

St. Mary's Academy
Elementary, Middle & High School
3rd—12th Grades
Student Handbook



School Year: 2022 - 2023

6905 Chef Menteur Hwy.

New Orleans, LA. 70126

Telephone: 504.245.0200

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**SIGNS AND SYMBOLS OF
ST. MARY'S ACADEMY**

School Motto -

“No Excellence Without Hard Labor”

School Colors - Royal Blue and Gold



The **shield** is a symbol of the great interest and protection that St. Mary's holds for her students.

It is a helpful guide in student action and affords a brief and simple description of the ideals of Maryites.

The **crown** symbolizes Our Lady and also the reward for perseverance.

The **two stars** represent truth and loyalty.

The **swords** stand for virtue and faith. These are added to show that Maryites are willing to fight for what they believe in.

St. Mary's Academy

6905 Chef Menteur Blvd

New Orleans, Louisiana 70126

School Office: 504.245.0200

Facsimile: 504.245.0422

School Website: www.smaneworleans.com

Facebook: www.facebook.com/maryitecentral

Instagram: www.instagram.com/maryitecentral

STATEMENT OF POLICY:

St. Mary's Academy of New Orleans, Louisiana, admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in admissions' policies or in the administration of programs concerning scholarship or work study assistance, athletics or any other school administered program.

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Message From the Administration



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 Acknowledgement 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 teach 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!

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 4-5ft 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' founders, 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 a all-girls middle/secondary school, St. Mary's expanded its curriculum to include Pre-K-4-5th grades. While the elementary and middle schools were co-educational, the high school continued its legacy of educating young women.

For over 150 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 to further enhance their spiritual development.

St. Mary's offers an excellent curriculum in academics, which features Advanced Placement, Honors and College Preparatory Classes. Four units of Math, Science, English and Social Studies are provided for every student. One hundred percent of SMA graduates attend college.

Additionally, students at St. Mary's excel in local, state and national competitions. St. Mary's students participate in Academic Games and have gone annually to the national finals. Through the Renaissance Stars Program, the school's business partners reward students for outstanding academic achievement, good citizenship, attendance and conduct with perks and gifts.

The elementary 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.

In the middle school, instruction in the core subject areas is complemented by foreign language, physical education, music and the arts. Academic study is supported by a variety of related learning opportunities both in and outside of the classroom.

Students have more than 40 extracurricular activities from which to choose. Participation in clubs engenders a sense of oneness, achievement, self-esteem and family.

Participating as a member of the Louisiana High School Athletic Association, St. Mary's has consistently excelled in athletics. The St. Mary's family takes pride in having won the Class 4A-state basketball championship, the Track State Championship and numerous Playoff winning teams over the years in basketball, track, softball, and volleyball. Every year the athletic teams have produced many students who have garnered college athletic scholarships, as well as one WNBA star.

cross-country and track. The record in these areas has also been outstanding.

The vibrant blue and gold of the Marching Unit, made up of band, color guards, flag carriers, dance team, majorettes and cheerleaders, command favorable comments as it marches in parades and performs in other events in the city and beyond.

The choruses - senior, junior and Resurrection Singers - make their presence known and are appreciated with many special appearances, including the annual SMA Spring Concert.

St. Mary's Academy students also participate in and win literary and art competitions. They are especially talented in the area of poetry, and the SMA students produce a school newspaper and yearbook.

Another central part of St. Mary's family that brings distinction and honor are its many alumnae. These women are effective, contributing members of their communities. St. Mary's graduates are positioned in almost every facet of the business world and are elected officials, nurses, teachers, doctors, lawyers, religious, judges, engineers, entrepreneurs, administrators and, most of all, devoted, loving, Christian mothers. Several alumna presently serve as members of the school's faculty and administration.

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
- To develop good health habits and an understanding of the conditions necessary for maintenance of physical and emotional well-being
- To develop the ability to find God in the beauty of the environment, experiences, and every person met.

Mission Statement

Saint Mary's Academy's long tradition continues as a private Catholic co-educational elementary, middle school and an all-girl's college-preparatory middle / 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.



HISTORY

St. Mary's School opened its doors on Chartres Street in New Orleans under the leadership of Mother Josephine Charles in December of 1867. In June 1878, Victoria Jourdan became the first graduate.

St. Mary's School moved from Chartres Street to the historic Quadroon Ballroom at 717 Orleans Avenue in 1881 and became St. Mary's Academy, the first Catholic secondary school for Colored girls in New Orleans. Mother Magdalen Alpaugh served as Principal. The curriculum included: religion, English, rhetoric, algebra, higher mathematics, natural philosophy, world history, chemistry, bookkeeping and French. Students were offered the following electives: music (vocal and instrumental,) drawing and painting on silk and linen, and the making of tapestry, wax and worsted flowers.

During the next twenty-one years, the principal-ship was held in succession by Sr. Catherine, Sr. Dominica, Sr. Thomas, Sr. Dolores, Sr. Sebastian, Sr. Ann, and Sr. Des Agnes. Boarders were attracted to St. Mary's from all the southern states, Nicaragua, British Honduras [Belize] Panama, and Spanish Honduras. By the early 1900s the enrollment was over two hundred.

After the opening of Xavier Preparatory, another secondary school for students of color, in 1915, the enrollment began to steadily decrease until by 1930 there were only 68 students from first through eleventh grades.

In 1930 Mother Elizabeth gave her full attention to the rebuilding of St. Mary's Academy. She appointed a new faculty of certified Sisters, adopted the state course of studies, renovated and added a sewing room and home economics lab. In 1932 she applied for State approval. The enrollment doubled and after a visitation by the state official, the school became state accredited. Sister M. Boniface Adams was the principal during this period.

In 1933, St. Mary's Academy ranked first in the state after scoring highest on the state-approved graduation examinations. During this time, the Mothers' Club [PTA] was reorganized, the school paper, *Excelsior*, and the yearbook, *Maris Stella* were begun. The school at this time was under the leadership of Sr. M. Francis Borgia. The enrollment continued to increase and other clubs and activities expanded

the school's program.

During the year 1947 Sr. Esperance Collins led the school to another milestone in our history; the entrance of St. Mary's Academy into the Southern Association of Schools and Colleges (SACS). This initiated the steady progress of SMA which continued through the guidance of the following principals: Sr. Rosetta Butler, Sr. Reginald Carter (Jean Carter) and Sr. Helena Jones.

From 1962 - 1990, the school was led by Sr. Mary Demetria Williams. During this time, the Sisters of the Holy Family again devoted full attention to St. Mary's Academy, as they were now ready to move the school from the French Quarter location at 717 Orleans Street to the Chef Menteur property where the new Motherhouse was built.

For one year, classes were held at the old St. Louis Cathedral School on St. Ann Street. In September 1965 the students began occupying the new building at 6905 Chef Menteur Boulevard. The hundredth year of foundation was observed in 1967 with celebrations at the Cathedral, 717 Orleans St. and the school, involving all of the SMA family. From 1960-2003, the school expanded its curriculum as new courses were introduced into the high school curricula. The campus consisted of nine buildings: Maria Hall (Cafeteria), Co-Op (Student Center), Austin Gymnasium, Faculty House, Juliette Memorial (Fine-Arts Building), Demetria Hall (Media Center) and our Lady of the Pines Chapel. The principals during these years of tremendous growth were Sr. Demetria Williams (1962-90), Sr. Leona Bruner (1990-99) and Sr. Richard Francis Daigle (1999-2002).

The 2002-2003 school year began with a new type of leadership. For the first time a president was assigned. The new administrative leadership included President Sr. Greta Jupiter; Principal Sr. Jennie Louise Jones; and Assistant Principals, Sr. Judith Therese Barial and Sr. Clare of Assisi Pierre.

In August 2004, the Administrative Team made another milestone in history by appointing Mrs. Cheryl Ross-Brown, '78 as SMA's first lay assistant principal, following the assignment of Sr. Judith Therese to Delille Academy in Belize. The Middle School Coordinator, Sr. Patricia Rogers, O.P. also became a member of the Administrative Team.

In August 2005, SMA suffered a devastating blow when the City of New Orleans was hit by Hurricane Katrina. Inundated by 5-6 ft. of water and sludge, the campus was left virtually uninhabitable.

Joining forces with St. Augustine High School and Xavier Preparatory High School as part of the MAX SCHOOL, St. Mary's held classes on the campus of Xavier Prep from January 2006-May 2006.

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 Pre-k-4 through 5th grades to help accommodate students and families displaced by Hurricane Katrina. The 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 housed students in Pre-k-3 through 12th grades while the rebuilding of the permanent campus took place. In 2011, under the leadership of Sr. Clare of Assisi Pierre, SSF, President and Sr. Jennie Jones, SSF, Principal the middle and high school students moved into the new buildings.

ACCREDITATION

The school fully approved by the Southern Association of Colleges and Schools/COGNIA 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.

PARENTAL ROLE IN EDUCATION

Parents are expected to be loyal partners in the educational process. Parents and teachers must trust each other's commitment to the success of our students. 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 must be consistent in supporting the educational experience they have freely chosen for their daughter.

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. All St. Mary's Academy parents are invited to become active members in the Parent Teacher Association. Through membership they will promote cooperation between home and school. They will enjoy the social contacts which come from working on committees and participating in social events. Parents are also encouraged to get involved in various school programs. Parents involved in these organizations must always remember that these groups exist to assist the administration in supporting the various activities of the school. They function under guidelines approved by the school administration and under the administration's direction. These organizations do not exist to create or direct school policies, or to interfere with the operation of the various organizations/ programs of the school. Their primary relationship is with the administration of the school.

PARENTS SERVICE HOURS

All parents 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 donate 20 hours pay	\$0.00
Parents who donate 15-19 hours pay	\$50.00
Parents who donate 10-14 hours pay	\$100.00
Parents who donate 9 hours or less pay	\$150.00

Parents must sign in and sign out for each activity for which they worked in order to receive credit for service hours. They should check communicate with the business office for an account of credit for service hours.

PARENT-TEACHER ORGANIZATION

PTA meetings are held on Wednesday at 6:00 p.m. in the following months: Oct., Dec., Jan., March and May. The Executive Board consisting of PTO officers and representatives, meet prior to PTO meetings. Any parent interested in becoming involved in the PTO may attend the Executive Board meetings.

PARENTAL COMMUNICATION

Parents with concerns about students must first speak with the teacher. Parents may schedule to meet with teachers concerning their child's progress. Appointments with teachers may be requested via the online communications tool. Subsequently a meeting with the teacher may be arranged. A meeting with an administrator may also be arranged after having communicated with the teacher.

Parents are not free to visit classrooms during the school day. All parents and other visitors must check in at the Business Center.

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 setting without office authorization.

Parents may arrange a conference by contacting the teacher directly through the online communications tool, via email or they may leave their contact information at the Business Center. Parents who have difficulty contacting a teacher should immediately inform the Assistant Principal 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 Assistant Principal.

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.

THE BUSINESS CENTER

The Business Center is the first place of contact for all parents and visitors to the school. The Business Center is open from 7:30 a.m. to 4:00 p.m. The school wishes to remind parents that the Business Center will not relay messages to students except in cases of emergencies,

BUSINESS CENTER PROTOCOL

The Business Center Staff are comprised of professional personnel and conduct the Business Center of the school in strict accordance with the policies, rules, and regulations established in this handbook and other relevant school documents. All visitors are expected to conduct themselves professionally, with decorum, and in strict accordance with Handbook policies and procedures. Any disturbance caused by any visitor will result in the immediate dismissal of that person from the premises and if the person

causing the disturbance is a parent, may result in the dismissal of the student from the school. Failure to comply with a request to leave the premises will result in contact of local law enforcement and a charge of trespassing.

TELEPHONE CALLS

Students are not permitted to use cell phones, **smart watches or any form of electronic devices** during school hours. All telephone calls to parents must come through the Business Center. **PARENTS SHOULD NEVER CALL OR TEXT MESSAGE STUDENTS ON THEIR CELL PHONES DURING SCHOOL HOURS.** Students sending and/or receiving calls, and/or text messages will receive disciplinary action. Parents are reminded that no messages will be delivered to students during the school day except in cases of emergency. Parents are encouraged to call teachers concerning academic and/or behavioral difficulties. Parents should call the Business Center and leave a message for that teacher or email the teacher via the online communications tool. Teachers will return phone calls and emails. The Business Center number is 504-245-0200.

VISITORS

All visitors must first register in the office and obtain a visitor's pass. Visitors may be required to show ID such as a driver's license at the Business Center before being allowed access to other parts 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 permission. Parents are not allowed to observe classes in session. Teachers engaged in teaching should never be disturbed except in the case of emergencies. Visitors are not allowed to loiter on the campus or to mill in the yard during lunch time. They must have specific purposes for visiting and conduct their visit in a timely manner that does not disrupt the ordinary routine of the school day.

These regulations apply to guests of faculty/staff as well as any other visitor. Visitor rules will be strictly enforced. Parents/guardians are not allowed to observe classes while teachers are conducting them.

MEDICATION / HEALTH CONCERNS

No student is allowed to have any medication of any kind on her person, except by direct order of a licensed physician. All students taking any medication must have a current doctor's order on file in the Business Center with complete instructions for the medication which is to be taken. Medication must be contained in the original bottles, with the student's name printed on the bottle, the name of the medication, the student's doctor's name, and a current expiration date. All medication is to be brought to the Business Center at the beginning of the school day. The student will come to the office to take the medication as prescribed by a licensed physician. No medication will be dispensed by the school without written parental authorization.

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 who endanger the school community by ignoring this policy will subject their child to dismissal. Students kept home for these reasons must have a medical clearance from a licensed physician before they can return to school.

PHYSICAL EDUCATION / MEDICAL WAIVER

All students are required to take Physical Education as part of their regular program of studies. The only exceptions granted are those students who submit a request for a medical waiver specifically stating that the student is not able to participate in physical education and is verified by a physician. In such cases, the term "medical waiver" will appear on the student's transcript next to the entry for Physical Education and no credit will be given. The loss of credit under these circumstances may adversely affect the student;

consequently she/he must see the Assistant Principal to arrange course work to earn credit in lieu of Physical Education.

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 his permission slip home, a copy of the school form must be obtained from the Business Center. Call the school for information needed to complete the form.

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 in writing.

CHILD ABUSE LAWS

All St. Mary's Academy personnel, contracted employees and volunteers abide 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT -

THE BUCKLEY AMENDMENT

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

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.

In the upper grades, students further their development in the arts, sciences and humanities. Graduates go on to pursue post secondary education. Admission is offered to students who are willing to challenge themselves academically, spiritually and personally.

Prospective students and their families are encouraged to attend the Open House held in the Fall of each year. Tours of the campus may also be arranged by appointment only.

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.

TESTING

Incoming students must take the Placement Test in January as required by the Office of Catholic Schools. All new students must be interviewed prior to acceptance in to St. Mary's Academy.

REGISTRATION

Upon acceptance into St. Mary's Academy, Initial registration is held in early spring on a date set by the Administration. Complete registration is held in May.

CREDENTIALS

Each applicant must supply the following:

1. Report Cards
2. Cumulative Records
3. Standardized Test Scores
4. Health Records
5. Birth Certificate
6. Copy of Social Security Card
7. Copy of driver's license if applicable

SCHOOL EXPENSES

The registration fee and tuition are subject to change. A fee is charged for late registration.

Those students enrolled in specialized electives pay an additional fee to cover expenses for these programs. The fee must be paid by the 10th day in September.

St. Mary's Academy utilizes several options for tuition payment. Tuition may be paid in full. Tuition may be paid to Gulf Bank, July first through April first. Tuition may be paid in two installments in the months of July and November. All tuition must be paid by the tenth of each month without incurring a late fee.

Parents with more than one NSF check will be asked to pay bills with currency, cashier's checks or money orders. Personal checks will not be accepted during the months of December and May; however, cashier's checks, money orders and credit/debit cards will be accepted. NSF checks will not be re-deposited. A fee of \$35.00 will be charged for each NSF check.

Parents have an obligation to participate in PTO fundraising activities (raffles, candy drive, etc.). When you enroll at SMA you agree to participate in these activities.

NOTES.....



ACADEMICS

For more than a century, St. Mary's Academy has provided its students with a rigorous college preparatory education that encompasses all subjects in a caring and nurturing learning environment. Challenging and intellectually stimulating, the coursework is holistic with an emphasis on teaching students to make connections across the curriculum. Students are also encouraged to take risks, move outside of their comfort zones and expand their horizons both inside and outside of the classroom.

St. Mary's Academy has an impressive and dedicated Administrative Team and faculty, many of which possess advanced degrees. Most important is the commitment of each instructor and staff member to treat every student they encounter with the utmost dignity, respect and individuality. Additionally, every discipline is also imbued with a spiritual and moral component-a highlight of an SMA education.

CURRICULUM

St. Mary's Academy offers a program in accordance with the Department of Education of Secondary Schools in the State of Louisiana and the Southern Association of Secondary Schools.

Requirements:

HONORS-AP PROGRAM

English	5 units
Mathematics	5 units
Social Studies	4 units
Languages	2 units
Physical Education	2 units
Religion	4 units

Advanced Placement in either one or all of the following:

Physics-AP	1 unit
Calculus-AP	1 unit
English-AP	1 unit
ELECTIVES	

COLLEGE PREPARATORY PROGRAM

English	4 units
Social Studies	4 units
Mathematics	4 units
Science	4 units
Languages	2 units
Physical Education	2 units
Religion	4 units

Students must pass all courses required by St. Mary's Academy in order to receive a St. Mary's diploma.

COMMUNITY SERVICE

ALL STUDENTS ARE REQUIRED TO PERFORM COMMUNITY SERVICE. Under the guidance of the Religion department all students will perform community service.

Grade 5	5 hours
Grade 6	5 hours
Grade 7	5 hours
Grade 8	10 hours
Grade 9	15 hours
Grade 10	20 hours
Grade 11	25 hours
Grade 12	25 hours

Failure to participate in the required community service project will result in a grade of Incomplete (I) in religion for the first quarter. If the hours are not completed at the time of semester exams, the student will fail the religion course and must attend summer school. Seniors who do not submit the required hours will not be allowed to participate in the graduation ceremony.

GRADUATION POLICY

Full participation in the Baccalaureate and Commencement ceremonies at St. Mary's Academy is a privilege, and not a right, for the student and her parents. Therefore, the privilege of participating in these ceremonies with one's class is governed by the following principles:

- Successful completion of the course of studies required by the State.
- Successful completion of the course of studies required by St. Mary's Academy.
- Fulfillment of the required number of days of attendance.
- Completion of all Community Service
- Resolution of all financial indebtedness.
- Certification by the Administration that the student has followed the rules and regulations of the school.

MANDATORY SENIOR ACTIVITIES

- Students who do not purchase an SMA ring will not participate in ring ceremony
- Senior Charm Day
- Mother/Daughter Activity
- Debutante Ball
- Maryite March
- Baccalaureate
- Freshman Initiation

Participation in these activities is pre-requisite for taking part in graduation exercises. These rules and regulations specifically include the section on suspension and dismissal as found in the **STUDENT HANDBOOK**. However, other egregious breaches of rules and regulations may be considered by the Administration before bestowing on the student the privilege of being able to participate in the above mentioned ceremonies.

OTHER CONDITIONS AFFECTING ELIGIBILITY FOR GRADUATION

ARE:

- If a senior fails one (1) unit, she may participate in the Baccalaureate and Commencement ceremonies, provided she has met all financial obligations and has no disciplinary restrictions placed upon her. She may not receive a St. Mary's Academy diploma until she has successfully made up the failure in Summer School.
- If a senior fails two (2) units she will **NOT** participate in Baccalaureate and Commencement, and she will **NOT** receive a diploma until the failures are made up in Summer School.
- Failures must be made up in the Summer of the current school year in order to receive a diploma.

A SENIOR WILL NOT BE ELIGIBLE TO PARTICIPATE IN BACCALAUREATE AND COMMENCEMENT IF:

- She has not met financial obligations to the school by the specified date;
- She has a disciplinary infraction, which, in the judgment of the Faculty and Administration, would disqualify her from

participating on grounds of propriety, even though the student is not dismissed from the school;

- Said senior will not receive cap and gown until all academic, disciplinary, and financial obligations are met.

RANKING OF HONOR STUDENTS

Ranking of Honor Students is determined by the weighted and unweighted G.P.A.

COURSES OF STUDY

COLLEGE PREP: 5TH, 6TH, 7TH & 8TH GRADES

Mathematics	Religion	General Science
Language Arts	Reading	Computer
Social Studies	Music / Art	Physical Education

EIGHTH GRADE—HONORS PROGRAM

In addition to their regular College Prep Courses of Religion, Louisiana History, Science and an Elective—Students in this program will take:

Algebra I-H	English I-H	Foreign Language-H
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FRESHMEN, SOPHOMORES, JUNIORS & SENIORS

**The advanced honors classes have a pre-requisite of the subject matter prior to moving up to the next level. English cannot be taken out of sequence. Geometry (Pre-requisite: at least *C* in *Algebra I* and must pass a written examination).

Honors/AP and College Preparatory

English I-IV	Algebra I-II	Geometry
Biology I-II	Chemistry I-II	Physical Science
Civics	World History	World Geography
Religion I-IV	Advanced Math	Calculus
Physics	English IV	Physical Education I-II

Electives: Art, Fine Arts Survey, Instrumental Music, Vocal Music, Journalism, Speech, Drama, and other electives as per teacher availability.

REPORT CARDS & GRADES

Each semester includes two nine-week periods. Students receive report cards after the first, and the fourth nine-week periods. Parents are asked to come for report cards at the end of the second and third nine-week periods.

Students who participate in extra-curricular activities must maintain passing grades. If at the end of a grading period a student has two or more failures, she may no longer participate until she once again has all passing grades.

Quarter Grades are calculated as follows:

40% will be given for tests.

20% will be given for assessments.

20% will be given for class participation.

20% will be given for preparation of assignments.

Semester Grades are calculated as follows:

Average of quarter grades and examination.

Semester examinations are mandatory. Students who do not take semester exams will automatically fail the course.

Any student who receives an incomplete (I) must make up this work by the next grading period. If not, the "I" becomes a "F" (failure).

Middle school students failing 2 major subjects will not be promoted. Failure in two major subjects will disqualify students for registration. Only students who have made up failures in summer school will be permitted to register.

CHEATING & PLAGIARISM

Students are expected to abide by all academic standards of honesty. Academic dishonesty including cheating, plagiarism, and/or copying someone else's work is prohibited. If a student is caught cheating or if plagiarism is detected they shall receive a "0" on that test/assignment. A repeated offense will incur suspension or expulsion.

GRADING SYSTEM

90-100 A

80-89 B

70-79 C

60-69 D

60-Below F

GRADE POINT AVERAGE (GPA) SYSTEM

College Preparatory—4 point scale

Honors—5 point scale

AP Classes—6 point scale

HONOR ROLL REQUIREMENTS

PRINCIPAL'S HONOR ROLL

The student must attain an "A" average in academics and an "A" average in conduct (with no grade in any academic subject or conduct below "B"). No more than 2 B's in academics or conduct.

GOLD HONOR ROLL

The student must attain an "A" average in academics and a "B" average in conduct (with no grade in any academic subject or conduct below "C"). No more than 2 C's in academics or conduct.

BLUE HONOR ROLL

The student must attain a "B" average in academics and a "B" average in conduct (with no grade in any academic subject or conduct below "C"). No more than 3 C's in academics or conduct.

TESTING PROGRAMS

PSAT and National Merit Qualifying Test,
ACT Assessments—Pre-ACT, LEAP / EOC / iLEAP
Scholastic Testing for Admissions

SCHOLARSHIPS AND AIDS

Scholarships are awarded to the highest-ranking applicants as determined by their records and the Principal's recommendation. Students who are in need of financial assistance may consult with the Admissions Office and Administration.

RENAISSANCE STAR PROGRAM

The Renaissance Star Program recognizes students for improvement in academic achievement, rewards dedicated educators and valued staff, increases the involvement of parents, and involves businesses in the education process.

The Renaissance Stars are by invitation only and is calculated per Semester One (1) academic achievement and good citizenship.

QUALIFYING CRITERIA:

Any student who meets the following criteria within Semester One is awarded an invitation to participate and walk the red carpet.

Stars who participate will have the opportunity to earn discount cards and/or gift cards from local businesses.

Students are disqualified to participate if they do not take semester or final exams prior to the Renaissance qualifying date and will not be included.

Any student with four or more Demerits are disqualified. Any student with a Saturday Detention, Conduct Referral and major Disciplinary Infractions are disqualified.

LEVEL FOUR

A Average in Academics

B Average in Conduct

No more than two C's in Academics or Conduct

Nothing less than a C in Academics or in Conduct

No Teacher Detentions nor Office Referrals

No more than three Absences

Active member of at least two school organizations

LEVEL THREE

B Average in Academics

B Average in Conduct

No more than two C's in Academics or Conduct

Nothing less than a C in Academics or in Conduct

No Teacher Detentions nor Office Referrals

No more than three Absences

Active member of at least two school organizations

LEVEL TWO

C Average in Academics

B Average in Conduct

Nothing less than a C in Academics or in Conduct

No more than two C's in Conduct

No Teacher Detentions nor Office Referrals

No more than three Absences

Active member of at least one school organization

LEVEL ONE

One grade increment increase in Quarter GPA

B Average in Conduct

Nothing less than a C in Conduct

No more than two C's in Conduct

No Teacher Detentions nor Office Referrals

No more than three Absences

Active member of at least one school organizations

ELEMENTARY STAR STUDENT

B Average in Conduct

B Average in Conduct

Nothing less than a C in Academics or Conduct

No more than two C's in Academics or Conduct

No Teacher Detentions nor Office Referrals

No more than three Absences

HONOR SOCIETIES

NATIONAL HONOR SOCIETY

Purpose: The object of the Martin Luther King Chapter of St. Mary's Academy shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students.

Membership:

Membership in the National Honor Society is both an honor and a responsibility. Students elected to membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Once a member is dismissed, she is never again eligible for membership.

Requirements:

Eligibility is open to students in the tenth, eleventh, and twelfth grades. A student must maintain a 3.5 cumulative average on a (5) five-point grading system. Only honor courses in English, Science, Mathematics, Foreign Language, and Social Studies will be awarded quality points on a five-point scale. AP courses will be awarded quality points on a six-point scale. Any student with a grade below "D" in any subject will be excluded. A student must be a member of at least two clubs, one of which must be an academic or service club.

ACADEMIC CLUBS

Math Club, Book Club, World Language Club, Science Club, Journalism (Newspaper, Yearbook), Academic Games, Library Club

SERVICE CLUBS

Key Club, Campus Ministry, Eucharistic Ministers, Retreat Team, Officers and Representatives of Student Council, SMA Ambassadors, and Friends of Henriette Delille,

SMA HONOR SOCIETY

Purpose: The purpose of this club is to give recognition for outstanding achievement to students of all levels -- top achievers in their class.

Requirements:

Eligibility is open to students in sixth through twelfth grades.

A student must maintain a 3.0 GPA on an unweighted or simple scale and belong to at least 2 clubs or organizations. No rounding will be allowed. Any student with a grade below a "D" in any subject who does not improve their grade will be excluded.

MU ALPHA THETA MATH HONOR SOCIETY

Purpose: The purpose of this club is to give recognition for outstanding Math achievement to students in high school from grades tenth through twelfth. The main goals are to inspire a keen interest in math, develop strong scholarship in math, and promote the enjoyment of math in high school students.

Requirements:

Eligibility is open to students in sixth through twelfth grades.

A student must maintain a "B" average in Mathematics and belong to at least 1 club or organization. No rounding will be allowed. Any student with a grade below a "D" in any subject who does not improve their grade will be excluded.

SCHOLARSHIP, LEADERSHIP, SERVICE, CHARACTER

REGULATIONS

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.

St. Mary's Academy students are reminded that if it is proven that they have engaged in serious immoral acts contrary to the teachings of the Gospel of Jesus Christ and the Catholic Church than they will be subject to dismissal or other appropriate penalties.

It is the policy of St. Mary's Academy that if any student changes his or her residence from that of their parents or legal guardians and establishes a lifestyle apart from the family, the school has the right to dismiss the student.

If after review of such change in residence or personal lifestyle, the school determines that such change is contrary to the teaching of the Roman Catholic Church, and/or Christian principles or morality or decency; or should the student's conduct, lifestyle, or change Christian values and morals. As long as they are students of St. Mary's, they represent St. Mary's and shall be held responsible for their actions on and off campus. They should bear in mind that on the street, on public and school transportation, at sports and social events or during school holidays, weekends of residence become a source of scandal to the school or its students, or reflects discredit upon the principles and policies of St. Mary's Academy, the student will be dismissed from the school.



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.

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 or WWL-TV Channel 4, WDSU –TV Channel 6, WVUE-TV Channel 8 and ABC-TV Channel 26. Check the school's website for continual updates at www.smaneworleans.com

The school will also send out updated information via the School Reach System and via our Social Media Sites at:

Facebook: www.facebook.com/marvitecentral/

Instagram: [@marvitecentral](https://www.instagram.com/marvitecentral/)

NON-SUPERVISED TIMES

There is no supervision for students arriving before 7:00 a.m. nor remaining on campus after 6:00p.m. Therefore, the school is not liable before 7:00 a.m. or after 6:00 p.m. Parents will be charged a \$50 late fee for each occurrence after 6:00pm.

Parents are responsible for their children being picked up immediately after school dances and other functions. All dances end by 11:30 p.m. School personnel will leave the campus thirty (30) minutes after the function ends.

MIDDLE SCHOOL

Students should be picked up by 3:15 p.m. or be actively involved in an after school program or club.

TARDINESS & ABSENTEEISM

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

The State of Louisiana's Bulletin 741, Law R.S. 17:221 states that students should not miss more than 10 days per school year. State law requires that a student be in attendance each school day for the entire time instruction is provided. All students are required to adhere to the State of Louisiana compulsory attendance policies or be subject to failure of the grade.

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.

The student must assume the responsibility for all class assignments given during her absence. If the work is not made up within the time agreed upon between the students and teacher, the grade on that work will be recorded as an "F".

A STUDENT MAY NOT PARTICIPATE IN OR ATTEND SCHOOL ACTIVITIES ON A DAY WHEN SHE HAS AN UNEXCUSED ABSENCE FROM SCHOOL. THIS INCLUDES ALL ATHLETIC AND SOCIAL EVENTS. STUDENTS VIOLATING THIS POLICY WILL BE SUBJECT TO SUSPENSION.

HIGH SCHOOL STUDENTS

According to the State of Louisiana Compulsory Attendance Law students in Grades 9-12, missing Five (5) unexcused days PER SEMESTER from school, and who have not made up those days will **not** be promoted, nor will they receive credit for their courses. Those students will be asked to transfer.

MIDDLE SCHOOL STUDENTS

Students in Grades 5-8, missing ten (10) unexcused days PER YEAR will not be promoted or receive credit for their courses and will be asked to transfer.

WHEN A STUDENT IS ABSENT OR TARDY:

The parent must call the school office by 8a.m. to report the reason for the absence or tardiness. Upon reporting to school after an absence or on the day 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. All notes will be validated for acceptance. 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.

Note: All doctors' notes must:

- Be on the doctor/clinic's official letterhead (no copies or suspected notes will be accepted)
- 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 original signature of the doctor
- Not indicate any alterations

A student is not counted absent when she represents the school or participates in activities such as leadership or academic workshops and tournaments.

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 noon** are absent for the day.

Students who are present at school, but must absent themselves 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. Students who miss three class periods are considered absent for the day. This also refers to students who are on in-school suspension or who are out of class due to illness or misconduct.

TARDINESS

The faculty and administration expect students to report on time for all classes, assemblies and meetings. A student is considered late for school if she is not present in the homeroom when the tardy bell rings at 7:48 a. m. If a student does not arrive on time they are given an after school detention. Students who are late to class will receive a teacher demerit. (A note or call does not excuse a student from detention.)

Tardy three times constitutes an absence.

Four days tardy constitutes a Saturday detention.

Three unexcused absences in one month will result in a Saturday Detention.

There will be a \$20.00 fee (cash only) charged to any student attending Saturday detention. This fee must be paid upon arrival for detention. Students who miss Saturday detention will be given a two-day suspension and must report with parents before the Disciplinarian before returning to class.

Perfect attendance certificates are awarded to students who are present daily and on time.

EARLY DISMISSAL

Parents are asked not to request permission for their child to leave school during the day except in case of EXTREME emergency. Medical appointments and other similar arrangements should be scheduled after school or on Saturdays. Should early dismissal be a matter of absolute necessity, a written request must be presented to the office signed by a parent/guardian. Requests must give the date, the time, and the reason for dismissal. A telephone number where the parent/guardian can be contacted during the day for verification should also be indicated. **Three early dismissals will constitute an absence.**

Students will not be allowed to sign out during the 30 minutes prior to 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. **There will be no dismissals during the school Mass.**

DISMISSAL

Students are to wait for rides in the school courtyard only. They are not to leave the school premises until their ride arrives.

DRESS CODE

Students must be neatly groomed everyday. Uniforms must be kept in good condition. Torn, ragged and tattered shirts are not allowed. Embroidery must be the S.M.A. logo. Shoes must be in good condition and polished. Students may not deface ties. Students will not be allowed to attend school with exotic faddish haircuts, Mohawk or shaved styles will be permitted. Students not in compliance with these and all uniform regulations will be sent home.

UNIFORM REGULATIONS

S.M.A.'s uniform consists of the following:

- Plaid regulation skirt is to be worn below the knee. Students with short skirts will be sent home.
- Regulation blouse is white short sleeve permanent-press with sport collar and school emblem on the right side.
- Regulation oxford must have soft soles and white shoe strings.
- A navy blue blazer with SMA emblem on upper left pocket. The blazer must be worn for all dress occasions; for example, Mass, special assemblies, yearbook pictures, field trips and other designated events. **A St. Mary's Academy blazer is a mandatory part of the uniform.**
- A heavy overcoat may be worn in cold weather. **No light-weight or jean jackets may be worn.** Overcoats are defined to be longer and heavier than the blazer. Overcoats may not bear any type of insignia such as other school names or mascots, or other team names. Coats and scarves may not be worn in the classroom and should be stored in the student's locker.
- White socks with heavy ribbed cuffs (crew socks). No anklets/footie (*socks too short to be seen above the shoe top*) are to be worn.
- White whole slips, white undershirt or camisole and white bras must be worn.
- Middle School Girls are required to wear a crisscross tie. (6th-7th Plaid Ties and 8th Gold Ties)
- Regulation gym suits are required for Physical Education classes. These must be purchased from the school. Low cut white tennis shoes are to be worn in gym classes. Each student must have her own gym uniform. Each student is to bring a personal lock to secure her belongings in a gym locker. No part of the uniform should be borrowed from anyone else, not even from siblings. Any student who fails to follow these directives will receive no credit for the day.
- The uniform, including shoes and shoe strings, must be neat and clean.

UNIFORM REGULATIONS CONT...

- Student's name must be written inside of all articles of clothing. No writing on the side of the shoe is permitted.

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 may wear Plain white undershirts or camisoles. Undershirt sleeves must not be seen. Absolutely not pajamas, decorations, colors, or writing may appear on undershirts.

The Administration reserves the right to judge the appropriateness of any student's appearance, and this judgement is final. Violations may result in sending the student home. All clothing items should be labeled with the student's name.

Uniforms for Elementary School Girls

Elementary School Girls (Grades 3-5) - The jumper with bib may be cut off and altered to wear as a skirt. Young's Fashions, the uniform provider will do this at no additional cost. If you do not have the jumper with bib, the skirt may be purchased separately. *Please specify that it is the skirt for grades 3-5.*

Short skirts are NOT allowed. Girls will be sent home beginning the first day of school for short skirts. **Skirts above the knee are considered too short.** Pleats in the skirt must be ironed in at all times. **Blouse**—White short-sleeve blouses with sport collar and school emblem on right. Blouses **must** be pressed at all times. The girls must have a navy blue button down uniform sweater with the patch. **Shoes**—Girls in grades 3-5 wear the Blue Oxford Style shoes. No writing on shoes are permitted.

The Administration reserves the right to judge the appropriateness of any student's appearance, and this judgement is final. Violations may result in sending the student home.

Uniforms for Middle and High School Girls

Middle and High School Girls (Grades 6-12) - Girls in grades six through twelve are to wear the SMA Plaid regulation skirt below the knee. Short skirts are NOT allowed. Girls will be sent home beginning the first day of school for short skirts. **Skirts above the knee are considered too short.** Pleats in the skirt must be ironed in at all times. **Blouse**—White short-sleeve blouses with sport collar and school emblem on right. Blouses **MUST** be pressed at all times. The girls must have a navy blue button down uniform sweater with the patch. **Shoes** for girls in grades 6th—12th—regulation oxford black and white must have soft soles red or white. No writing on the shoes are permitted.

Blazer for Middle/High School Girls—Navy Blue with SMA emblem on the upper left pocket. The blazer must be worn for all dress occasions: (for example) Mass, Special Assemblies, Yearbook Pictures, Field Trips, and other designated events. **A St. Mary's Academy Blazer is a mandatory part of the uniform for grades 6th—12th.**

Only solid navy blue, black or SMA book bags are allowed. Writing, cartoon characters, or pictures of any kind are not allowed on the backpacks.

The Administration reserves the right to judge the appropriateness of any student's appearance, and this judgement is final. Violations may result in sending the student home. All clothing items should be labeled with the student's name.

Blazer for Middle School Boys—Navy Blue with SMA emblem on the upper left pocket. The blazer must be worn for all dress and designated occasions.

Male Academy Uniform consists of the following:

- Regulation Navy Blue Uniform Pants (NO CARGO)
- Regulation white oxford short sleeve shirt with SMA emblem on the right side. Black uniform shoes with black strings.
- A navy blue blazer with SMA emblem on upper left pocket. The blazer must be worn for all dress occasions; for example, Mass, special assemblies, yearbook pictures, field trips and other designated events. **A St. Mary's Academy blazer is a mandatory part of the uniform.**
- A heavy overcoat may be worn in cold weather. **No light-weight or jean jackets may be worn.** Overcoats are defined to be longer and heavier than the blazer. Overcoats may not bear any type of insignia such as other school names or mascots, or other team names.
- Black Crew socks. No anklets/footie (*socks too short to be seen above the shoe top*) are to be worn.
- Middle School Boys are required to wear a blue tie with and embroidered Gold SMA. (To be purchased at the school.)
- Regulation gym suits are required for Physical Education classes. These must be purchased from the school. Low cut white tennis shoes are to be worn in gym classes. Each student must have her own gym uniform. Each student is to bring a personal lock to secure her belongings in a gym locker. No part of the uniform should be borrowed from anyone else, not even from siblings. Any student who fails to follow these directives will receive no credit for the day.
- The uniform, including shoes and shoe strings, must be neat and clean.
- Boys hair should be neatly groomed at all times. Fashion hair-cuts and styles are not allowed. Short crew cuts are the regulation style. Boys are not allowed to dye their hair.
- Students will be told first to correct. After the warning, students will be sent home until it is corrected.

ACCESSORIES & MAKEUP

- Only S.M.A. winter caps and head scarves may be worn. Scarves may not be tied to the front.
- All hair accessories are to be navy blue, white, or regulation SMA plaid headband.
- No Tattoos are permitted
- **Only ear piercings are allowed. No nose or tongue rings.** Only the following jewelry may be worn with the school uniform
- **EARRINGS** (two pairs maximum) that do not exceed the size of a nickel. Earrings must be removed for P.E. Colors permitted are metallic gold, silver, white or navy blue.
- **WATCHES** whose size and design do not clash with the uniform.
- **RINGS** (two maximum) that do not exceed the diameter of a dime.
- No chains or necklaces may be worn.
- Religious medals, SMA award medals or pins, buttons or badges approved for class or school organizations may be worn.
- Only clear (non-colored) nail polish may be worn or clear with white tips. (French manicure)
- **No makeup may be worn.**
- Makeup or nail polish may not be brought to school.
- No eyelashes or eyebrow make-up
- Purses and money must be locked in lockers at all times.
- No lightweight jackets, jean jackets, fleece nor sweatshirts may be worn. Navy pea coats or heavy coats may be worn in cold weather.
- Middle school students may not wear any form of nail polish or false nails.
- Student's skirts must be below the knee
- Students must wear their natural hair color. Red and other colors are not allowed in hair. Students will be sent home until color is corrected. Students are not allowed to dye their hair.
- Students are not allowed to wear purchased hair that is a different color from their natural hair color
- Students should be visible at all times. Visiting restricted areas will warrant disciplinary actions.

School Bags

School bags must be SOLID Navy Blue or Black; no writing is allowed on the bag except the name tag. No bags with NIKE logos or the words PINK on them. No form of glitter, sequin or character bags are allowed.

- No turtle shells or spiked bags are allowed.
- All school bags must be placed in the lockers. No student is allowed to carry a school bag around.

If any of the disallowed items are confiscated from the students, their material will become the property of the school and may not be returned until the end of the academic year.

FREE DRESS DAYS

Students are to wear jeans, regulation tee-shirts, socks and tennis shoes. Slippers, Flip-Flops and Sandals, are not allowed.

VIOLATION OF DRESS CODE

- Out of uniform (including absence of a white slip, undershirt, or camisole)
- Students must have conservative hairstyles, examples: neatly hanging, braids, or ponytails. Hair should not be wrapped hard or high, and should not consist of lots of hair spray. Hair that is tinted is not acceptable. Natural hair color is always in order. No two tone hair or streaks of any kind are allowed.
- Students are not allowed to wear any form of beads in their hair, jewelry, glitter ,hair rings, threads of any colors, or colored bobby pins.
- Students may not wear braided hair with different colors
- No Bantu knots are allowed, unless for special programs designated by the administration.
- Males in the Male Academy are not allowed to wear their hair in twists; knots or spiked cut.

- **All hair accessories** should be navy or royal blue, white, or SMA plaid headbands.
- Nails must not be longer than 1/4 inch. Nails exceeding this length will be cut.
- White socks with heavy ribbed cuff (crew socks). No anklets/footie (socks too short to be seen above the shoe top) are to be worn.
- Only clear (non-colored) nail polish may be worn. Middle School students are not to wear false nails of any kind or length.
- Altering the tie or not wearing the tie (Middle School only)
- Students may never wear their school sweaters tied around their waist during school time.
- Students must arrive at school fully dressed in the school uniform. Students may not wear slippers; flip-flops; head wraps; or scarves to school.
- Students may not wear other non-school jackets; hoodies or sweaters under their school sweaters.
- For cold extreme days, students may wear an overcoat only. No other team jackets; band jackets or marching unit jackets may be worn around the school.
- If a student has an event to attend, students must have a written letter from the parent making a request to receive special permission. Upon approval, the event will be given a special permission pass for that day by the administration.
- Students are expected to wear the complete uniform daily. ***Every middle and high school student must have a school blazer**

Medical Conditions:

Any student with a medical condition of any kind that requires permission to wear a specific item such as special shoes, or clothing, must have a written Doctor's note. The student will receive a time limited permission from the Administration based on the medical request. Follow up notification will required from the physician in written form on a periodic basis.

DISCIPLINE

It is the responsibility of the student and parents to familiarize themselves with the Student Handbook and school policies. Ignorance of these guidelines will not exonerate a student. It is the student's responsibility to conduct herself in accordance with the established codes of conduct.

The discipline policies provide a uniform standard of conduct for all students of St. Mary's Academy. Refusal to submit to any disciplinary action will result in immediate dismissal of the student from St. Mary's Academy.

Discipline policies are set forth to ensure equal treatment for misconduct, and present specific actions for modifying prohibited behaviors. Consistent adherence to these policies will help students develop respect for the rights of each individual and will provide an atmosphere which encourages academic excellence.

Disrespectful conduct from parents will not be tolerated and will result in immediate mandatory withdrawal of their child(ren) from St. Mary's Academy.

COOPERATIVE MANDATE

In order for the discipline policies to be effective, it is imperative that students, parents, teachers and administrators work as a cohesive unit to support and enforce the rules that have been established. Any dishonesty by a student or parent during a disciplinary investigation or discipline conference is a serious violation of this mandate and will increase the level of consequence decided upon that may include dismissal from St. Mary's Academy.

OFF-CAMPUS BEHAVIOR

These rules and regulations apply to St. Mary's Academy students at all times, at school sponsored and other kinds of events, especially, but not limited to, times and events when the student is identified as a St. Mary's Academy student.

PUBLIC CHARACTER

All St. Mary's Academy students are expected to uphold the values, exhibit the appropriate behaviors, and abide by the rules and regulations outlined in these pages when attending public, social, and educational functions, as well as extracurricular activities, on and off campus, in and out of the school uniform. Failure to do so, will result in disciplinary consequences including suspension, dismissal, and/or expulsion.

ANY STUDENT OF ST. MARY'S ACADEMY ENGAGING IN PUBLIC BEHAVIOR THAT IS ILLEGAL, DISRUPTIVE, VIOLENT, INDECENT, OR IN ANY OTHER WAY DAMAGING TO THE SCHOOLS' REPUTATION AND GOOD NAME WILL BE DISMISSED IMMEDIATELY.

CODE OF CONDUCT

This Code of Conduct applies to any student who is:

- On school property;
- In attendance at school;
- At any school-sponsored activity;
- Wearing the school uniform
- At any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

CONDUCT

At all times, students of St. Mary's Academy are governed by rules of common politeness and courtesy. Reserve in speech and action must be observed everywhere. Boisterous laughing and talking will not be tolerated on the campus, the city streets or buses.

DISORDERLY CONDUCT WILL NOT BE TOLERATED. STUDENTS WITH "F" IN CONDUCT WILL BE WARNED AND PLACED ON PROBATION. IF THE STUDENT HAS "F" FOR A SECOND TIME, THE STUDENT WILL BE ASKED TO WITHDRAW FROM SCHOOL.

Students are to form a single line at the concession and at the lunch counter in the cafeteria unless otherwise informed. Talking in these areas is not to be loud and boisterous.

Chewing gum is not permitted while in uniform. Students are not to bring or chew gum on the school campus at any time. (\$10.00 fine and a Saturday detention)

- Students are not to bring permanent markers or liquid paper to school.
- Students are to sit modestly at all times.
- Students are to observe the rules of the school library.
- Silence is to be observed in lines during the fire drills.
- Lunches are to be paid for by the week. This will save time when serving lunch.
- All students are to cease activity when MORNING PRAYERS BEGIN and during the time of ALL ANNOUNCEMENTS on the public address system.
- Books must be covered with S.M.A. covers only.
- Students' office hours are before school, at the lunch period, and after school.
- Students who wish an appointment with the principal are to contact the secretary who will notify them when the principal is available.
- All students must have parental permission to be transported or picked up by anyone not listed in the data base of the school. A student will be suspended and may be subject to dismissal for violation of the rule.
- Students who drive to school must park their cars in the designated areas determined by administration.
- VANDALISM OF SCHOOL PROPERTY WILL NOT BE TOLERATED. PARENTS ARE FINANCIALLY LIABLE FOR THE DAMAGE CAUSED BY THEIR CHILDREN. IN ADDITION TO PAYMENT, BOTH PARENT AND STUDENT MAY BE REQUIRED TO REPAIR THE DAMAGE.
- Students must enter and exit the main building through designated doors. Students are not permitted to enter or exit through the main school entrance.

- Students should remain seated between classes unless moving to another room. There is to be no boisterous conversations during the exchange of classes or restroom use without an agenda signed by a faculty member.
- Students are expected to develop courteous behavior in school assemblies. Students should give full attention to the performers while showing appreciation only by clapping hands. No loud outbursts or rude noises will be tolerated.
- Students are to wait for rides on the school property at all times.

CELLULAR TELEPHONE USAGE

Cell phones disrupt classroom learning. Parents who need to contact their children may leave a message in the Business Center. Please do not request the return of phones that have been taken until the required fine has been paid.

- Cellular phones, iPhones, Smart Phones, Smart Watches, Headphones, Ear Buds, other electronic communication tools, and all similar technology are **NOT** to be used by students in the buildings or on the property during school hours; under any circumstances. They must be turned off and kept in the students' locker. *If lost or stolen, the school will take no responsibility for them.*
- All cell phones are to be turned off before the 7:48 a.m. tardy bell.
- Any phone seen or heard during the school hours will be taken and held until the parent picks it up and pays required fine.
- Loaning a cell phone to another student will not negate the consequences previously mentioned. The owner will still be penalized and required to pay said fine.
- Students may not talk, dial a phone number, text, read a text, take a picture, capture a video or display their phones while at school. Failure to adhere to the guidelines will result in the phone being confiscated. The student will be fined \$50 to receive the phone.
- Breach of the cellular phone rule will result in a \$50.00 fine .
- Excessive violation will result in further disciplinary action
- **This guideline will be strictly enforced.**

NOTE: Saturday detentions are \$20.00.

RELIGIOUS PRACTICES

Students are encouraged to be true Christians. The school provides the opportunity for monthly Mass every first Friday. An annual retreat is required of each student. All students regardless of religious persuasion are required to attend school services.

FIRE DRILLS

At the sound of the fire alarm, all students and teachers 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

The Archdiocese of New Orleans has 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, St. Mary’s Academy, and the Archdiocese of New Orleans. Those must be signed before students are permitted to use the computers.

THE LIBRARY

Our school library is equipped with internet access which is available to the students before and after school and during special research periods during the school day. Silence and consideration must be maintained at all times. A fine of twenty-five cents a day is charged for keeping books overtime. 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. Any student using the library before school should leave the library in time to be in their homeroom before the late bell rings.

THE CAFETERIA

Hot lunches are available in the cafeteria daily. Students are permitted to bring their lunch from home; however, *thermos bottles and glass containers for liquids are not permitted in the cafeteria.* No can drinks or bottled drinks may be brought on campus. **PARENTS ARE NOT ALLOWED TO BRING FAST FOODS TO STUDENTS FOR LUNCH.** Consequence of this action will be a conduct referral for the student.

CAFETERIA REGULATIONS

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

LOCKERS AND PERSONAL BELONGINGS

Each student will be assigned a locker for his/her books and personal belongings. The locker should be locked at all times. A student should never give his/her combination to anyone. Students have access to lockers before, and after school, during locker time and when given special permission.

We reserve the right to examine students' lockers. Students may be asked to show the contents of their bags.

MONEY, CELLULAR PHONES, AND PURSES SHOULD BE LOCKED IN THE STUDENTS' ASSIGNED LOCKERS. St. Mary’s Academy is not responsible for lost and or stolen items. Periodically, locker searches may be conducted by the administration.

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, she must be signed out in the Business Center by a parent/guardian or with the express permission of that person.

A student found leaving the school grounds without being signed out after arriving at school is subject to expulsion. **Students are not allowed to sign out thirty minutes before dismissal.**

CONSEQUENCES FOR CLASSROOM DISOBEDIENCE

DETENTIONS

Detentions are given for the following infractions:

- Tardies to school and/or two unexcused early releases after 1:00 P.M.
- Refusal to respond to warning or demerit
- Parents will be contacted by teacher if a student does not return a detention notice signed by a parent.
- Three detentions equal one conduct referral,
- Any student missing an after-school detention twice will be suspended for a day.

SATURDAY DETENTION

Saturday detentions are given to:

- A student who incurs a pink slip (conduct referral)
- A student who has received Four (4) demerits, four tardy notices or four (4) unexcused early releases.
- A student who receives an eating demerit.
- A student who uses foul language Or profanity
- A student who misses a daily detention.

- A student who allows demerit fines to double at the end of each quarter.
- Two behavior detentions equal one Saturday detention
**There will be a \$20.00 fee (cash only) charged to any student attending Saturday detention. This \$20.00 fee must be paid upon arrival for detention. Students who miss Saturday detention will be given a two-day suspension, and must appear with parents before the Dean of Students prior to returning to class.*

CONSEQUENCES OF SCHOOL-WIDE DISOBEDIENCE

The faculty and staff of St. Mary's Academy are authorized to issue demerits for infractions of the Dress Code, Rules and Regulations. There are several penalties connected with the demerits:

- Chewing Gum and is **not** allowed on the campus. Students who chew gum, or who bring gum on the campus will be fined \$10.00 and given a Saturday detention. This fine also applies to students who eat in classrooms and other restricted areas.

Demerit slips are used by the Administration and faculty/staff for minor infractions. There will be a \$1.00 fine, and possible penalties imposed by the Dean of Students for each demerit slip incurred.

A demerit list will be posted in the class.. Fines must be paid each week. The fine associated with demerits will double if not paid by the end of the quarter during which the demerit was acquired.

The Administration reserves the right to judge the appropriateness of any student's appearance, and this judgement is final. Violations may result in sending the student home. Repeated violations may result in the student being asked to withdraw.

Demerits are also given for infractions such as:

- Uniform violations, including unkempt appearance.
- Wearing dirty shoes, dirty or colored shoe strings, improper wearing of shoes, writing on shoes.
- Eating, chewing gum, or drinking beverages in restricted areas (\$10.00 for each offense)
- Being out of class without proper authorization
- Boisterous behavior, talking in hall and class without the teachers' permission
- Bringing a purse to class, gym (for assemblies or class) or the cafeteria (when lockers are available)
- Wearing a non-uniform sweater, jacket, scarf or cap
- Wearing a jacket, scarf, or cap in class
- Other infractions of school Rules
- Unexcused tardy to class

PINK SLIPS—INFRACTIONS RESULTING IN PINK SLIP *(CONDUCT REFERRAL)*

- Open defiance to teacher or administrator
- Disruptive and rude behavior (verbal altercation with another student)
- Testing irregularities, plagiarism, cheating
- Defacing school property (damage must be compensated)
- Three after school detentions.
- Cutting Class
- Use of profanity

CONSEQUENCES OF FIRST PINK SLIP

- Written notification to parents specifying the reason for the pink slip from the Dean of Students -the Dean of Students will keep a copy of this notification.
- Saturday detention (date and time will be on written notification, and the student will be notified verbally as well). The student will be charged \$20.00 for the Saturday detention.
- Missing a Saturday detention will result in a disciplinary referral and an automatic two-day suspension (out of school)

CONSEQUENCES OF SECOND PINK SLIP

- Written notification to parents specifying the reason for the pink slip from the Dean of Students. The Dean of Students will keep a copy of this notification
- Automatic two-day suspension (out of school)
- Student and parent (s) will meet with the Dean of Students ; student is unable to return to school until that meeting has occurred -
- At this time, the consequences of receiving a third pink slip will be indicated to the parent

CONSEQUENCES OF THIRD PINK SLIP

- Parents and student will have a meeting with the principal and the student will be placed on contract. This will be the final attempt to help student before he/she is asked to withdraw.
- It is the responsibility of students and parents to familiarize themselves with school's policies.
- It is also the student's responsibility to conduct themselves in accordance with the established codes of conduct.

CONTRACTS

Contracts are written to meet the needs of the individual student. A student on Contract is expected to follow the requirements of the Contract, or receive the consequences as written in the Contract. Students on Contract may not run for, or serve in leadership positions (extra-curricular clubs, class officer, sports captains, marching unit leaders, social activities, or as school representatives.) No student can be placed on contract more than twice. Any student requiring a third Contract will be dismissed from St. Mary's Academy.

SUSPENSIONS

- Suspensions are given to students who insist on disobeying school rules.
- Students who receive three (3) Saturday detentions or five (5) after-school detentions.
- Students incur an automatic suspension when they do not report to the office when sent by a person in authority (faculty or staff)
- Students who call home without permission from the office, call home during the day from their cellular phone, or call home to report a teacher or incident will be subject to disciplinary actions
- A student who has been suspended for not reporting to a detention is required to have a parent accompany them upon her return to school to meet with the Dean of Students
- A suspended student will not be admitted to class until after he/she, along with a parent, have met with the Dean of Students. Any student returning to class without having a parent conference will be suspended for a second time
- Students who do not report to school, without the parents permission and knowledge will be suspended. If this happens a second time the student may be expelled.
- Forgery of a parent, guardian or teacher's signature

** The principal has the authority to suspend or expel a student at any given time.*

EXPULSION

CAUSES FOR DISMISSAL

- Fighting, smoking and engaging in criminal activity are serious offenses. So, too, are the use and/or possession of alcohol, illicit drugs, and weapons. The penalty for these offenses is dismissal with no recourse to an appeal.
- A young lady who is pregnant will not be permitted to attend St. Mary's Academy. In addition, a young lady who marries or lives in a state comparable to marriage will lose her status as a student at St. Mary's Academy.
- Students participating in any Internet sites involving a negative representation of SMA or SMA students will be dismissed. Students appearing in SMA's uniform on such sites or projecting a negative representation of the school in print or action will be dismissed.
- A student may be suspended twice, but not a third time during the school year. Dismissal is the penalty for a student who has been suspended twice or who has been placed on probation and then commits another major infraction.
- Students posting derogatory and inappropriate material on the internet.
- **The following are some additional causes for dismissal:**
- Bad or poor attitude
- Unbecoming language or obscene gestures, or but not limited to immoral conduct
- Immoral behavior
- Willful and deliberate breach of school rules
- Failure to accept corrections or criticisms
- Poor scholastic record / discipline record
- Frequent absences and tardiness

- Not reporting to class after leaving home for school or not returning to an authorized destination after school or school activity
- Leaving the campus during school hours without permission from the office and parent
- A student who engages in serious physical confrontations with another student on or off- campus regardless of who initiated the confrontation is subject to dismissal. The exception to this will be self-defense. Self defense will be a viable argument if:
 - A. There is evidence of future danger and not past danger; the student can prove harassment by the other party.
- Only reasonable force is used to repel the aggressor. This also applies to a physical confrontation outside the school. A student involved in an altercation must be able to show that an effort was made to prevent the incident.
- The student asked for help from a teacher, principal, counselor, etc. or walked away from negative talk, made no advances, did not hit first and did not invite a fight with words or actions.
- Any other behavior deemed by the Administration to be in opposition to the philosophy and tradition of St. Mary's Academy.
- Once expelled, a student is no longer allowed on school grounds- no exceptions. Expelled students are also no longer eligible for readmission.
- Any disturbance caused by any visitor will result in the immediate dismissal of that person from the premises and, if the person causing the disturbance is a parent, may result in the dismissal of the student from the school. Failure to comply with a request to leave the premises will result in contact of local law enforcement and a charge of trespassing.

- Any SMA student engaging in public behavior that is illegal, disruptive, violent, indecent or in any way damaging to the school's reputation and good name will be ***dismissed immediately***.

Appeals: St. Mary's Academy is an independent privately owned school operated by the Sisters of the Holy Family. The Administration is authorized to suspend or expel a student at any given time. Parents have the right to appeal a decision made by the Administrative Team regarding dismissal. All decisions made by the Head of School resulting from an appeal are considered FINAL.

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

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. **(ALL CHECKS MUST HAVE CLEARED BEFORE ANY RE-FUNDING.)**
- Special fees paid by students in grades 8, 11 and 12 are non-refundable .
- 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.

STUDENT LIFE

ACADEMIC CLUBS

Speech and Drama, World Languages Club, Science Club, Math Club, Journalism (Newspaper, Yearbook), Academic Games, Book Club

SERVICE CLUBS

Library, Key Club, Friends of Henriette Delille, Eucharistic Ministers, C.S.M.C., Retreat Team, SMA Ambassadors, and Officers & Representatives of Student Council. A student may have no grade lower than a "C" in conduct. The student must be recommended by the faculty.

NATIONAL HONOR SOCIETY

The object of the Martin Luther King Chapter of St. Mary's Academy shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students

SMA HONOR SOCIETY

Purpose: The purpose of this club is to give recognition for outstanding achievement to students of all levels -- top achievers in their class.

MU ALPHA THETA MATH HONOR SOCIETY

Purpose: The purpose of this club is to give recognition for outstanding Math achievement to students in high school from grades tenth through twelfth. The main goals are to inspire a keen interest in math, develop strong scholarship in math, and promote the enjoyment of math in high school students.

COLLEGIATE PROGRAMS

Students at St. Mary's Academy also participate in the various Science, Engineering, Business, and Music summer programs at universities in the city and across the country. High achieving Juniors and Seniors may participate in concurrent enrollment at various colleges. Concurrent enrollment is also offered at participating universities.

HONORS AND AWARDS

An Honors Convocation is held at the end of each school year. Students in the various grade levels who have received and maintained high scholastic averages, distinctions for outstanding co-curricular activities, and for perfect attendance receive recognition. Students will also receive awards for acquiring the highest number of merit points in their respective classes.

CO-CURRICULAR

Maryites prove their interest in the school by co-operation and participation in organizations and activities. A well-rounded Maryite participates in as many school organizations as possible. Care is taken that these do not impede the academic progress of the student. Such organizations are as follows:

STUDENT COUNCIL

The Student Council strives to promote student leadership through responsibility, communications, and understanding.

CHRISTIAN LIFE COMMUNITY

This organization promotes Christian awareness through the example of the Christian Exemplar, Mary. It fosters devotion to Our Lady and encourages charitable works, especially among the sick and infirmed.

C.S.M.C. (CATHOLIC STUDENT MISSION CRUSADE)

The C.S.M.C. has a three-fold purpose -- to study, pray and sacrifice for the missions.

FRIENDS OF HENRIETTE DELILLE

A ministry of the Sisters of the Holy Family to promote the cause of Canonization of Henriette Delille, the Foundress, by assisting the poor, visiting the sick and elderly and mentoring children.

The benefits for a Maryite are :

- to develop a deeper spirituality
- to participate in the process of making a saint
- to learn the history of the Sisters of the Holy Family and to share faith with other friends.

SMA AMBASSADORS

St. Mary's Academy Ambassadors are the known as the face of St. Mary's Academy. An Ambassador is a student leader who will represent the school in an official capacity at various events.

VOCAL MUSIC

Members lead student body in singing at school functions and assemblies, present yearly concerts, participate in choral competitions and respond to invitations to entertain at private and public facilities.

INSTRUMENTAL MUSIC

Students are exposed to a means of expressing themselves musically and socially. Different types of music are taught which enables the students to develop a wide range of enjoyment. (Marching, Concert, Jazz, and Classical Bands)

REGINA STAFF

Staff members publish the school newspaper. The purpose is to promote journalism for enjoyment and as a possible career.

MARIS STELLA STAFF

Each year a yearbook is published by the students and moderator of this club. It records for posterity the year's events.

SPANISH CLUB

The Spanish Club endeavors to create an interest in the cultural background of Spanish-speaking peoples. It tries to encourage interest in learning Spanish as a spoken language. It aims to arouse students with a great interest to learn the language. Finally, it tries to make each student a better person.

FRENCH CLUB ("UNE TOUCHE DE FRANCAIS")

It is the aim of the French Club to provide opportunities for a richer study of the culture of France and the French-speaking peoples. Meetings are held once a month for eight months of the school year. This club has as its goal many enjoyable and enriching features. Membership is open only to students presently enrolled in French courses.

SCIENCE CLUB

The purpose of this organization shall be to promote an interest in science, to afford an opportunity for students to pursue topics not covered in the regular curriculum, and to encourage those students so motivated to pursue science oriented careers.

ENGLISH CLUB

The purpose of the English Club is to enhance the student's desire to express herself by developing her creative writing skills and deepening her understanding of literature. Further, the Club seeks to encourage the student body to have an active interest in writing and literature.

DRAMA CLUB

The Drama Club offers students many enjoyable as well as educational experiences in oral expression. Its members compete in forensic tournaments throughout the city.

PEER MEDIATORS

Members of the student body and faculty have formed a support group to aid other students. These trained peer mediators are available for counseling by appointment.

ATHLETIC CLUB

The Athletic Club promotes and supports various extracurricular activities which are an outgrowth of the school program of physical education.

Objectives:

- to develop a wholesome and diversified program of games and social activities.
- to foster a spirit of good sportsmanship.
- to develop student-conducted activities, thus encouraging leadership.
- to provide activity opportunity for all girls rather than for a select group.
- to provide for the development of fellowship and friendliness in games.

CHEERLEADING SQUAD

The primary duty of this group is to travel with the school sports teams to boost team and school spirit.

DANCE TEAM AND MAJORETTES

The members of these groups represent the school during marching season. These units give students the opportunity to learn to march in regular and dance formations.

MODERN DANCE GROUP

The Modern Dance Club aims to develop good body form and an insight into the world of dance other than just social.

ACADEMIC GAMES LEAGUE

The purpose of the academic games competition is to provide an enjoyable atmosphere in which players can exchange ideas and information. The games give students an opportunity to learn many things about many subjects. The games played in the League competition come from three subject areas covered by the National Academic Games Tournament.

PRAYER MANUAL

MORNING PRAYERS—SIGN OF THE CROSS *In the name of the Father, and of the Son, and of the Holy Spirit. Amen.*

MORNING OFFERING O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the Holy sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops and of all the Apostles of Prayer and in particular for those recommended by our Holy Father this month. *THE MISSION INTENTION FOR THIS MONTH IS...*

ACT OF CONSECRATION My Queen, my Mother, I give myself entirely to you and to show my devotion, I consecrate to you this day, my eyes, my ears, my mouth, my heart, my whole entire self, so, therefore, dear Mother, as I am your child, keep me and guard me as your property and possession. Amen.

THE LORD'S PRAYER Our Father, who art in heaven, hallowed be Your name. Your kingdom come, Your will be done on earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.

HAIL MARY Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

SPECIAL INTENTIONS IN TIME OF EMERGENCY:

Sacred Heart of Jesus, have mercy on us.
Immaculate Heart of Mary, pray for us.
St. Joseph, intercede for us.
St. Thomas Aquinas, pray for us.
St. Benedict, pray for us.

PRAYER FOR UNITY

Realize O Jesus, Your presence among us for we are gathered together in your name to love, to understand, to be one, for your glory and for the communitarian welfare of the Church, of the whole world. Where there is charity and love there is God.

PRAYER TO MOTHER HENRIETTE DELILLE

O good and gracious God, you called Henriette Delille to give herself in service and in love to the slaves and the sick, to the orphan and the aged, to the forgotten and the despised. Grant that inspired by her life we might be renewed in heart and mind. If it be your will, may she one day be raised to the honor of sainthood. By her prayers may we live in harmony and peace. Through Jesus Christ our Lord. Amen.

Nihil Obstat: Rev. Msgr. Franz Graef, S.T.D.

*Imprimatur: Most Rev. Francis B. Schulte,
Archbishop of New Orleans, August 23, 1997*

SPECIAL INTENTIONS HAIL MARY... Eternal rest grant unto them, O Lord. And may the perpetual light shine upon them. May (his/her/their) soul (s) and all the souls of the faithful departed through the mercy of God rest in peace. Amen. Our Lady of Prompt Succor, hasten to our help.
St. Jude, pray for us.

SIGN OF THE CROSS

PLEDGE OF ALLEGIANCE

PRAYERS FOR OTHER OCCASSIONS

GRACE BEFORE MEALS

Bless us, O Lord, and these Your gifts which we are about to receive from Your bounty, through Christ our Lord. Amen

GRACE AFTER MEALS

We give You thanks, almighty God, for these and all Your gifts which we have received through Christ our Lord. Amen.

PRAYER BEFORE CLASS

Direct, we beseech You, O Lord, our actions by Your holy inspirations, and carry them on by Your gracious assistance, that every prayer and work of ours may begin always from You, and by You be happily ended, to Your greater glory and honor. Through Jesus Christ, our Lord. Amen.

PRAYER BEFORE MATHEMATICS CLASS

Heavenly Father, fill us with wonder and knowledge of the universe as we study mathematics -- a reflection of your mind. Grant us the strength to be consistently positive thinkers, the courage to persist in changing all negative thoughts into positive actions, and the faith to center our lives on Jesus, Your Son, the root of our salvation. Amen

PRAYER OF MOTHER HENRIETTE DELILLE

"I believe in God. I hope in God. I love. I want to live and die for God."

ACT OF FAITH

O my God! I firmly believe that You are One God in three Divine Persons, Father, Son, and the Holy Spirit. I believe that Your Divine Son became man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because You have revealed them Who can neither deceive nor be deceived. Amen.

ACT OF HOPE

O my God, relying on Your infinite goodness and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, My Lord and Redeemer. Amen

ACT OF LOVE

O my God, I love You above all things, with my whole heart and soul, because You are all good and worthy of all love. I love my neighbor as myself for the love of You. I forgive all who injured me and ask pardon of all whom I have injured. Amen.

ACT OF CONTRITION

O my God, I am heartily sorry for having offended You, and I detest all my sins, because of Your just punishments, but most of all because they offend You, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasions of sin. Amen.

REGINA CAELI

O Queen of heaven, rejoice, alleluia, For He whom you did merit to bear, alleluia, Has arisen as He said, alleluia, Pray for us to God, alleluia,

V. Rejoice and be glad, O Virgin Mary, alleluia,

R. For the Lord has risen, indeed, alleluia.

LET US PRAY

O God, Who through the resurrection of Your Son, our Lord Jesus Christ, did fill the world with joy; grant, we beseech You, that, through His Virgin Mother Mary, we may lay hold of the joys of everlasting life through the same Christ our Lord. Amen.

THE ANGELUS

V. The Angel of the Lord declared unto Mary

R. And she conceived of the Holy Ghost. Hail Mary.

V. Behold the handmaid of the Lord.

R. Be it done to me according to Your Word. Hail Mary.

V. And the word was made flesh.

R. And dwelt among us. Hail Mary.

V. Pray for us, O Holy Mother of God.

R. That we may be made worthy of the promises of Christ

Let Us Pray

Pour forth, we ask You, O Lord, Your grace into our hearts, that as we have known the incarnation of Christ, Your Son, by the message of an angel, so by His passion and cross, we may be brought to the glory of His resurrection through the same Christ our Lord. Amen.

PEP SONG

Fair Alma Mater, Alma Mater, Hear us praise thy name.

We'll ever lend our hearts and hands to help increase thy fame.

The honor of our Alma Mater calls for loyalty.

So cheer, rah St. Mary's

Girls are on to fight for victory.

ALMA MATER

Come students now, with voices clear

Come lend them in your sweetest lays.

Unfurl your blue and gold so dear,

Come, sing your Alma Mater's Praise.

Our Pilot and our Guiding Star,

St. Mary's, this of thee we tell:

Thy students whether near or far,

St. Mary's dear, we love thee well.

St. Mary's truest friend and best.

Thy lessons all shall cherished be.

List to our tribute you're the best

St. Mary's, Our Academy.

We love thee well.

Words by Mother Francis Borgia, S.S.F.

Music by Sister Marie Juliette, S.S.F.

NOTE: PARENTS AND STUDENTS ARE ADVISED THAT THE ACKNOWLEDGEMENT FOUND BELOW IS TO BE SIGNED, DATED, DETACHED AND RETURNED TO ST. MARY'S ACADEMY ACCORDING TO THE INSTRUCTIONS YOU WILL RECEIVE AT SCHOOL DURING THE ORIENTATION SESSIONS.



ACKNOWLEDGEMENT:

BY THE ACT OF REGISTERING MY DAUGHTER AT ST. MARY'S ACADEMY, WE (I) ACKNOWLEDGE AND AGREE TO ABIDE BY ALL SCHOOL POLICIES AND REGULATIONS RELATIVE TO PARENTAL INVOLVEMENT AND SUPPORT AND FURTHER AFFIRM THAT OUR (MY) DAUGHTER WILL OBSERVE ALL STUDENT POLICIES AND REGULATIONS GOVERNING HER TENURE AT THIS SCHOOL. WE (I) ACKNOWLEDGE AND CONSENT THAT THE PRINCIPAL OF ST. MARY'S ACADEMY HAS THE AUTHORITY TO UNILATERALLY DISMISS ANY STUDENT WHO VIOLATES ANY INFRACTION IN THIS HANDBOOK WHICH IS PUNISHABLE BY DISMISSAL. **FINALLY, WE (I) ACKNOWLEDGE AND CONSENT THAT MY DAUGHTER MAY BE SUBJECT TO RANDOM DRUG SCREENINGS, ADMINISTERED BY THE PRINCIPAL AND OR ASSISTANT PRINCIPAL AND OR DISCIPLINARIAN AT ST. MARY'S ACADEMY.**

Parents' / Guardians' Name _____ Student's Name _____

Parents' / Guardians' Signature _____ Student's Signature _____

Parents' / Guardians' Name _____ Homeroom No. _____

Parents' / Guardians' Signature _____ Date _____