

# **St. Mary's Academy Primary School**



## **Student Handbook 2022 - 2023**

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## **Message from the Principal**

On behalf of the Administration and Faculty, I would like to extend to you a warm welcome to St. Mary's Academy. This Student Handbook is your personal guide to understanding the mission, philosophy and guidelines of St. Mary's Academy and should be referred to as a ready reference to the daily operation of our school. It is essential that all students and parents read the information contained in this handbook and sign the enclosed Awareness Statement. When this handbook does not give you the information you need, you should contact the school for additional information and or guidance.

The mission of St. Mary's Academy continues to be teaching its students to live Christian values, think critically, give service and act responsibly in a global society. Striving to achieve this goal must be a cooperative effort on the part of the students, teachers, administrators, parents and community. We earnestly solicit your cooperation in this endeavor and hope you have the best year ever!

**Sr. Jennie Jones, SSF**

## General Information

Providing a superior Catholic education in a loving and nurturing environment is a standard for St. Mary's Academy. Founded and administered by the Sisters of the Holy Family in 1867, this private Catholic school provides a stimulating and engaging atmosphere where all paths lead to the fulfillment of each student's unique goals and aspirations.

Fully accredited by the Southern Association of Colleges and Schools for over fifty consecutive years, St. Mary's Academy is a school on the move and in transition. Inundated by 4-5 ft. of water as a result of Hurricane Katrina, the school's campus incurred a staggering \$4.5 million in damages. Yet, the legacy of the Holy Family sisters' foundress, Mother Henriette Delille, transcended any thoughts of closure when the Office of Catholic Schools and the administration of St. Mary's announced that St. Mary's Academy would reopen in the classrooms of the former St. James Major School, located at 3774 Gentilly Blvd. Formerly an all-girls middle/secondary school, St. Mary's has now expanded its curriculum to include PK4 to 5th grades. While the Primary and Elementary schools are co-educational, the middle and high school continues its legacy of educating young women. A separate Male Academy opened to accommodate the young male students in grades 6 & 7. The Male students leave the campus when entering 8<sup>th</sup> grades, which is part of the high school environment.

For 155 years, St. Mary's has maintained its commitment to educate the whole person -

spiritually, academically, socially and culturally. Several members of the Sisters of the Holy Family serve as administrators, faculty, staff and resource personnel, while dedicated, qualified and professional lay faculty and staff serve as an integral part of the institution. Its administration, faculty, staff and students are committed to spread the word of God and give service to neighbor.

Because St. Mary's is a well-disciplined, Christian-based school, students are encouraged to establish a close relationship with Jesus. Daily religion classes in all grades, monthly Eucharistic celebrations, annual retreats, daily prayers, required service hours and encouragement to follow their call to holiness and service further enhance their spiritual development.

The primary program allows the school's youngest students the opportunity to explore, discover, and grow. Children work with manipulative materials in language, mathematics, science, social studies and practical life, making connections that lead them to a greater understanding of our world.

St. Mary's plans to be around for a long time and is a great place with much to offer every student who enjoys a safe, caring, loving and challenging environment.

"Education is a journey and we are always in route."

This student handbook is designed to acquaint you with the spirit and policies of St. Mary's Academy. Through these means, St. Mary's endeavors to form strong Christian youths, unyielding in the spirit of truth, justice, and love.

# Philosophy

At St. Mary's Academy, we are committed to the threefold purpose of Catholic education (message, community and service) as outlined in **To Teach as Jesus Did**.

We believe in the education and formation of the whole person: spiritually, physically, culturally, intellectually, emotionally, socially, and aesthetically. We, therefore, seek to promote the opportunity for each student:

- To know Christ and develop a value system based on His teachings
- To form and live as a Christian community in worship, motivation and fellowship
- To respond to the obligation of giving Christian service and working to achieve justice in society
- To develop one's individual powers and capacities to the fullest
- To develop an inquiring intellect, profitable habits and skills which will produce a moral Christian, a cooperative citizen and a useful and successful member of our democratic society.

## Mission Statement

Saint Mary's Academy's long tradition continues as

*SMA Primary-Elementary Handbook is available at all times on our website:*

[www.smaneworleans.com](http://www.smaneworleans.com)

*Go to the Primary-Elementary Tab*

a private Catholic co-educational primary elementary and an all girls' middle school and college-preparatory high school. In a family-oriented atmosphere, Saint Mary's is committed to educating the whole person. The students are taught to live Christian values, think critically, give service and act responsibly in a global society.

The school has been state approved for over seventy years, and fully approved by the Southern Association of Colleges and Schools for over fifty years, and by the State of Louisiana. St. Mary's Academy enjoys a strong position among the better schools in the country. The scholarship and teaching ability of the faculty are reflected in the consistent success of the students while they are here and when they enter institutions of higher learning.

## **History**

In August of 2006, as part of a generous gift from the Archdiocese of New Orleans, St. Mary's Academy moved its classes to the former St. James Major School, located at 3774 Gentilly Blvd. The school also expanded its curriculum to offer classes for PreK4 through 5th grades to help accommodate students and families displaced by Hurricane Katrina. The primary, elementary and middle schools became co-educational while the high school continued its legacy as an all-girls private school. Operating with 620 students, the school successfully accommodated many of the city's displaced youth.

In the fall of 2007, St. Mary's Academy returned to its Chef Menteur Highway campus. State-of the-art modular buildings house students in Pre-k-3 through

12th grades while the rebuilding of the permanent campus took place.

## Admissions

St. Mary's Academy is one of the oldest private Catholic schools in the country. Providing a holistic education that focuses on the spiritual, mental, physical and aesthetic development of its students, the Academy endeavors daily to produce students who are well-rounded, caring and contributing members of society.

Instruction begins in the primary grades with the focus being on the development of the mind, body and soul. Students are taught reasoning, grammar and how to express themselves both orally and written. Love of God and neighbor is also emphasized through daily prayer and religion classes.

Admission is offered to girls and boys who are willing to challenge themselves academically, spiritually and personally. Tours of the campus may also be arranged by appointment.

**St. Mary's Academy is committed to a talented and diverse student population and welcomes students of any race, color, religion, national and ethnic origin. St. Mary's Academy does not discriminate in its educational and admission policies, financial aid, athletic or other programs and activities.**

St. Mary's Academy welcomes students who desire to share in the spiritual and educational wealth it possesses. An essential basis for acceptance is the evidence that the applicant possesses the potential

and the will to profit and contribute to the experience of being a member of the student body of St. Mary's Academy.

## Accreditation

The school has been approved by the State of Louisiana for over seventy years, and fully approved by the Southern Association of Colleges and Schools for over fifty years. St. Mary's Academy enjoys a strong position among the better schools in the country. The scholarship and teaching ability of the faculty are reflected in the consistent success of the students while they are here and when they enter institutions of higher learning.

## Primary School Office

Located in **Building B-13**, the Primary School Office conducts business for students in grades

Pre-K thru Second. The Primary School Coordinator's Office is also located in this building. Visitors to the Primary School **must** obtain a pass before proceeding anywhere on the campus. All business, with the exception of finances, is handled in the Primary School Office. Financial inquiries must be addressed on the main campus where Elementary/middle/high school are located, in the Business Center. **Office hours are 7:30 a.m. to 3:45 p.m.**

## Telephone Calls

Students are not permitted to bring cell phones or smart watches during school hours. If a student is



observed with a cell phone during school hours, the phone will be confiscated and held until a parent comes in to retrieve it. All telephone calls for students must come through the Office. **PARENTS SHOULD NEVER CALL OR TEXT MESSAGE STUDENTS ON THEIR CELL PHONES DURING SCHOOL HOURS.** Parents are reminded that no messages will be delivered to students during the school day except in cases of utmost urgency and necessity. Parents are encouraged to call teachers concerning academic and/or behavioral difficulties. Parents should call the school and leave a message for that teacher or an email the teacher via RenWeb. Teachers will return phone calls and emails. The elementary office number is 504-243-1888.

## Visitors

Visitors are always welcome, especially parents and alumnae. All visitors must first make arrangements prior to the date of the visit. **All visitors are to obtain a visitor's pass.** Visitors may be required to show ID such as a driver's license at the Office before being allowed access to any other part of the school. Any person who is not currently a student, faculty, or staff member of St. Mary's Academy is considered a visitor.

Classrooms **may not** be entered without the express permission of the Administration. Parents are **not** allowed to observe classes in session. Instruction should never be disturbed except in the case of emergencies. For the safety of the students, visitors are not allowed to loiter on the campus or to loiter on the deck. All visitors must specify the purposes for their visit and limit their stay accordingly. All visits should be conducted in a timely manner that does

not disrupt the instructional day. These regulations apply to **ALL** guests.

## **Parental Role In Education**

Parents are expected to be cooperative partners in the educational process. Parents' and teachers' trust in each other's commitment to the success of the students is absolutely vital. Division of authority between school and home only teaches students disrespect for the very authority under which they must function. This division inevitably impairs the student's chances for success. Parents' consistent support in the educational experience they have freely chosen for their daughter/son is also essential.

## **Parental Involvement**

Close cooperation between the parents and the school is necessary if the school is to succeed in achieving the goal for which it was established. Parents wishing to chaperone events or volunteer when opportunities present it, must receive Safe Environment Training in order to volunteer in the presence of students. Parents are to dress appropriately when dropping off, picking up, attending school events or chaperoning field trips.

## **Parent-Teacher Association**

PTA meetings are held various times of the year and notification is sent via newsletters and monthly calendars. Parental support is key to the success of our roles as parents and educators.

PTA Meetings are not the time to hold conferences with teachers. Please request an appointment with teachers thru the office or via RenWeb.

## **Guidelines for appointments with teachers**

Parents cannot expect to see a teacher or an administrator without an appointment, the time of which must be amenable to all involved. Parents who come for a specific conference may not roam about the school beyond that conference situation without office authorization.

Parents may arrange a conference by contacting the teacher directly through email, or they may leave their contact information at the Office. If a parent does not get a response from the teacher within three business days then he/she may contact the Primary School Coordinator so that a meeting between parent and teacher can be arranged. Parents are encouraged to send a copy of all emails sent to teachers to the Coordinator.

In order to avoid disruption of classes, a parent is to report to the main office when coming to school, and he or she is not to detain any student or visit a classroom without proper authorization from an administrator. Parents/guardians must schedule an appointment and receive approval to observe classes while teachers are conducting them. After

observation, parents/guardians may meet with the Primary Coordinator for a discussion

## **Medication / Health Concerns**

No student is allowed to have any medication of any kind on his or her person. Asthma inhalers or EpiPens are the only medications dispensed from the office. Inhalers and EpiPens are to be kept in the office with the student's name and directions on the label. Documentation is kept whenever a student uses an inhaler. Parents will be called if an EpiPen is used.

It is the responsibility of parents to keep all students diagnosed with or suspected to have contagious or infectious diseases at home. Students with fevers must be fever-free for 24 hours before being brought back to school. Parents must adhere to this policy for the well-being of their child and all enrolled students. Any student absent for three or more consecutive days must bring a doctor's note to be readmitted.

## **Child Abuse Laws**

St. Mary's Academy abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. All administration, faculty and staff are mandated reporters.

# Family Education Rights and Privacy Act

St. Mary's Academy adheres to the Buckley Amendment regarding access to student records and academic confidentiality.

## Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. A written **official permission slip**, signed by the parent, is required before a student will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. The Official School Permission Slip alone may be used to allow a student to leave school during school hours. If a student fails to bring the permission slip home, a copy of the school form must be obtained from the Primary or main campus School Office.

A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip. Parents may refuse to permit a student from participating in a field trip by stating so on the proper form.

# Academic Policies

## Homework

All students in every grade, will have either **written or study homework** in some subject(s) every school night with the possible exception of weekends. Teachers assign homework within the guidelines of the school. The following is a suggested time allotment for homework assignments:

PreK4	10-20 minutes
Kindergarten (KG)	20-30 minutes
First (1st) and Second (2nd) Grades	30-40 minutes

Parents are expected to monitor their student's homework assignments, offer assistance if needed, and visit the RenWeb teacher web page to find the current assignments and school events. Parents may contact their student's teacher(s) through their assigned e-mail account. Although parents are encouraged to help their student with their assignments, be aware that homework must not be done by the parent.

Students who do not turn in homework assignments will receive a zero (0) grade for each occurrence. **Homework assignments account for 20%** of a student's final report card grade and missed assignments may cause a lowering of a student's grade, perhaps even result in failure for the year.

Each student in grades 1<sup>st</sup> through 5<sup>th</sup> is required to have an assignment book at the beginning of the

school year. It is the student's responsibility to see that each assignment is recorded in this book and then completed as directed. Teachers will use the RenWeb website to maintain current communication with parents. It is the parent's responsibility to check assignments for completion and the teacher's responsibility to check for accuracy and evaluate progress.

## **Make-Up Tests and School Work**

Students are expected to make up missed tests and school work assignments as soon as possible. Although students may need extra help from their teacher to make up the assignments they missed due to absence, parents are to facilitate the process through timely communication and cooperation. For the benefit of the student, make up work should be addressed in a timely manner to prevent further loss of instruction.

## **Progress Reports**

Progress reports are given to students four (4) times each year, approximately in the middle of each quarter (dates of issuance of progress reports are provided in school calendars). **Progress reports are to be signed by a parent/guardian and returned within two (2) school days.** Progress reports for grades 1<sup>st</sup> and 2<sup>nd</sup> are posted on RenWeb and will also be sent home with students. Parents are expected to schedule a conference with their

child's teacher to discuss any unsatisfactory grade or evaluation.

## Signing Test Papers

On Tuesdays, students will receive their parent communication folders containing the student's weekly work. These papers are to be **signed and returned to school** within two (2) school days of their being received by parents/guardians. Parents/Guardians will be informed of a student's failure to return signed papers either by e-mail or a phone call. Taking time to discuss your child's progress with them periodically will provide positive reaffirmation and prevent overlooking unsatisfactory grades. Parents are asked to cooperate in the signing of any papers sent home with their student.

**ANY STUDENTS IN GRADES FIRST (1ST) and Second (2<sup>nd</sup>) WHO FORGE A PARENT'S OR GUARDIAN'S SIGNATURE ON A PAPER WILL HAVE THEIR PARENTS' NOTIFIED AND BE SUBJECT TO DISCIPLINARY ACTION. ALL PARENTS' SIGNATURES WILL BE KEPT ON FILE.**

## Grading Scale

<b>A = 90-100</b>	<b>4 Quality Points</b>	<b>Outstanding</b>
<b>Achievement</b>		
<b>B = 80-89</b>	<b>3 Quality Points</b>	<b>Above Average</b>
<b>Achievement</b>		
<b>C = 70-79</b>	<b>2 Quality Points</b>	<b>Average</b>
<b>Achievement</b>		



<b>D = 60-69</b>	<b>1 Quality Points</b>	<b>Below Average</b>
<b>Achievement</b>		
<b>F = below 60</b>	<b>0 Quality Points</b>	<b>“Failing”</b>
<b>I = Incomplete</b>	<b>No Quality points students will have to complete the given program</b>	

## Report Cards

A report card, noting the academic progress for PreK4 through 2nd grades achievement, conduct, and effort, as well as the number of days absent and tardy, is given to each student. Report cards are given to parents at scheduled parent/student/teacher conferences at the end of the first (1st) quarter in October. **Parents/guardians must come to school to pick up this report card when conferences are scheduled. No report card for the first and third quarter will be sent home with a student.**

Report cards for the end of the second (2nd) quarter (in January) and the end of the fourth (4th) quarter (at the end of the school year in May) are given directly to the student to carry home to her/his parents/guardians.

**All report cards, except the fourth (final) report card for the academic year, are to be signed by the parent/guardian and returned to school within two (2) school days.**

Parents wishing to make an appointment with a teacher concerning grades are asked to request an appointment by calling the Primary School Office at (504)243-1888, Elementary School Office at (504)245-0200 or sending an e-mail directly to the teacher via RenWeb.

## **Promotion and Retention for Grades Kindergarten through Fifth (5<sup>th</sup>)**

- A. **UNSATISFACTORY (F)** grade in one major subject for grades 1<sup>st</sup> and 2<sup>nd</sup> will require the student to attend and pass a state approved summer school program before being promoted to the next grade. Students can **ONLY** go to summer school for 1 core subject for promotional purposes. Therefore an **F** in more than 1 core subject will result in being retained at the same grade level.
- B. Students in grades 1<sup>st</sup> and 2<sup>nd</sup> repeating a given grade must attain a grade of no less than a 60% (**D**) in **all** core subjects in order to return to St. Mary's Academy the following year. Students may not repeat a grade more than twice. If a student fails the same grade twice after a review, (by the administration), the student may be requested to withdraw.

**The above regulations for promotion and retention are the regulations adopted by the faculty and administration of St. Mary's Academy Primary School and upon recommendation by the Principal**

## **Conferences**

**Formal parent/student/teacher conferences are held twice yearly at the end of the first (1<sup>st</sup>) quarter and the third (3<sup>rd</sup>) quarter.** Notifications of the dates are given in the calendar presented at the

beginning of the school year and on the appropriate weekly calendar. Parents may call the Primary School Office at (504)-243-1888 or Elementary School Office at (504) 245-0200 to request a conference with their child's teacher(s) at any time and the teacher(s) will make the necessary contact to setup the time for the appointment. Parents must schedule conferences with the teachers before requesting to see the principal.

## Student Records

A **cumulative record folder** is maintained in the school office for each student presently attending St. Mary's Academy and a **cumulative record card** is kept on file for every student who attended the school.

## Personal Behavior-Morality

Students at St. Mary's Academy are expected to exemplify Christian values and morals. Any overt or unlawful act not only makes the student subject to penalties which the law or the courts may prescribe but will also result in dismissal or expulsion.

## Discipline

An effective school climate is one that is nurturing, safe, and conducive to learning. In establishing a

discipline policy, it is important to focus on encouraging students to make good choices and in being responsible for their behavior. In making these decisions, students learn that there are rewards and consequences for their actions. Our job as educators and parents is to guide students to rewards for appropriate choices and to assist them in learning from their mistakes. Within this framework, teachers certainly have the leeway to establish a variety of individualized behavior management plans that support the school's philosophy. It is hoped that this consistency provided by the school-wide plan will assist students in realizing their potential, thereby making the learning environment as productive as possible.

St. Mary's Academy is a **PBS** school. **Positive Behavioral Support is the school wide discipline plan that we use to make our school a great place to learn. PBS uses proactive measures and school wide expectations to enable students to achieve social and academic success in school.** Such supports and expectations are developed, implemented, and monitored by all staff members working in the school. Implementing these expectations school wide can reduce frequency of students who engage in problem behavior. What does a system of positive behavior supports and expectations look like? Ideally, the system is in place at the classroom and school level.

All levels share some basic similarities.

**PreK and K**, there must be a set of clearly described expectations for student behavior. In the classroom, this includes a set of classroom expectations that set the parameters for student behavior in social and academic areas. In the school, behavioral expectations and limits for

student behavior include rules for each common area: cafeteria, deck, bathrooms, playground, and dismissal.

**First**, the expectations must be taught to mastery. This is accomplished by explaining the rules, giving and eliciting examples and non – examples of each, then engaging students in both guided and independent practice of each rule.

**Second**, a system of cues and prompts during the time the students are learning the expectations can facilitate student success.

**Finally**, continuous monitoring of the fluency with which students demonstrate those appropriate and desired behaviors gives the staff needed feedback.

**What happens when students begin to demonstrate inappropriate behavior again?** Review and re-teaching are a critical piece of an effective system of positive behavioral supports. Taking time at periodic intervals based on data to bring students back to mastery on a specific behavioral expectation will enable the classroom and school to function as a safe and orderly learning environment.

## **Attendance Disaster Procedure**

St. Mary's Academy follows the guidelines and decisions of the Archdiocese of New Orleans in the event of emergency or disaster. St. Mary's

Academy will not conduct school on any day on which the Archdiocesan School Office announces that schools will be closed. We also utilize a School Reach phone call system, and emails in the event of emergencies. Information must be kept up-to-date to receive these messages.

## **Severe Weather-School Closing**

In case of severe weather or other emergencies, the school will follow the same dismissal procedures as that of the Orleans Parish Archdiocesan Schools. Information should be sought via radio station WWL-870 AM on the dial or WWL-TV Channel 4, WDSU –TV Channel 6, WVUE-TV Channel 8 and ABC-TV Channel 26. Check the school's web site for continual updates at **[www.smaneworleans.com](http://www.smaneworleans.com)**

## **Absenteeism and Tardiness**

Absenteeism and tardiness are seriously disruptive to the disciplinary climate of the school and cause serious harm to all academic programs. It is the position of St. Mary's Academy that absenteeism and tardiness are problems for which the responsibility must be borne by the parent, not by the school.

## **Absence**

In order to benefit fully from our educational program, a student must attend all classes regularly. If a student must be absent, a parent

must verify the absence by phone or by writing, preferably on the day of the absence. **IT IS IMPERATIVE THAT PARENTS NOTIFY THE SCHOOL OF THE STUDENT'S ABSENCE.** *Excused absences are honored only with a legitimate doctor's certificate, court summons or funeral documentation.*

## **When a Student is Absent or Tardy:**

**The parent must call the school office by 8:30 a.m. to report the reason for the absence or tardiness.**

Upon reporting to school after an absence or on the day he/she is tardy, the student must present to the office: a note signed by a parent or guardian stating the date(s) and reason for absence(s) or tardiness. The parent/guardian should include a telephone number on the note where he/she can be contacted if necessary; a doctor's certificate if applicable. If a student is absent for three consecutive days, a doctor's note will be required.

**Note: All doctors' notes must:**

- **Be on the doctor/clinic's official letterhead**
- **Be submitted at the time the student returns to school**
- **List the specific nature of the illness treated**
- **List each date the student was absent due to the illness**
- **Bear the holographic (original) signature of the doctor**
- **Not indicate any alterations.**

St. Mary's Academy Elementary Division will review and monitor student attendance and will intervene with appropriate action when attendance and/or

tardiness become excessive.

**The Administration will:**

- **Educate parents and staff of the attendance and tardy policies and procedures of St. Mary's Academy**
- **Inform parents of their child's attendance at set intervals.**
- **Help to educate parents and students of the importance of regular school attendance in order to show the connection between regular attendance and school success.**
- **Include the following people: Secretary (attendance monitor), School Counselor, Coordinator, and Lead Teacher.**
- **Meet at the beginning of the school year and quarterly to review attendance data.**

**Tardy/Absent Plan of Action:**

**3 Unexcused Absences:** Letter will be sent home with an attendance profile attached. Letter signed by homeroom teacher.

**6 Unexcused Absences:** Letter will be mailed home with attendance profile attached. Letter will be signed by Elementary School Coordinator.



**10 Excused and/or Unexcused Absences:** A letter signed by the Primary Coordinator or Principal will be mailed home with attendance profile attached. Attendance will be reviewed to determine if a referral is needed to appropriate staff member (School Counselor, School Social Worker, Administrator) for follow up with the family.

**NOTICE FOR NSECD PreK4 STUDENTS:** Students who do not meet the 74% of monthly attendance for two months will automatically be dis-enrolled from the program. Example: If a month has 20 days of school, your child **MUST** attend a minimum of 15 days to be counted as in compliance for the month. However, you will be called in for a conference after the first month to discuss the concerns regarding your child's attendance.

**NOTE TO STUDENTS IN GRADES K TO 2nd WHO RECEIVE THE SCHOLARSHIP PROGRAM:**

Your child will lose his/her scholarship if he/she misses ten days of school that is unexcused. We are mandated to report the students who do not meet the attendance policies.

## **Tardiness**

Promptness to school is very important. **Students are admitted to homeroom or morning assembly (gym) at 7:40 AM.** All students must report directly to homeroom or morning assembly upon arrival. Students arriving after 7:48 AM are considered tardy and must report to the office with their parents to pick up a class admittance slip before going to the classroom. **Students are considered absent if they arrive to school after 12:00 PM or leave**

**prior to this time.** When tardiness exceeds 10 days, a letter will be mailed home. The letter is signed by an Administrator and the parent will be required to return the signed letter with an explanation on how they plan to prevent further tardiness. A conference may be required. Three unexcused tardies equals an absence.

## **Extenuating Circumstances**

Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal.

**Students who leave school before 12:00 pm are absent for the day.**

Students who are present at school, but must be absent from class for any reason (i.e. illness) must sign out at the office. Before returning to class the student must sign in and receive an admit slip.

## **Early Dismissal**

Parents are asked not to request permission for their child to leave school during the day except in case of EXTREME emergency. **Students cannot be checked out fifteen minutes before dismissal.** Medical appointments and other similar arrangements should be scheduled after school or on Saturdays. Should early dismissal be a matter of absolute necessity, parents/guardians must sign the students out in the office building B-13. Requests

must give the date, the time, and the reason for dismissal.

Under normal circumstances, students will not be permitted to leave school unless a parent/guardian signs them out at the office. When an impending absence is known, the office should be notified in advance.

## Arrival

NO students should arrive on campus **before 7:00** a.m. Parents should drop off all students in grades K – 2nd in the car pool circle next to the Primary Cafeteria. Parents should form 2 lanes of traffic all going in the same direction and obey all traffic directions given by school personnel. Only parents of Pre-K students should park by the fence along the driveway and parking areas designated. Parents are then requested to walk their student(s) to their classroom or cafeteria. **NO PARENTS ARE TO PARK IN THE BACK OF THE MODULAR BUILDINGS IN THE FACULTY/STAFF PARKING LOT.**

Students who live outside of Orleans Parish have until 8:05 a.m. to arrive.

## Dismissal

**PreK4 - 2:45 p.m.**

**Grades K – 2nd: 3:00 p.m.**

All parents/guardians and students are to follow the dismissal procedures. Students are to wait for rides on the school property. NO vehicles, except van services are permitted behind campus. Only parents of Perks and K students should park by the fence along the driveway and walk to the classrooms and sign students out. **EVERYONE ELSE** should **remain in their cars** and pick up students in

grades K to 2<sup>nd</sup> from 3:00 – 3:15 p.m. **After 3:15 p.m., students remaining will be escorted to after care in the gym and a \$7.00 fee applies.** On rainy days, parents are to park and get students from the centralized area for pick up – **Primary School Cafeteria.**

## UNIFORMS

Required uniforms are to be purchased from **Young Fashions, located at 5700 Crowder Blvd., Ste. E in New Orleans East. (504) 841-0377.** The required uniform shoes are to be purchased from **Ponsetti's Shoes located in Pontchartrain Shopping Center, 3501 Severn Ave. Ste. 3D Metairie, LA.**

Special note: Girl's Uniforms – Modesty Shorts are worn under the jumper. No other shorts allowed.

## Dress Code

Students must be neatly groomed every day. Uniforms must be kept in good condition. Torn, ragged, and tattered shirts are not allowed. Embroidery must be S.M.A.'s logo. Pants may not be faded, frayed, or threadbare. Shoes must be in good condition and polished. Students may not deface their uniform. Students who are not wearing the approved uniform will not be allowed to attend class. Parents will be called to bring appropriate school uniform. Students must wear PLAIN white undershirts (crew or v-neck,). Undershirt sleeves must not be seen. Absolutely no decorations, colors, or writing may appear on undershirts.

**The Administration reserves the right to judge the appropriateness of any student's appearance, and**

**this judgment is final. Violations may result in sending the student home with an *unexcused absence*.**

All clothing items should be labeled with the student's name.

Parents who come on the school property or attend school functions are to be properly dressed at all times. When chaperoning a field trip, parents must wear clothing that is not offensive, torn or tattered, and must be appropriate length. Bare midriffs are not allowed. When chaperoning, parents reflect the values of St. Mary's Academy School. Parents must wear clothing in good taste and may not wear any form of night or lounge wear.

## **Uniform Regulations: Girl's**

In keeping with the importance of the uniform, the following rules must be observed:

1. Shirts and blouses are to be tucked all the way in at all times except P.E. class. Only white undergarments are to be worn under the blouse.
2. Girl's smocks/jumpers must never be higher than two (2) inches above the knee when kneeling.
3. Students must have conservative hairstyles. Hairstyles that feature "sculpted" or "shaved" hair designs are not allowed. Neatly hanging artificial braids or ponytails are allowed. Hair may not be wrapped or pin curled. Natural hair color only. Coloring, tinting or streaking is not

acceptable. Glitter and other additional items are not allowed. Wigs are not allowed.

4. Beads or large ball barrettes on hair are not allowed. This is a safety concern. All hair accessories should be white, blue, yellow, or SMA plaid headbands.
5. Student are not to change out of their school uniform after school on school premises unless they are participating in an after school practice or unless given special permission.
6. **The administration reserves the right to judge the appropriateness of any student's appearance, and this judgment is final. Violations may result in parent notification and sending the student home.**
7. Girls may not wear excessive or inappropriate jewelry (such as, but not limited to, dangling earrings or more than one earring in an ear). Earrings should be posts with small studs.
8. Make-up, sculptured nails and fingernail polish is prohibited at all times, including dress down days.
9. White socks with heavy ribbed cuff (crew socks) only are allowed. Anklets, lace socks or footies are not allowed. **White tights** during winter weather are allowed.
10. Parents must write a note to the principal explaining the reason for their student being temporarily out of uniform.

## **Girl's Uniforms:**

### **PreK, & Kinder:**

SMA Plaid Smock Dress w/patch and modesty shorts

White crew socks (White tights: winter weather only)

Navy Blue Cardigan Sweater (optional)

Navy Blue Lined Windbreaker

Top Coat: Plain Black or blue only NO DESIGNS

Shoes: School Issue Navy Danielle (two-buckle strap)

Backpacks are to be solid colors:

blue or black. No characters or themes.

## **Girl's Uniforms: (cont.)**

### **1<sup>st</sup> & 2<sup>nd</sup> Grades:**

SMA Plaid Bib-Top Jumper with required patch

SMA Plaid Modesty Shorts

### **1<sup>st</sup> & 2<sup>nd</sup> Grades:**

White Sports collar blouse (pointed collar)

Long or short sleeve with required logo

White crew socks (no short socks, no ankle socks, no ruffles or colors)

White tights (winter weather only)

Navy Blue Cardigan Sweater (optional)

Navy Blue Lined Windbreaker

Top Coat: Plain black or blue

Shoes: School Issue Navy Varsity

Backpacks are to be solid colors: blue or black. No characters or themes.

## **Uniform Regulations: Boy's**

1. Uniform Shorts may be worn in August, September, October, April & May.
2. Haircuts must be conservative. Hairstyles that feature "sculpted" or "shaved" designs, The boys are to wear their hair evenly cut all the way around making sure not to exceed one inch in length. Hair cannot be dyed or colored.
3. Students are not to change out of their school uniform after school on school premises unless they are participating in an after school practice or unless given special permission.
4. **The administration reserves the right to judge the appropriateness of any student's appearance, and this judgment is final.**
5. Black socks with heavy ribbed cuff (crew socks) only are allowed. Anklets, footies, no show socks are not allowed.



6. Long or short sleeve colored or printed t-shirts are not allowed to be worn under the uniform shirt. White undergarments only.
7. Boys may not wear earrings or excessive jewelry of any kind, an exception being a small religious medal.
8. Parents must write a note to the principal explaining the reason for their student being temporarily out of uniform.

## Boy's Uniforms

### PreK:

Pull on Navy Blue Long Pants (or Shorts may be worn

Aug., Sept., Oct., Apr., May)

White Knit Polo Shirt with Logo

Navy Blue Cardigan Sweater (optional)

Navy Blue Lined Windbreaker

Top Coat: Plain Black or blue

Black crew socks

Shoes: Stride Rite Black Austin (Velcro only)

Backpacks are to be solid colors: blue or black.

No characters or themes.

**Kinder – 2nd:** Navy Blue Pleated Pants (or Shorts may

be worn Aug., Sept. Oct., Apr., May)

White Knit Polo Shirt with Logo

Navy Blue Cardigan Sweater (optional)

Navy Blue Lined Windbreaker

Top Coat: Plain Black or blue

Black crew socks (no short socks, no ankle socks)

**Shoes: Grades K - 2** Stride Rite Black Austin  
(Velcro only)

**Belt: Grades K - 2** Navy Blue Belt elastic belt with  
magnetic clasp.

## **Free Dress Days**

If a FREE DRESS DAY is scheduled, students are to wear long solid color pants or jeans (no rips, tears, holes, or shorts, etc.), regulation t shirts, socks and tennis shoes (no boots). If jeans are allowed a note will be sent clearly listing and stating what is allowed. Students who do not follow the FREE DRESS policy will have to call home for a parent to come and get them and the student will be marked with an unexcused absence or the parent may bring them the appropriate clothes to change into.

## **RULES AND REGULATIONS**

### **SCHOOL DISCIPLINE POLICIES FIGHTING AND PHYSICAL AGGRESSION**

Fighting and other forms of physical aggression will not be tolerated. At SMA, we strive to teach our student the Christian response to difficult situations. A student who is the subject of a physical attack by another student, provoked or unprovoked, must immediately seek the aid of an adult. Retaliation,

even in self-defense, makes the attacked student an aggressor too.

Fighting involving students in PreK through 2<sup>nd</sup> grades who actively participate, regardless of who was the primary aggressor, will incur the following consequences (at Principals' Discretion):

**FIRST OFFENSE:** A one (1) day suspension will be issued and a Suspension Form will be signed by the students, teacher, and the parents of the student(s) involved.

**SECOND OFFENSE:** A three (3) day suspension will be issued and a Suspension Form will be signed by the students, teacher, and the parents of the student(s) involved. The students will be referred to anger management sessions and the parents will be asked to monitor their child's progress.

**THIRD OFFENSE:** At the discretion of the principal, a student may be expelled.

#### CONSEQUENCES OF DISOBEYING RULES AND REGULATIONS

Students who disobey the classroom discipline regulations will be subject to receiving appropriate disciplinary action. Conduct referrals will document a student's violation. The conduct referral form will list the consequences given by the classroom teacher for the infractions.

- A. The teacher keeps one copy as a record for the office.
- B. The parent must sign a copy and return it to the teacher.

Repeated infractions will result in possible detention, suspension and even expulsion.

Parents are asked to help their child understand the school rules and abide by them.

## **Anti-Bullying Policy**

The Archdiocese of New Orleans and St. Mary's Academy believe that all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of bullying, cyber bullying, intimidating or harassment made on campus, at school, at school-sponsored events, or traveling to or from school or a school activity, shall not be tolerated. Additionally, bullying of a student while off school property by another student using electronic means when the action or actions are intended to have an effect on the student when the student is on school property will not be tolerated. Any action that is so severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student is deemed unacceptable.

All students, teachers, and other employees shall take the responsible measures within the scope of their individual authority to prevent violations of this policy. Bullying is defined as any repeated verbal, physical or psychological action or implied action intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out through physical, verbal or oral communication to coerce, torment, intimidate, harass, embarrass or cause emotional distress to a person.

Anyone perpetrating bullying by spreading hurtful material even if another person created the material shall be in violation of this policy (e.g., forwarding emails, text messages). Furthermore, behaviors of retaliation for asserting or alleging an act of bullying shall not be tolerated. Conduct that is determined to be bullying in nature will warrant disciplinary action. The breadth and scope of such action may include but is not limited to:

- Counseling
- Detention
- Suspension
- Probation
- Expulsion

## **ADDITIONAL STUDENT POLICIES**

Morning Arrival Time: Students are tardy if they are not with their homeroom by 7:48 a.m. Students arriving between 7 a.m. and 7:30 a.m. must report to the Cafeteria. **No unattended student should be left on the school grounds before 7 a.m. There is no staff supervision before 7 a.m.**

BREAKFAST – The cafeteria breakfast is from 7:00 a.m. – 7:30 a.m. Students will be brought to the cafeteria by the staff on duty in the carpool line or by the parent after parking in an appropriate parking space. No parent is to park in the staff parking lot behind the modular buildings.

## **Mandatory Fund Raisers**

Families are **required** to support the fund raising programs at St. Mary's Academy. Families are **required** to purchase/sell raffle tickets and the World's Finest Chocolates during the school year. All amounts, costs, and times are to be determined.

## **Mandatory Parent Service Hours**

All parents of students in grades PreK and Kindergarten thru Fifth grades are required to donate a minimum of 20 (1200 minutes) hours of service per family during the school year. At least 10 service hours must be given at 2 or more major PTA activities and other school fund raisers or pay a penalty fee.

### **Parents who complete:**

<b>20 hours pay</b>	<b>\$0.00</b>
<b>15-19 hours pay</b>	<b>\$50.00</b>
<b>10-14 hours pay</b>	<b>\$100.00</b>
<b>9 hours or less pay</b>	<b>\$150.00</b>

Parents must sign in and sign out for each activity for which they worked in order to receive credit for service hours (including chaperoning field trips). Parents interested in chaperoning for parades, dances, and the school fair must attend a Safe Environment Training class, which is arranged thru the counseling office at the Main Campus of St. Mary's Academy. Parents are responsible for documenting hours worked.

## **After Care**

After School care is provided for our students on a regular full school day with dismissal of **PreK4 at 2:45 p.m.** and **grades K-2nd at 3:00 pm**, unless you are notified otherwise (ex: Faculty meetings) **service is provided for Pre-K students until 5:00 p.m.** and for students in **grades K to 2nd service ends at 5:30 p.m.** ASC fees must be paid weekly, in advance on Monday. **The closing of ASC at 5:30 p.m. is strictly observed.** A registration form with pertinent information must be filled out for ASC. A statement of hours of service requested and amount of charges agreed upon for each family will be included. If a student is registered for weekly ASC, the charge is **\$30.00 per week**, payable in advance. For the safety of our students, all students remaining in the school yard after 3:15 p.m. will be placed in After School Care. Once a student has been recorded as present, parents of these "DROP-IN" students are charged \$7.00 per day for ASC, and the fee is due no later than the next day. When ASC is not provided due to meetings, holidays, etc., advance notice is always provided via the calendar, newsletter, or fliers. **If a child is not picked up with 15 minutes of dismissal, a late fee of \$20.00 is due by the next school day.**

## Phone Messaging Service

The school uses a phone and email messaging service to notify parents in the event of emergencies, to remind parents of meetings and other important information. Please be sure the office has current telephone numbers for you and your emergency contacts. If you receive a call from the school and you cannot immediately answer the call, please listen to the message left before calling the school to ask why someone was calling. In most cases, your phone will have a voice

mail message left for you to hear. Trying to call back in the middle of your message, ties up the telephone lines.

## Transportation

Several companies currently provide service to students attending SMA. Parents make arrangements with these companies and are responsible for any fees charged. SMA does not provide transportation and does not recommend one provider over another.

## Religious Practices

Students are encouraged to be true Christians. The school provides the opportunity for monthly Mass. **All students - regardless of religious persuasion - are required to attend school services.** A priest is available for religious counseling and the Sacrament of Reconciliation. The Sacrament of First Holy Communion is usually held in the spring. Any student who is baptized Catholic must submit a copy of the Baptism certificate for our files.

## Fire Drills

At the sound of the fire alarm, all students, personnel, and any visitors on campus, are to leave the building quickly and silently. Fire Marshals must see that all windows and doors are closed and that all lights are out. Silence is to be observed during all fire drills.



## **Responsible Use Policy for the Internet**

As of July 1, 2000, the Archdiocese of New Orleans published a policy on "Responsible Use of Archdiocesan Information Resources". St. Mary's Academy has a detailed technology policy in accordance with the Archdiocese of New Orleans. Since our information resources are administered by the Archdiocese of New Orleans, each student/parent is accountable to both technology policies, that of St. Mary's Academy, and the

Archdiocese of New Orleans. Those must be signed before students are permitted to use the computers.

## **The Library**

Silence and consideration must be maintained at all times. Students are responsible for all books damaged or lost while in their possession. The publisher's retail price is charged for each book that is lost or damaged. Students may only use the library when a staff member is present for supervision.

## **The Cafeteria**

Breakfast and lunch is available for all students in the cafeteria daily. All students receive free breakfast and lunch through a program with the

Archdiocese of New Orleans School Food Services. Students are permitted to bring their lunch from home; however, thermos bottles and glass containers for liquids are not permitted in the cafeteria. Students are not allowed to use the microwave to warm lunches. Candy is not allowed in home lunches. No can drinks, sports drinks or bottled drinks may be brought on campus. **Parents are not allowed to bring FAST FOODS to students for breakfast or lunch.** Consequence of this action will require a meeting with a parent/guardian.

## Cafeteria Regulations

- Keep conversational tones at a moderate level.
- Form a single line for food service.
- After the meal, remove dishes from tables and place them in the window. Place paper and other waste in the trash cans provided.
- Do not move chairs from one table to another.

## Finances at the Time of Transfer / Dismissal

When items for fund raising have been distributed, they are the financial responsibility of the parent. Hence,

- Payment must be made for all tickets and other items.
- If special items have been ordered for a student, he/she is required to complete the payment for these articles.
- In the event that a refund is due, it will be handled in this manner:

- A student who transfers or is dismissed on or before the tenth of the month, will have one-half of the monthly tuition refunded for that month and all other prepaid months. The amount to be refunded will be used to clear any indebtedness, if such exists. However, if semester exams must be given by St. Mary's Academy, there will be NO refund of that month's tuition.

- Some special fees may be nonrefundable.

- A student who has had a yearbook picture taken will not receive a refund for the yearbook. He/she will receive a yearbook at the end of the school year when the books arrive.

- Mandatory deposits and those fees covered in the registration fee are nonrefundable.

## Money in School

Occasionally, students are asked to bring money to school for a particular reason. Usually, these amounts are small and may be turned in to the homeroom teacher immediately at the start of the school day. **Any money for school should be placed in an envelope marked with the student's name, homeroom number, teacher's name, and the purpose of the money.** Money for raffle tickets and the candy drive is to be deposited in the payment box on the High School side. These funds are not

paid in the Primary School Office, and are not to be given to the child to be submitted.

Students should never be sent to school with large sums of money for personal use. Neither the school nor the homeroom teacher will be held responsible for large sums of money lost or stolen from a student's personal effects.

Tuition money must be deposited in the payment box on the Main Campus by the parent.

## **Birthday Celebrations**

**Birthday celebrations are allowed on Fridays or at the discretion of the teacher. Parents must confirm at least a week in advance with the teacher if the day is available.** Celebrations are limited to cupcakes and juice boxes. School is not the place to hold long parties taking away from instructional time. Goodie bags and other items are not allowed. Classrooms cannot be decorated.

## **Personal Items**

Radios, tape recorders, toys, balls, fad items, personal ipads, iatches, and other personal computers or any items that may cause a disruption at school are not allowed, **except with their teacher's permission.** If brought to school, these items will be confiscated by a faculty member and will not be returned until the end of the school day to a parent or guardian.

## **Fire Arms**

Act 197 (H.B. No.61) of the Legislature of Louisiana makes it unlawful for any person, student or non-student, to carry a firearm onto any school property or into any firearm-free zone. This includes possession of any firearm on one's person on a school campus or within one thousand feet of a school campus or on a school bus.

The school administration, under the Search and Seizure Policy of the Archdiocese of New Orleans, shall exercise its right to search and confiscate any firearms which it has reason to believe are secreted anywhere on the school campus or on a person.

ANY STUDENT OR NON-STUDENT FOUND TO BE IN POSSESSION OF FIREARMS WILL BE IMMEDIATELY SURRENDERED TO LAW ENFORCEMENT AUTHORITIES. STUDENTS MAY ALSO BE EXPELLED FOR BRINGING A WEAPON TO SCHOOL OR ANY POTENTIAL INSTRUMENT USED TO SERIOUSLY HURT ANOTHER PERSON.

## Leaving the School Campus

After arriving on the school campus, a student may not leave until dismissal at the end of the school day. **If it is necessary for a student to check out either before or during the school day, he or she must be signed out in the Primary Office (B13) or Main Office of St. Mary's Academy by a parent/guardian or with the expressed permission of that person to another authorized adult.**

A student found leaving the school grounds without being signed out after arriving at school is subject to

expulsion. **Students are not allowed to be signed out fifteen minutes before dismissal.**