotional or violent response or inflict distress. Bullying and harassment can come in many forms whether it is gossiping, teasing, rude gestures, name calling, using threats, or verbal or physical intimidation. Bullying or harassment that occurs on school premises or off school premises at a school-sponsored activity will result in disciplinary action as recommended by St. Mary's School and may include suspension or expulsion.

Cyberbullying is considered harassment and is a punishable offense. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, intimidating or threatening another student by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Any incident of bullying or harassment is to be reported to the Head of School, Upper School Head or Middle School Head, as appropriate. Reports will be investigated and violations of this policy will be treated as serious disciplinary infractions. Normal disciplinary procedures will be followed in determining the appropriate consequences. To the extent possible, all reports of bullying and/or harassment will be kept confidential. The school reserves the right to pursue claims or suspicions of bullying/harassment on campus or at school-related activities without prior or continued consent or approval from those involved.

Threats or implied threats, either verbal or written, are taken very seriously at St. Mary's and will result in disciplinary action, including suspension and expulsion. In addition, incidents of this nature may be reported to law enforcement authorities if deemed appropriate by the school administration.

## **NN. St. Mary's School Computer Acceptable Use Policy**

---

All students are required to complete a Computer/Internet Appropriate Use Contract that is mailed during the summer. This contract requires a student signature as well as the signature of a parent/guardian. Use of the school computers, networks, and access to the Internet are privileges that may be restricted or revoked at any time. This contract will be filed at the school.

School rules for behavior and communication shall apply to all use of school computers, networks, the Internet and St. Mary's Web pages. Students agree to comply with school policies and the rules of any network accessed. Students must follow the directions of teachers and staff. School computers may never be used for commercial purposes to include offering, providing, or procuring goods or services for personal use. Students who use equipment without permission, who access unauthorized databases, who procure inappropriate information or images, who use inappropriate or demeaning language or who damage or deface computer hardware or software will lose their computer use privileges and be subject to disciplinary action.

## **OO. Food, Garbage, and Chewing Gum**

---

We ask that students use common sense and be responsible in dealing with trash. All garbage should be deposited in proper containers. Due to the high cost of removal, gum is not permitted on campus. Failure to abide by the above rules may result in disciplinary action. Food and drink are not allowed in the library.

## **PP. Littering and Campus Cleanliness**

---

St. Mary's hopes that each student will take pride in the appearance of the campus. It is the responsibility of the entire student body to keep our campus clean. Students should pick up their trash after lunch and breaks. Moreover, students are NOT ALLOWED to leave the hallways cluttered as it is a safety hazard and impedes maintenance. Students are responsible for storing their personal belongings and textbooks in their assigned lockers.

## **QQ. Off Campus Lunch**

---

Off-campus lunch, on days so designated, is considered a privilege for Upper School students only, and guidelines must be strictly observed in order to retain the privilege. Guidelines are as follows:

- Upper School students are not allowed off campus at any time during the school day on Tuesdays or Thursdays.
- For Upper School students, off-campus lunch will begin when all off-campus permission forms have been collected and will occur on Mondays, Wednesdays, and Fridays.

- Discipline infractions, tardiness, reckless driving, or litter in the parking lot or other areas will result in the loss of open-campus privilege for those involved and may lead to revocation of the privilege for the entire school.

It should be noted that, while school policies regarding behavior apply to students off campus for lunch, St. Mary's cannot monitor student behavior during this time. In addition, the school will support those parents who do not wish to have their student going off campus, but cannot monitor all students leaving campus on open campus days.

Supervision of Middle School students begins at 7:45 a.m. for those students who must come to school early. On-campus rules apply to Middle School students from the time they arrive in the morning. This includes rules concerning leaving campus. Once Middle School students arrive on campus they may not leave except for school-related activities. There is no supervision for students after school after 3:15 p.m. Parents should arrange to have their students picked up at that time if they are not involved in an after-school activity.

## **RR. Cell Phones and Other Portable Electronics**

---

Personal electronic devices such as CD players, mp3 players, personal DVD players, iPods, electronic games, etc. may not be used in a way that interrupts the learning environment, distracts from others, or in any way violates the school's code of conduct. iPods and cell phones must be switched off during the school day as they are a distraction, can interrupt class, and can be used for cheating. Cell phones being used in class or during class times may be confiscated. Students needing to make a phone call should come to the front office. Students may use cell phones during breaks and lunch.

## **SS. Dress Code and Personal Appearance**

---

Students are expected to present a neat, clean appearance both physically and in attire, bearing in mind that something that is appropriate in one place may not be appropriate in another. This means that clothing which is immodest, distracting, or in poor taste for the occasion, may be called into question and forbidden by the faculty. These guidelines apply to all school-sponsored activities and trips, including exam days, Spring Day, and field trips. We ask that parents work together with the School to support this policy.

Any questions regarding the appropriateness of an article of clothing should be directed to the Middle- or Upper School Head prior to wearing it. The overall goal of the Dress Code is to maintain a school environment that is conducive both to work and to learning. The following standards have been established regarding clothing:

- Clothing that is tight-fitting, revealing, ripped, frayed, worn, or that allows undergarments to show is not acceptable.
- Students should not wear the following items to school: torn or excessively worn clothes; spandex or Lycra; or clothing that is offensive or makes reference to drugs, alcohol, or tobacco.
- A guest on campus or at a school-sponsored event is expected to follow the Dress Code, and it is the responsibility of the host to ensure that he or she does so.

- On certain occasions, students may be asked to dress more formally. Please see the Special Occasion Dress section below.
- Students are expected to dress appropriately for sports practices and must wear jerseys or t-shirts, and shorts or sweatpants.

**Shirts/Tops:**

- Shirts and tops should be modest, show no cleavage, and may at no time reveal the midriff. If any midriff shows when you raise your arms above your head (without tugging or pulling at the top), then the top is too short and is unacceptable. Pajama tops are not allowed.
- Spaghetti straps and halter tops may not be worn.

**Pants:**

- Pants should be in good repair, fit sufficiently to stay in place at the waist, and not reveal the top of the underwear at the waistband. Pajama pants are not allowed.

**Shorts/skirts:**

- Shorts and skirts should be in good repair, fit sufficiently to stay in place at the waist, and not reveal the top of the underwear at the waistband. Shorts and skirts must have a stitched hem and be at least mid-thigh in length.

**Footwear:**

- Footwear must be worn at all times. For safety reasons, students may be required to wear closed-toe shoes in science classes.

**Hats:**

- Students may not wear hats inside the buildings.

**Special Occasion Dress:**

The School may require more formal dress on special occasions, including Masses, prayer services, awards ceremonies, concerts, and other events. Appropriate dress for boys includes a collared shirt, appropriate pants or dress pants (no jeans). Appropriate dress for girls includes a dress or dress pants/skirt and top. Flip-flops are not allowed.

Students who choose not to comply with the Dress Code will be asked to go to the office until they don appropriate clothing. They may borrow appropriate clothing from the School or another student on the first offense and then return to class. On the second and subsequent offenses, they will be sent home or will remain in the office until a parent brings appropriate clothing to school. Any missed class time will be considered unexcused. Students who chronically abuse the Dress Code will be subject to disciplinary action. The Middle School Head and Upper School Head are the final interpreters of Dress Code standards.

## **TT. Off limits Areas**

---

The following areas are off limits to all students:

1. The entrance, exit, and main thoroughfares of the parking lot during break or lunch. Playing sports during break or lunch in the parking lot is extremely dangerous and, therefore, strictly off-limits. Any student who wants to play sports during break or lunch must play on the courts or track infield.
2. The north end of the gym, creek area, the baseball and softball fields.
3. The boiler room and the stairwell behind it.
4. The stage, the area above it, and all storage areas in the Multi-Purpose Room.
5. All faculty offices.
6. The gym and locker rooms, except during a normal function.
7. Pole vault and high jump pads except during authorized track practice.
8. Teachers' desks and classroom closets.
9. The office and storage rooms of the science labs.
10. The workroom area of the library.
11. The roof. UNDER NO CIRCUMSTANCES are students to climb up onto the roof of ANY part of the school. Students are not to attempt to retrieve lost balls, Frisbees, or anything else. If a student needs to retrieve an object from the roof, he or she should ask the custodian to do it for him or her.
12. Except for the photocopier machine in the library (which is available for student use), the photocopier machines are unavailable for student use.
13. Mechanical enclosures for heating and air conditioning units.
14. Storage areas beneath the buildings.

## **UU. Student Cars and Parking Policy**

---

Students who drive cars to school MUST register them with the front office for security reasons. Student drivers must observe all traffic regulations within the parking lot, especially the maximum speed limit of five miles per hour. They must also park in designated parking spaces. Students who violate any of the student parking and driving rules on campus may have their car towed. During school hours, students are permitted in their cars at lunch and during break, provided they are parked on campus and they do not produce excessive noise or litter in the parking lot.

## MASSES, RETREATS, ASSEMBLIES AND OTHER ALL-SCHOOL GATHERINGS

Masses, other religious events, retreats, assemblies, and all-school meetings are considered to be part of the educational process at St. Mary's, and all students are expected to attend such functions.

## FOREIGN TRAVEL POLICY

From time to time various departments offer students foreign travel experience. While the departments determine certain eligibility guidelines, there are a few universal rules for foreign travel sponsored by St. Mary's School

1. Students must be passing all their classes with a minimum grade of C.
2. Students must be up-to-date with their community service.
3. Student families must be up-to-date with their tuition payments.
4. Students and parents must sign statements indicating permission, responsibility, and concurrence with trip rules and guidelines.
5. Students and parents must sign a Hold Harmless Agreement prepared by the school.
6. Students may not depart unless all fees required by the trip are paid, whether due and payable to the school or to an outside contractor.

## INSURANCE

St. Mary's School insurance covers all school staff and volunteers engaged in all school activities, with the exception of transportation of students in personal vehicles. In these instances, primary responsibility and liability rests with the driver. All students are covered by student accident insurance during all school activities and when coming from and returning to home each day.

## MEDICATION POLICY

St. Mary's must follow certain procedures with regard to medication at school. No medication of any kind may be provided by the school, and no medication may be administered by any school personnel without written direction from the physician, parent, or guardian. Any medications brought to school are to be brought to the office where they will be labeled and placed in the safe. Medications must be in their original containers or prescription bottles, including over-the-counter medication. Parent/guardians must fill out and sign a waiver on order for school staff to dispense medications. This form is available in the office.

## PERMISSION AND NOTIFICATION FORMS

The forms below are available at the front desk and on the school website for your reference. They include:

1. Permission to participate in a school activity or field trip
2. Notification of a short leave of absence

Parent/Guardian permission to attend any school field trip or activity must be in writing. Verbal permission, either in person or over the telephone, is not acceptable.

## ACCEPTANCE OF STUDENT-PARENT HANDBOOK AS CONTRACT

All students, along with their parent(s)/guardian(s), explicitly accept the provisions set forth in the current Student-Parent Handbook as a condition of enrollment St. Mary's School and agree, so far as they may be applicable, and not at variance with any of the provisions of this contract, to comply with all school regulations. St. Mary's School reserves the right to amend the handbook. Parents and students will be notified when any changes occur. Any policy statements published during the course of the school year are considered to be an addendum to the Student-Parent Handbook.