



# ST. MARY'S ACADEMY

## TO STUDENTS & THEIR PARENTS

---

2021-2022

Since the school's beginning in 1859, St. Mary's Academy has always valued the development of personal integrity and community responsibility in our students. Balanced with this expectation of personal integrity is the value of compassion, knowing that each student is a unique and valued member of our school community. The content of this Student/Parent Handbook reflects these principles. Within the following pages, you will find important information concerning all facets of daily life at St. Mary's. These policies and procedures have been formulated over time to ensure the safety, quality, and consistency of our programs.

We ask that parents and students read this handbook carefully. If you have any questions concerning the information contained within this handbook, please feel free to call Nicole Foran, Principal, Liane Rae, Assistant Principal of Curriculum Design and Instruction, Michele Taylor, Dean of Student Leadership and Activities and/or Patty Gorman, Dean of Students.

As we begin the 2021-2022 academic year, we do so with the knowledge that our relationship represents a partnership with you in the education of your daughter. On behalf of the entire leadership team, we send you our warmest wishes for an outstanding year!

Sincerely,

Nicole Foran  
Principal





**2021-2022**  
**Student/Parent Handbook**

**St. Mary's Academy**  
**A Sisters of the Holy Names of Jesus and Mary School**

**1615 SW Fifth Avenue – Portland, OR 97201**

**503-228-8306 – FAX 503-223-0995**

**Website: [www.stmaryspdx.org](http://www.stmaryspdx.org)**

**Office Hours: 8:00A.M. – 4:00P.M.**

**Faculty Hours: 8:00A.M. – 3:30P.M.**

**Regular School Hours: 8:30A.M. – 3:00 P.M.**

Accredited by:  
Northwest Accreditation Commission

Affiliated with:  
Sisters of the Holy Names Network of Schools  
National Honor Society  
National Catholic Education Association  
National Coalition of Girls' Schools  
Oregon School Activities Association  
Three Rivers Conference

**St. Mary's Academy does not discriminate on the basis of race, color, disability, sexual orientation, or racial or ethnic origin in the administration of its education policies, admission policies, scholarships, loan programs, and athletic and other school administered programs.**

**St. Mary's Academy reserves the right to make revisions in this handbook when, and if, deemed necessary by the school administration. Observance of any change is expected of all when the change is made known to the student body and parents.**

# Table of Contents

<b>THE ST. MARY'S TRADITION</b>	<b>5</b>	<b>ADMISSIONS</b>	<b>15</b>
Mission	5	Prospective Students	15
Charism	5	Prospective Dates	15
Principles	5	Bookstore	15
Learner Expectations	5	How to Order	15
Philosophy	5	Which Texts to Order	15
History	6	Which Apps to Order	15
Program	6	Computer Technology Policy	15
The People	7	The Library	15
Leadership Team	7	Honors Societies	16
Faculty/Staff	7	NAHS	16
Student Council	8	NHS	16
Parent Association	9	ITS	16
Alma Mater	10	TRI-M	16
The St. Mary's Blues	10	Outdoor School	16
School Colors	10	<b>STUDENT LIFE</b>	<b>17</b>
Name and Logo	10	Activities	17
<b>ACADEMICS</b>	<b>10</b>	Assemblies	17
Office of Academics	10	Advanced Leadership Endorsement	17
Academic Program	10	Student Initiative	17
Graduation Requirements	10	Clubs/Organizations	17
Grades	11	Student Activities Honor Cord	17
Grading System	11	Dances	18
Report Cards/Honors	11	<b>ATHLETICS</b>	<b>18</b>
Academic Progress/Parent Portal	11	Eligibility	18
Homework	11	Attendance	19
Attendance Requirements for Credit	11	Transportation	19
Attendance Appeal Process	11	Weight Room	19
Academic Probation	12	<b>CAMPUS MINISTRY</b>	<b>19</b>
Academic Integrity	12	Liturgical Celebrations	19
Honors Program	12	Mass/Study	19
Student Schedules	12	Holy Days of Obligation	20
Schedule Changes	12	Retreat Program	20
Senior Study Privilege	13	Service Program	20
Study Abroad	13	Class Service Requirements	20
Final Exams	13	Christmas Giving Program	20
Senior Final Exam Privilege	13	Service Honor Program	20
Valedictorian/Salutatorian	14	<b>CODE OF CONDUCT</b>	<b>21</b>
Withdrawal from School	14	Consequences	22
Academic Records	14	Dangerous Weapons	22
Access and Release	14	Search and Seizure	22
Records Review	14	Questioning	22
Non-custodial Parents	14	Discipline Due Process	22
Student Records	14	Appeal Process	22
Change of Address	14	Code for Dress	22
Transcript Requests	14	Dress Code Guidelines	22
Academic Support Center	14	Dress Code for Dances	23

<b>COUNSELING DEPARTMENT</b>	<b>23</b>
Personal and Academic Counseling	23
College Counseling	24
Attendance	24
Pregnancy	24
Teacher Advisors Assignments	25
<b>FEES AND FINANCIAL AID</b>	<b>25</b>
Athletes	25
All Students	25
Graduating Seniors	25
Tuition Refund Policy	25
Tuition Policy	26
Registration Policy	26
Other Questions	26
Halls	26
Senior Customs	26
Student Body Card	26
Lockers	26
Personal Property	27
Lost and Found	27
Phones	27
Signs and Posters	27
Teacher-Advisor Program	27
Transportation	27
Dropping Off Students	28
<b>HEALTH &amp; SAFETY</b>	<b>28</b>
Access	28
Child Abuse	28
Drug/Alcohol/Tobacco	28
Tobacco Use	29
Anti-Harassment	29
Asbestos	29
Building Security	29
Campus Visitors	29
Emergency Procedures	30
Fire Drills	30
Earthquake	30
Lock Down/Lock Out	30
Emergency School Closure	31
Immunization	31
Medical Treatment	31

## The St. Mary's Tradition

### MISSION

St. Mary's Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's Academy fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

### Charism

The charism we have inherited from the Sisters of the Holy Names, who founded St. Mary's Academy, includes the following principles to which we are committed:

- Education in the faith centered in Gospel values
- A special concern for the economically and/or emotionally poor and disadvantaged
- A dedication to value-centered education with a clear emphasis on issues of justice, including the pursuit of civil liberty
- A clear call to service
- A commitment to meet the diverse needs of the day with love and compassion
- A strong commitment to justice for women and women's issues.
- A devotion to the full development of the human person.
- Encouragement of all forms of diversity.
- A dedication to a warm and hospitable environment.
- A commitment to integrate fine arts into the curriculum.

### Learner Expectations

Through a wholistic partnership between the faculty and staff of St. Mary's Academy and the young women who attend, graduates will have attained the following identified Learner Expectations.

Students graduating from St. Mary's Academy:  
Read critically and effectively for a variety of purposes;

- Demonstrate effective verbal communication;
- Communicate effectively in writing;
- Listen effectively and critically;

- Utilize and critically evaluate a variety of resources; including the use of digital tools to construct knowledge and create content;
- Employ effective and creative strategies in reasoning, problem solving ethical decision-making, and leverage the power of technological methods to develop and test solutions;
- Demonstrate knowledge and skills in a variety of forms;
- Demonstrate understanding and respect for diverse cultures and tradition;
- Demonstrate a strong sense of integrity and a deep respect for self and others;
- Demonstrate a willingness to embrace the call to be women of faith;
- Demonstrate a willingness to explore academic and creative passions.

## THE PHILOSOPHY

St. Mary's is a private Catholic school, open to young women of all faiths. Each student is seen as an individual endowed with personal dignity, talents, gifts, and cultural and religious heritage. Each student attending St. Mary's is expected to model respect for religious beliefs, tradition and ceremony.

St. Mary's Academy provides a learning environment in which members of the community feel challenged, supported, and involved. The members of the St. Mary's community are responsible for behavior that exhibits respect for human dignity and individual differences, and for maintaining a safe climate that provides, promotes, and encourages learning in a peaceful environment.

St. Mary's Academy invites parents and/or legal guardians to participate in its mission to educate young women and to enter into an agreement to uphold the mission, the philosophy, and the principles of the school. This cooperative relationship aims at providing a positive academic, social, and moral environment for the young woman's growth during her high school years.

One of the primary goals of St. Mary's Academy is to prepare young women to be contributing members of a democratic society. Ultimately, St. Mary's students should possess the academic and social skills to function effectively as responsible, ethical citizens. As a member of the St. Mary's community, the young woman has the right to know the rationale for the

rules and decisions affecting her, the right to realize equal opportunity in education, and the opportunity to participate in the processes, which ensure these rights. One student's rights may not infringe upon the rights or property of another.

## **THE HISTORY**

St. Mary's Academy is the oldest continually operating high school in the state of Oregon. October 21, 1859, witnessed a landmark event in the history of Catholic education in America when twelve Sisters of the Holy Names of Jesus and Mary arrived in Portland, Oregon. Just two weeks after the Sisters' arrival in Portland, then a city of only 3,300, St. Mary's Academy opened its doors to begin a long-term partnership with the city of Portland in educating its young women in the Catholic tradition.

From the times of the early founders, the Sisters of the Holy Names prized Catholic education. It was in the course of the now famous OREGON SCHOOL BILL case that the Society of the Sisters of the Holy Names secured the right of existence for Catholic and other private schools in the United States. A "Compulsory Education Bill," proposed by initiative petition and passed in the elections of 1922, required that virtually all children attend public schools in the state of Oregon. Challenged first in the United States District Court by the Sisters of the Holy Names, the law was declared unconstitutional on March 31, 1924. The state of Oregon appealed the case (*Pierce v. Society of the Sisters*) to the United States Supreme Court culminating in perhaps one of the most significant decisions to affect private education in America. The Court upheld the right of parents to provide for the education of their children outside of the public-school system.

Like the founders, the school community of St. Mary's Academy continues to uphold not only the right of private education but also the quality and excellence of such an education. In addition to the many acknowledgements bestowed upon St. Mary's over its long history, the school received the "Excellence in Education" award from the United States Department of Education in 1984, 1989 and 1998. St. Mary's Academy was the first school in Oregon to receive this recognition three times. An essential focus of the recognition was the school's fostering of the development of moral judgment, values and ethics for its students as well as offering strong co-curricular

and college-preparatory programs.

St. Mary's Academy offers the opportunity for students to study the teachings of Jesus as manifested in tradition and the Scriptures. Faculty and administrators convey, teach and model all aspects of this unique education.

This school year, St. Mary's Academy celebrates its 162nd year while continuing to empower young women to believe in themselves and the contributions they can make to create a society of justice and peace.

## **THE PROGRAM**

A firm belief in the Gospel spirit of charity, service, justice, and peace inspires the educational philosophy at St. Mary's where the religion curriculum is rooted in the Catholic faith and informed by the charism of the Sisters of the Holy Names of Jesus and Mary. Faculty members strive to integrate religious training and faithful witnessing and thus give young women a moral base for decision-making, an awareness of social concerns, and a model for Christian living.

The breadth and depth of the St. Mary's academic program has been carefully designed to prepare young women for college. The core curriculum gives students a strong foundation in religion, English, science, mathematics, world languages, and information science. The fine arts program offers opportunities in art, dance, drama, and music. The campus ministry department supports students in deepening their relationship with God through encounters, retreats, prayer, liturgies, and community service. The sports program offers young women the opportunity to compete in most major sports on all levels.

## **THE PEOPLE**

### **Leadership Team**

#### **PRESIDENT**

Christina Friedhoff

#### **PRINCIPAL**

Nicole Foran

#### **ASSISTANT PRINCIPAL, CURRICULUM DESIGN and INSTRUCTION**

Liane Rae

#### **DEAN of STUDENT LEADERSHIP and ACTIVITIES**

Michele Taylor

#### **DEAN of STUDENTS**

Patty Gorman

#### **VICE PRESIDENT for DEVELOPMENT**

Emily Niedermeyer Becker '86

#### **VICE PRESIDENT of STRATEGIC INITIATIVES and BUSINESS DEVELOPMENT**

Tim Fleishman

### **Faculty/Staff**

#### **ENGLISH**

Kirk Ellis, Department Chair

Alison Gaines '09

Carrie Housley

Anne Hainley

Camille Vincent

Ashley Reverman

Ashley Whitty '02

#### **FINE ARTS**

Kathy Briggs, Department Chair

Julia Grieve

EK Metsker

Travis Hatton

Shannon More

Ashley McCullar

Jessica Zoller

#### **HEALTH / PHYSICAL EDUCATION**

Carrie Yerton, Department Chair

Katie Cassidy '05

Savannah Scott

Jamie Gabbert

#### **WORLD LANGUAGE**

Shannon Sonn, Department Chair

Maron Faulkner

Dena Stock-Marquez

Ben Peterson

Jamie McPartland

Art Rojas

### **INFORMATION SCIENCE**

Kevin Frank, Department Chair

Ellie Gilbert

Kira Smith

Mike Bojorquez, Systems Administrator

Brette Doyle, Director of Technology

### **ACADEMIC SUPPORT CENTER**

Cora Orme

Michael Navarro

### **LIBRARY (THE HIVE)**

Ellie Gilbert, Director of Instructional Media and Educational Technology

### **MATHEMATICS**

Rachel Gardner, Department Chair

Cynthia Berger

TBA

Rachel Gardner

Ellen Tevik

Brian Kelley

Charlotte Gemmell

### **SCIENCE**

Julia Stadler, Department Chair

Maureen Daschel '77

Cindi Hounton

Mimi Loser

Anu Deshpande

Savannah Scott

Rachel Sloan

### **SOCIAL SCIENCE**

Joan Nyland '78, Department Chair

Rosie Blanton

Ian Park

Francesca Duncan

Matt Vannelli

Donald Housley

### **THEOLOGY**

Jim Haster, Department Chair

Katie Cassidy, '05

Randy Kollars

Dana Dominguez

Meg O'Brien

Maura Timoney Deville '09

Erica Wells

Maria Fleming '83

### **CAMPUS MINISTRY & COMMUNITY SERVICE**

Randy Kollars, Director of Liturgy

Maura Timoney DeVille '09, Director of Retreats

Caitlin Whitty '08, Director of Service

### **COLLEGE COUNSELING**

Director of College Counseling, Karlen Suga

Carolyn Gazeley, College Counselor

Erica Wells, College Counseling Program Coordinator

## **COUNSELING/ACADEMIC SUPPORT CENTER**

Anne Hagge, Director of Student and Academic Support

Robin Eisenbach, Counselor

Jourdan Ellis '06, Counselor

Kerri Kelvin, Counselor

Michael Navarro (ASC)

Cora Orme, Academic Support Specialist

## **ADMISSIONS AND RECORDS**

Liz Olsen, Registrar

Jennifer Bash, Director of Admissions

Kelsey Hui '10, Associate Director of Admissions and Summer Program Director

## **LEADERSHIP, EQUITY & INCLUSION and ACTIVITIES**

Jessica Acee, Director of Student Leadership and Activities

DaVerne Bell, Director of Equity & Inclusion

Iris Martin, DEI Specialist

## **ATHLETICS**

Anna Maria Lopez '78, Athletic Director

Sanja Bedi, Assistant Athletic Director

## **ATTENDANCE**

Kenzie D'Ambrosio

## **COMMUNICATIONS**

Jennifer Schulte Masi '94, Director of Marketing & Communications

Catherine Knight, Assistant Director of Marketing & Communications

## **DEVELOPMENT**

Emily Niedermeyer Becker '86, Vice President for Development

Coralynn Arrigotti '83 Director of Leadership Gifts

Kate Baldwin, Director of Major Gifts

Annie Diess, Development Associate

Kendall Marriott, Director of Annual Giving

Bryce Magorian, Assistant Director of Advancement Services

Mary Hrkac '86, Director of Alumnae Relations

Mary Whitaker '16, Development Associate

## **FINANCE**

Valerie Angelus, Staff Accountant

Emily Stotts, Director of Finance

## **HUMAN RESOURCES**

Kari Forrer, Director of Human Resources

## **SCHOOL OFFICE**

McKenzie D'Ambrosio, Front Office Manager  
Attendance

Sheena Moore, Front Office, Athletics & Admissions Support

## **SPECIAL EVENTS**

Hilary Baker-Murphy, Director of Special Events

Paige Silverston, Assistant Director of Special Events

## **PRESIDENT'S OFFICE**

Corey Kehoe '75, Executive Assistant to the President,

## **SCHOOL PLANT**

Steve Schramm, Plant Manager

## **STUDENT COUNCIL 2021-2022**

### **Associated Student Body (ASB)**

Denayt Araya

Noopur Barve

Augden Hayes

Grace Santoli

Cameron Vaughan

### **Senior Class Officers, 2021-2022**

Anabel Cull

Ida Fogarty

Anna Fuss

Kate McStay

Jane Murphy

Maya Sykes

### **Junior Class Officers, 2021-2022**

Emilie Cocke

Tessa Connelly

Lindsay Foxwell

Mak Gross

Arista Macasa

Lilie Shaver

### **Sophomore Class Officers, 2021-2022**

Fiona Bright Holton  
Gabi De Melo  
Ava Labossiere  
Barclay McCall  
Gwendolyn McGarry  
Hayley Meshkin

### **Freshmen Class Officers, 2021-2022**

TBD

**Faculty Advisor:** Michele Taylor, Dean of Student Leadership and Activities

### **St. Mary's Academy Parent Association**

The parent association seeks to build community through the annual Father-Daughter Dinner and Dance, the Mother-Daughter Beach Day and the Senior Grad Night Party. In addition, committees provide hospitality at some school events, coordinate Faculty/Staff Appreciation Week, and the Parent Association electronic newsletter. Board meetings are held the 1st Wednesday of each month.

### **St. Mary's Academy Parents' Association**

**Board for the 2020-2021 School Year**

<b><u>Position</u></b>	<b><u>Name</u></b>
<b>President</b>	Sheila Levine
<b>Treasurer</b>	Jennifer Murphy
<b>Secretary</b>	Staci Rosman
<b>Father-Daughter Dinner</b>	Rhonda Crowell
<b>Grad Night Party</b>	Laurent Avondstondt
<b>Mother-Daughter Beach</b>	Rebecca Hicks
<b>Faculty/Staff Appreciation</b>	Hilary Johnson
<b>Parent Newsletter Editor</b>	Jammie Trimble

**Staff Representative:** Patty Gorman, Dean of Students

## The Alma Mater

### **All Hail to Thee St. Mary's**

All hail to thee, St. Mary's  
Thou pride of western shore.  
Thy name on glorious banner  
Thy children ever bore.  
Our hearts will always praise thee,  
And loud our lips proclaim,  
Our love for thee, St. Mary's  
In an everlasting strain.  
Through all the years, thy counsels  
Have led our steps aright.  
Thy name has been a watchword  
For honor and for might.  
Thy teachings e'er will guide us  
Across life's rugged way.  
To thee, Dear Alma Mater,  
We will pledge our love today.

### **The St. Mary's Blues**

#### **SCHOOL COLORS**

Navy Blue and White

#### **St. Mary's Academy Name and Logo**

The St. Mary's Academy name and logo may not be used in any form without the express permission of the SMA Administration or Communications Director.

## ACADEMICS

### **OFFICE OF ACADEMICS**

Contacts: Liane Rae, Asst. Principal, Curriculum Design and Instruction 503-228-8306

[liane.rae@smapdx.org](mailto:liane.rae@smapdx.org)

Anne Hagge, Director of Student and Academic Support 503-721-7707 [anne.hagge@smapdx.org](mailto:anne.hagge@smapdx.org)

Liz Olsen, Registrar 503-721-7708

[liz.olsen@smapdx.org](mailto:liz.olsen@smapdx.org)

The Office of Academics directs, guides, and advises the overall academic program and master schedule, including registration, academic forecasting and scheduling, curriculum planning, instruction and staff development, student performance and assessment, graduation, research in education, and technology integration. The offices of Curriculum Design and Instruction and Academic Support encompass an enhanced focus on how teachers and students are

supported at St. Mary's Academy.

Each year the course catalog is revised to reflect current offerings. The catalog is available on our website. If a student or parent has a question or concern regarding curriculum, instruction, procedures, or offerings, she/he is encouraged to contact the individual teacher as the first point of contact. If it is a classroom issue or if it is a school-wide or unresolved classroom issue, please contact the Assist. Principal of Curriculum and Design and Instruction. If it is an issue of academic student learning support, please contact the Director of Student and Academic Support.

### **ACADEMIC PROGRAM**

St. Mary's Academy is a college-preparatory high school with rigorous academic standards for young women.

### **Graduation Requirements**

To graduate from St. Mary's Academy, each student must earn a minimum of 25 credits. Most students graduate with a total of 28 credits. St. Mary's academic program includes the following requirements:

- |                        |             |
|------------------------|-------------|
| • Theology             | 4.0 credits |
| • English              | 4.0 credits |
| • Social Science       | 3.5 credits |
| • Mathematics *        | 3.0 credits |
| • Science**            | 3.0 credits |
| • World Language       | 2.0 credits |
| • Health               | 1.0 credits |
| • Physical Education   | 1.0 credits |
| • Fine/Performing Arts | 1.0 credits |
| • Information Science  | 0.5 credits |
| • Speech               | 0.5 credits |
| • Electives            | 1.5 credits |

**TOTAL** **25 credits**

\*Students must successfully complete a 3-year math sequence at minimum ending in Algebra 2.

\*\*Students must successfully complete Physics, Chemistry, and Biology

In order to receive a St. Mary's Academy diploma and to participate in graduation, a student must be enrolled in at least six (6) classes at the time of graduation and have successfully completed all St. Mary's Academy academic requirements. A student must be on track to graduate in order to be enrolled at St. Mary's.

## Grades

Students at St. Mary's Academy receive progress reports at the end of the first and third quarter. Progress reports are not part of a student's permanent record. They are a report of progress mid-way through a semester. Semester grades are calculated at the end of the second and fourth quarters and become part of the student's permanent academic record, including the calculation of GPAs. Additionally, grade point average for colleges are determined at the end of the seventh semester of the high school program.

## Grading System

Letter Grades are assigned the corresponding point values listed below. Grades for honors and Advanced Placement classes are weighted to reflect the increased difficulty of these classes.

### Standard Grade Scale

### Honors/AP Grade Scale

Symbol	Points		Symbol	Points
A+	4.333		A+	5.333
A	4.000	Excellent	A	5.000
A-	3.667		A-	4.667
B+	3.333		B+	4.333
B	3.000	Above Avg	B	4.000
B-	2.667		B-	3.667
C+	2.333		C+	3.333
C	2.000	Average	C	3.000
C-	1.667		C-	2.667
D+	1.333		D+	2.333
D	1.000	Below Avg	D	2.000
D-	0.667		D-	1.667
F	0.000	Failure	F	0.000

Letter grades are determined based on the following grade scale:

Grade Scale									
A+	100	B+	87.5-89.4	C+	77.5-79.4	D+	67.5-69.4	F	0-59.4
A	91.5-99.9	B	81.5-87.4	C	71.5-77.4	D	61.5-67.4		
A-	89.5-91.4	B-	79.5-81.4	C-	69.5-71.4	D-	59.5-61.4		

Other grades that may appear on grade reports include:

Symbol	Performance	Points
P	Passing	0.0
NP	Not Passing	0.0
NG	No Grade	0.0
W	Withdrawn*	0.0
W/M	Medical Withdrawal	0.0

\*See "Schedule Changes" on page 12

## Report Cards/Honors

Report cards will be sent once semester grades are complete. Academic honors are determined at the end of each semester. First honors are conferred on students who earn a 3.75 or above weighted GPA for the semester; second honors are conferred on students who earn a 3.5 through 3.74 weighted GPA for the semester.

## Academic Progress/Parent Portal

A student's academic progress may be monitored by the student and her parent by accessing the Power-School Parent Portal on the school's website using a unique issued password.

## Homework

Academic performance is directly related to the completion of assignments and study expectations. An academically successful student should expect to spend two to three hours per night on homework, which includes daily assignments, long-range projects and assignments, required reading, and reviewing for tests and quizzes. Time devoted to studying may increase with honors and AP classes.

## Attendance Requirements for Credit

St. Mary's Academy deems the classroom experience essential to learning and student achievement. Any student who accumulates more than 10 excused or unexcused absences in any single class during a semester will be in jeopardy of losing credit in the class and will be reviewed for academic standing.

## Attendance Appeal Process:

Except in extraordinary circumstances\*, students should expect to appeal for credit. Administration determines whether a student is required to withdraw from certain classes, be graded on a Pass/No Pass scale, receive one letter grade lower, or possibly no credit for that class for the semester.

\*Special exemptions may be allowed for students whose absences are the result of significant, documented hardship or illness. Students requesting such exemptions must provide documentation of the absence from a medical professional and a signed statement from a parent. In non-medical cases, a signed parental statement is sufficient. The Administration will determine the appropriate credit and enrollment status.

## **Academic Probation**

A student whose semester grade point average falls below 1.800 or who receives an F in any class may be placed on academic probation. The student's counselor and an administrator will communicate with the student and her parent(s) about a plan of assistance. The student's academic progress will be reviewed throughout the following semester. At the end of that semester, if the student's GPA is 1.800 or above and she has no F's, she may be removed from academic probation. If the student's GPA is below 1.800 or if she earned one or more F's, she may be asked to leave St. Mary's Academy.

## **Academic Integrity**

Personal integrity is important not only to the individual, but also to the building of a just, fair, and trustworthy community. Therefore, all forms of cheating are viewed as unacceptable. A student who chooses to cheat on a test or assignment, submits work that is not her own, or assists a student in cheating will face serious consequences. Consequences for cheating include the following: loss of credit for the particular assignment, project, or test; notification to the parent by the teacher or administrator. Additional consequences include loss of extra-curricular eligibility, acceptance into honors or AP classes, membership in SMA honor societies, participation in student government, in house service, suspension or expulsion.

All St. Mary's Academy students are required to utilize a style guide which addresses accepted academic citation styles. The curriculum includes instruction on how to properly include and cite the work of authors and other sources. The expectation is that students understand what plagiarism is and that they will not misrepresent or submit the work of others as their own. In an effort to deal with increased plagiarism made possible by electronic communication, technology and the internet, classroom teachers check student papers for plagiarism through a variety of methods including personal research and online resources available to teachers. Discipline as outlined in the Academic Integrity section may be imposed when evidence of plagiarism is revealed. By signing St. Mary's Academy Student Parent Handbook card, students and parents acknowledge that they understand and agree to the school's plagiarism procedures and policy.

## **Honors, Advanced Placement (AP), and PSU Challenge Program**

Students may enroll in Advanced Placement and honors courses in English, World Language, Social Science, Mathematics, Science, and Visual Arts by fulfilling department requirements. Through the Portland State University Challenge Program, St. Mary's Academy offers dual high school and college credit courses in Modern European History, U.S. History, and Calculus. Students and parents may learn more about the honors, AP®, and Challenge classes by consulting the 2020-2021 Course Catalog, the Assistant Principal of Curriculum Design and Instruction, or the academic department chair. The process for applying for these classes is made available for all students prior to forecasting for the following academic year and is also available in the course catalog.

## **Student Schedules**

During the second semester, students and parents forecast for the next academic year. The student's teacher advisor (TA) provides information and assistance in course selection and reviews the four-year plan of graduation requirements. A parent or guardian must sign the student's forecasting form. The student enters course requests online in the PowerSchool portal. The Registrar uses this information to create the master schedule for the upcoming year, working in conjunction with the Assistant Principal of Curriculum Design and Instruction. Student schedules for the following academic year are communicated to students and families in August. Please be aware we cannot accommodate requests for specific teachers.

## **Schedule Changes**

The schedule change process includes completion of a schedule change form, creation of a new schedule by the Registrar, and final approval by the Assistant Principal of Curriculum Design and Instruction. A student must attend the classes originally scheduled until all the steps in the process are completed.

If a student withdraws from a class, their permanent record will reflect the following:

## **Semester Classes**

- If the withdrawal occurs within the first two weeks of the semester, no mark is recorded on the permanent record. (September 21st, 2021 deadline)

- If the withdrawal occurs after the first two weeks of the semester, a mark of W (withdrawal) is recorded on the permanent record. (after September 21st, 2021)

### Yearlong Classes

- If the withdrawal occurs within the first two weeks of the semester, no mark is recorded on the permanent record. (September 21st, 2021 deadline)
- If the withdrawal occurs after the first two weeks of the semester, a mark of W (withdrawal) is recorded on the permanent record. (after September 21st, 2021)
- If the withdrawal occurs at the end of first semester, a mark of W (withdrawal) will be recorded on the permanent record for the second semester.
- If a student chooses to drop a yearlong class at the semester, it may only be replaced with an elective in that same block.

Students who choose to drop a yearlong class at the semester must meet with their college counselor to understand the impact to the college application process.

**Seniors:** If you drop a yearlong class, you will be required to **take all of your finals** at the end of the year.

### Senior Study Privilege

With written parental permission during the forecasting period, students may replace one semester class for their upcoming senior year with a Senior Study Privilege. Senior Study Privilege blocks **MUST** be forecasted for during spring forecasting. If a senior does not forecast for a Senior Study Privilege block, then they waive the opportunity. Senior Study Privilege blocks will not be added after forecasting, no exceptions. During the block, the student is not required to be in the school building. If a senior chooses to remain in the building during the block, she must study in the library, cafeteria, or student commons. The privilege may be forfeited if a student is in a non-designated area of the building or if she has attendance, academic, or conduct infractions.

### Study Abroad

Students who plan to include studying abroad for one or more semesters need to contact the Assistant Principal of Curriculum Design and Instruction,

Liane Rae, the year prior to their anticipated leave. The impact on credits and classes required for graduation are an important consideration in looking at the course of study abroad, as well as forecasting needs for the year in which the student returns to St. Mary's Academy. Freshmen and seniors may not participate in study abroad programs.

### Final Exams

Final semester exams have a direct bearing on a student's semester grades. All students are expected to take final exams or participate in a culminating academic activity as scheduled at the end of each semester. However, all accounts must be current in order for students to take exams. Students absent from the 1st exam of the day may **NOT TAKE THE SECOND EXAM OF THE DAY**. Only in cases of serious personal illness, hospitalization, or a death or emergency in the family will finals be rescheduled. If exams must be rescheduled for other reasons, a fee of \$30 per exam will be incurred. The Assistant Principal of Curriculum Design and Instruction must be notified at least two weeks in advance if exams need to be rescheduled. Family vacations and trips need to be scheduled after exams are completed.

### Senior Final Exam Privilege

A senior may be exempt from second semester final exams in a particular class if she meets the following criteria:

- Has an A or A- average for the semester in the class.
- Has had five or fewer absences in the class (excluding up to two college visits).
- Has had three or fewer tardies in a class.
- Has not taken more than one regular test later than the rest of the class, or has not missed the day of a group or individual project or presentation.
- Has not dropped a year-long class.
- Has had no unexcused absences in the class.
- Has not been truant for any part of a day.
- Has no more than two dress code violations for the semester.
- Has served all her detention.

Cheating and/or plagiarism in any class will result in all exams being taken. Exceptions must be cleared in advance with the Dean of Students. If a teacher decides the subject matter of a class necessitates all students taking the final exam, the teacher is not required to exempt a student from the exam.

The teacher of an Advanced Placement class will decide whether students in the class will take a final as well as the AP® exam. However, a culminating academic activity will be given on the scheduled exam date in all classes.

### **Valedictorian/Salutatorian**

Administrators use the following criteria to select the Valedictorian and Salutatorian of the graduating class:

- The grade point average (GPA) carried to the thousandth's place. This includes the pluses and minuses for all four years.
- The number of honors/AP classes, and grades given their weighted value for all four years.

All classes recorded on the official transcript will be included in the calculations with the exception of classes using the Pass/No Pass option. The top student will be the valedictorian and the second the salutatorian. Both will speak at the commencement ceremony. In the case of a tie, the two students will share the title and both will speak.

### **Withdrawal from School**

In the event it becomes necessary for a student to withdraw from St. Mary's Academy, the parent or guardian is asked to contact the Principal in writing who will help with the transition.

### **ACADEMIC RECORDS**

The Office of the Registrar protects the confidentiality of student academic records and prevents unauthorized inspection or use of those records according to the Family Educational Rights and Privacy Act (FERPA). Academic records are maintained in one-hour fire-safe files.

### **Access, Release, and Records Reviews**

All access to and release of permanent academic records will comply with state and federal laws. A parent and a student may schedule an appointment with the Principal to review the student's permanent academic records.

### **Non-custodial Parents**

St. Mary's abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be

no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Student Permanent Records**

Permanent academic records include the following details:

- Name of school
- Name of student
- Student birth date
- Name of parent/guardian
- Subjects attempted
- Grades received
- Credits earned
- Grade Point Average (GPA)
- Date of graduation/withdrawal from school
- Home address

### **Change of Address**

If a student or parent has a change of home address, email address, or phone number, the family is asked to send an email to [updateinfo@smapdx.org](mailto:updateinfo@smapdx.org). The school database will be updated so the permanent academic record reflects current information.

### **Transcript Requests**

To request an official transcript, a student or parent is asked to complete a "Request for Transcript" form available from the Registrar's Office, or on the school website here: Transcript Request. Official, sealed copies of transcripts are mailed directly to the institution requiring them. Transcript requests other than those for colleges may be requested from the Registrar by completing the Request for Transcript form available through our website. Unofficial, unsealed copies of transcripts will be available to students and parents upon request from the College Counseling Center or the Registrar.

### **ACADEMIC SUPPORT CENTER**

Contact: Anne Hagge, Director of Student and Academic Support 503-721-7707

[anne.hagge@smapdx.org](mailto:anne.hagge@smapdx.org)

Cora Orme, Academic Support Specialist

Michael Navarro, Student Success Specialist

The Academic Support Center is staffed by St. Mary's teachers and provides students with the opportunity to improve their academic success. Academic support is given through study skills, workshops, and individual assistance.

Regular individual tutoring can be arranged with NHS students through Cora Orme. Drop-in tutoring is available during lunch. Under specific circumstances, a Study Block is arranged with administrative approval. Contact the Director of Student and Academic Support for more information.

## **ADMISSIONS**

Contact: Jen Bash, Director of Admissions  
503 721-7725 [jen.bash@smapdx.org](mailto:jen.bash@smapdx.org)  
Kelsey Hui, Associate Director of Admissions  
And Summer Program Director 503-721-7728  
[kelsey.hui@smapdx.org](mailto:kelsey.hui@smapdx.org)

## **Prospective Students**

The Office of Admissions facilitates the application process and serves as the primary point of contact for all prospective families. It is responsible for scheduling shadow visits, guiding families through the application process, and planning events such as Open House, CYO Nights, Placement Exam, Family Interviews, and Welcome Night. To apply to St. Mary's Academy, families submit an online application, a student and parent questionnaire, middle school transcripts, teacher recommendations, and a \$65 application fee. Applicants are evaluated holistically, and acceptance is generally based on the student's potential for completing a challenging college preparatory program as well as St. Mary's ability to meet the student's needs.

## **Prospective Dates**

These dates are key to prospective students seeking admission in the coming year:

- October 10, 2021 - Open House
- December 4 & 8, 2021- Placement Exam (Exam is offered twice; students need only be present on one day.)
- January 14, 2022- Admission and Financial Aid Applications due
- January 24, 2022- Scholarship applications due
- January 27, January 29, February 2, 2022- Family Interviews
- March 11, 2022- Decision Letters Mailed
- March 30, 2022- Attendance Confirmation Agreements Due

## **BOOKSTORE**

Contact:

Ellen Tevik, Bookstore Coordinator  
[ellen.tevik@smapdx.org](mailto:ellen.tevik@smapdx.org)

St. Mary's Academy Bookstore Portal provides families with specific textbook information and direct links to new and used books through various marketplace vendors. This enhanced portal makes it easy to shop for the correct books at various price levels. The Portal can be accessed through our website under the Academics menu.

Which Textbooks to Order: Students use their class schedule and the information on the Bookstore Portal to identify which classes and books they need.

Which Apps to order:

- Required all-school Apps are provided by the school and distributed directly through student iPads.
- Department required Apps will be listed on the Department's webpage or teachers may provide more specific information during the first weeks of school.

Information regarding prices and/or billing for particular books can be found in the description for each test/app. No on-site schoolbook buyback is hosted at the end of the school year.

## **COMPUTER TECHNOLOGY POLICY**

Contact: Brette Doyle, Technology Director  
[brette.doyle@smapdx.org](mailto:brette.doyle@smapdx.org)

Liane Rae, Assistant Principal, Curriculum Design and Instruction [liane.rae@smapdx.org](mailto:liane.rae@smapdx.org)

<https://www.stmaryspdx.org/academics/technology/tech-forms-documents/responsible-use-policy>

## **Fax Machine**

The school's fax machine is not available for student use. Student papers, permission forms, homework or information needed for projects or student research should NOT be faxed to the school.

## **LIBRARY**

Contact: Ellie Gilbert, Director of Instructional Media and Educational Technology  
[ellie.gilbert@smapdx.org](mailto:ellie.gilbert@smapdx.org)

The library (The Hive) is open every school day for student use. Hive hours extend 30 minutes before and 30 minutes after the school day but staffing by parent volunteers (when available) may extend the library hours until 5:30PM. Monday through Thursday. Materials are checked out for four-week periods and

can be renewed. The Hive does not charge late fees for overdue books nor fines for lost books.

## HONOR SOCIETIES

Membership in the four St. Mary's honor societies reflects a student's passion and commitment to the highest standards of education and artistic excellence, and character. Membership in an honor society is a result of class work and in most cases accumulated hours of participation in a particular field. To learn about the criteria for membership for each society, please contact the advisor in the Fall. Applications are reviewed in April and May.

### NAHS: National Art Honor Society, Chapter 3219

Contact: TBA

Faculty Advisors, TBA

The National Art Honor Society recognizes the achievements of high school visual arts students. NAHS is sponsored by the National Art Education Association. Membership is based on art scholarship, leadership, character, and service. New members are accepted in the spring. Points are awarded for authorized activities and student forms are collected each spring. A senior with sufficient points may wear the rainbow-colored cord at graduation.

### National Honor Society, St. Catherine of Siena Chapter

Contact: Patty Gorman, Faculty Advisor

[patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org)

Membership in the St. Mary's chapter of the National Honor Society is an honor bestowed upon a student who meets the highest standards of scholarship, leadership, service, and character. In March, juniors and seniors who meet the criteria of scholarship are invited to apply for admission to the National Honor Society. Students must have at least a 3.6 unweighted GPA and a combination of advance coursework. A faculty committee reviews the applications and makes a final decision based on information provided by the applicant and St. Mary's Academy. Once inducted, National Honor Society members are expected to uphold the standards of scholarship, leadership, service, and character at all times.

### ITS: International Thespian Society, Troupe #5277

Contact: Shannon More, Troupe Director

[shannon.more@smapdx.org](mailto:shannon.more@smapdx.org)

The International Thespian Society is the honorary society for high school theatre students. "Thespians"

is a part of The Educational Theatre Association and has been working since 1929 to honor excellence among students of theatre and support the work of theatre educators. Students who participate in a prescribed number of hours in theatre (in and out of St. Mary's Academy) may apply for membership. Applications for membership are reviewed each spring.

### Tri-M National Music Honor Society, Chapter 5494

Contact: Kathy Briggs, Faculty Advisor

[kathy.briggs@smapdx.org](mailto:kathy.briggs@smapdx.org)

Tri-M is the International honor society recognizing secondary music students for their musical ability, academic excellence, school involvement, and community service. Students enrolled in a music performance course at St. Mary's are welcome to apply for membership. Applications for membership are reviewed each spring.

## OUTDOOR SCHOOL

Contact: Michele Taylor, Dean of Student Leadership and Activities 503-228-8306

[michele.taylor@smapdx.org](mailto:michele.taylor@smapdx.org)

St. Mary's Academy endorses the Oregon Trail and the Outdoor School Program, operated under the auspices of the Multnomah Educational Service District. Freshmen may qualify in the spring for the position of counselor at Oregon Trail and sophomores, juniors, and seniors may qualify for the position of junior counselor at Outdoor School in the fall or spring if they have all of the following:

- A cumulative 2.75 GPA, a grade of C or better in each class from the previous semester, a current grade of C or better in each class and a good attendance record (eight or fewer absences in a semester and three or fewer tardies to a class).
- Students are expected to meet with each of their teachers prior to leaving for Outdoor School, make arrangements for projects and tests, and submit all homework assignments upon their return.
- Students earn a P/NP and .25 academic credit for Outdoor School.
- Seniors may not attend Outdoor School after May 3.
- Students may apply to attend one week in the fall session and one week in the spring session.
- Students participating in athletics or extra-curricular activities at St. Mary's must plan

their participation in outdoor school outside their school sport season or extra-curricular activity.

- Students who attend Outdoor School in the fall and wish to attend in the spring of the same academic year must have a grade of C or higher in each class from the previous semester and a current grade of C or better in each class.

## STUDENT LIFE

Office of Student Leadership and Activities

Contact: Michele Taylor, Dean of Student Leadership and Activities

503-721-7723 [michele.taylor@smapdx.org](mailto:michele.taylor@smapdx.org)

Jessica Acee, Director of Student Leadership and Activities

[jessica.acee@smapdx.org](mailto:jessica.acee@smapdx.org)

Iris Martin, DEI Specialist

[iris.martin@smapdx.org](mailto:iris.martin@smapdx.org)

Leadership is a core component of the St. Mary's Program. There is a wide array of leadership opportunities and they are embedded in every aspect of our school. Some examples are directing programs, diversity, equity, inclusion and anti-racism leadership, student council member, being a school ambassador, mentoring younger students, or being a team captain.

All advanced level leadership positions require that students sign a memorandum of understanding (MOU). This document holds students to highest level of integrity as an advanced leader within the school.

### Advanced Leadership Endorsement

St. Mary's Academy has been graduating leaders since 1859 and we have the distinct honor of being the first high school in Oregon to award seniors an Advanced Leadership Endorsement upon graduation.

Our leadership opportunities are varied and widespread, ranging from being captain of a sports team to directing over 100 students in committee work to achieve a desired outcome. While most student leadership opportunities develop organically—in multiple places and with a variety of leadership mentors/advisors—there are many students who have chosen a deeper dive into leadership during their journey at SMA. The Advanced Leadership Endorsement ensures students are able to tell the story of their leadership experience to colleges and employers by identifying what skills they have gained, speaking to those skills, and receiving a credential as evidence.

We believe that the Endorsement will be one of the many ways SMA students can differentiate themselves in a competitive world.

Requirements include leadership experience, community service hours, and participation in leadership trainings. As part of the cohort, students will reflect on their leadership experience, create a Linked-In profile, compile examples of their work, and present in front of a panel of women leaders. Students declare their intent to pursue the endorsement at the end of second semester their junior year.

### Student Initiative

Students who wish to initiate a special project, new club, activity, or organization are encouraged to contact the Dean of Student Leadership and Activities to learn about the steps involved in the approval process

### Assemblies

Assemblies are extensions of the St. Mary's educational program and thus reflect the philosophy of the school. If students wish to propose a program for an assembly, they are invited to submit their written proposal to the Dean of Students. Students may be asked to work with the Student Leadership Coordinator, Student Council, and/or the Student Review Board in refining the program for public presentation. Attendance at assemblies is mandatory.

Students, with the exception of seniors, sit with their TA in their assigned section. Respect, courtesy, and attention are expected at all assemblies. No food, drinks or electronics are allowed at assemblies.

### Clubs/Organizations

St. Mary's has over 40 organizations and clubs that enrich student life. These range from affiliation with national organizations to those generated by the student initiative process. Information about all these activities is made available to students throughout the school year by spoken and written communication and through the Office of Student Leadership and Activities. Interested students are invited to contact the Dean of Student Leadership and Activities about opportunities for student participation and/or formation of new clubs or organizations.

### Student Activities Honor Cord Program

Students who actively participate in student government, clubs and activities at SMA can accumulate hours toward an Activity Honor Cord. The cord is not for a specific activity (i.e. a "student govern-

ment”); rather it is recognition for participation in a variety of SMA activities. Students will be awarded their cord at the end of their senior year. A fee for the cord is required when applying for the cord.

### **Dances**

St. Mary’s encourages students to bring friends from other schools to the dances. At the fall dance there is no limit on the number of friends a student can bring from other Catholic Schools. At the winter semi-formal and prom students may each invite one guest. St. Mary’s students must complete and submit a guest registration form to the leadership office by the specified deadline for each dance. Guest Pass forms can be picked up in the front office or on the SMA website. Completed Guest Pass forms can be dropped off in the Front Office or the Student Leadership office. All guests must be at least in the 9th grade and may not be more than 20 years old. Guests will be required to show their current picture (student) I.D. card upon check-in. If an SMA student is not arriving with her guests, they should wait at the check-in table until their guests arrive.

Students are expected to model and observe the following rules at school dances:

- Students are expected to adhere to the code of conduct of St. Mary’s Academy.
- In order to attend an SMA dance, a student must be in attendance for the full day prior to the dance.
- Dress code for informal dances is the same as the school dress code.
- Appropriateness and good taste are the two guiding principles for formal dance attire.
- Guests are expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest.
- For the Winter Semi-Formal and Prom, doors open at 8:00P.M. and close at 9:00P.M. Students may leave the dance at 10:30P.M. Dances end at 11:00P.M.
- A breathalyzer is used at each dance. The use of the breathalyzer is to support alcohol-free attendance for all students.
- Formal dances: The Winter Semi and The Prom are formal dances. They are held off site. Tickets are purchased at school during the weeks prior to the dance. No SMA student or her guest may purchase tickets at the door. Information about dances is provided to students well in advance of

the event.

- A detailed informational letter will be sent to parents and students prior to each dance.

Office of Dean of Students

Contact: Patty Gorman, Dean of Students  
503-228-8306 [patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org)

The Dean of Students offers direction, communication, support, and counsel to the overall student life program including attendance, campus ministry, community service, discipline, counseling, athletics, and the teacher advisor program.

### **ATHLETICS**

Contact: Anna Maria Lopez’78, Athletic Director  
503-721-7714 [annamaria.lopez@smapdx.org](mailto:annamaria.lopez@smapdx.org)  
Sanjay Bedi, Assistant Athletic Director  
(503) 721-7737 [sanjay.bedi@smapdx.org](mailto:sanjay.bedi@smapdx.org)

St. Mary’s Academy subscribes to the policies, rules, and regulations of the Oregon School Activities Association (OSAA), the Three Rivers League, Oregon Girls Lacrosse Association, (OGLA) Oregon Inter-scholastic Ski Racing Association, (OISRA), Oregon High School Nordic Ski Organization (OHSNO), the St. Mary’s Athletic Department, and the coach of record. St. Mary’s offers young women the following opportunities to participate in the following sports:

- Alpine Skiing
- Basketball
- Cross Country
- Soccer
- Swimming
- Tennis
- Golf
- Track & Field
- Lacrosse
- Nordic Skiing
- Volleyball

### **Eligibility**

A student athlete’s eligibility is based on the following criteria:

- Enrolled at St. Mary’s Academy in accordance with the eligibility rules of OSAA [[www.osaa.org](http://www.osaa.org)]
- Enrolled in and passing at least six classes and earning at least a 2.0 GPA for the current/most previous semester
- Earned passing grades in all classes at the semester

- Completed the online registration process through the Family ID portal, turned in the state-mandated School Sports Pre-participation Examination and St. Mary's Athletic Commitment Agreement and paid the \$175 participation fee to the Athletic Director before the first day of try-outs/practice,
- Returned all uniforms and equipment issued during previous sports seasons,
- Read and follow the procedures and guidelines set forth in the St. Mary's Academy Student Athlete Handbook available on our website under Athletics.

### Attendance

Student athletes must be present for the entire school day in order to participate in athletic practices, competitions or other team functions. Students tardy more than 10 minutes to the first class of the day or who are late to the class after break or lunch will not be able to play or practice. Student athletes are required to observe the attendance guidelines related to prearranged absence, excuses, verification from a physician or dentist for medical appointments, signs, and completion of detention as outlined in the Student Athlete Handbook.

Students on St. Mary's athletic teams are expected to attend all practices and competitions throughout the season and make the SMA team their first athletic priority during the sport season. Students participating in Outdoor School must plan their participation in this activity outside their school sport season(s). Participation in outside activities, including club sports teams & jobs, must be secondary to the student's in-season, school sport. Students not completing an athletic season will not be allowed to participate on future St. Mary's athletic teams; for further information regarding this policy contact the athletic director.

### Transportation

Student athletes are required to observe guidelines related to transportation. Please refer to Transportation.

### Weight Room

The weight room is available at posted times. Students and staff wishing to use the weight room are required to:

- Use the weight room only when a qualified adult supervisor is present.

- Students, faculty and staff are expected to comply with the posted rules.

### CAMPUS MINISTRY

Contact: Maura Timoney-Deville'09,  
Director of Retreats 503-721-7729

[maura.timoney@smapdx.org](mailto:maura.timoney@smapdx.org)

Randy Kollars, Director Liturgy

503-228-8306 [randy.kollars@smapdx.org](mailto:randy.kollars@smapdx.org)

Caitlin Whitty'08, Director of Service

503-721-7739 [caitlin.whitty@smapdx.org](mailto:caitlin.whitty@smapdx.org)

Campus Ministry supports students in deepening their relationship with God through retreats, liturgies, prayer, community service, and spiritual direction. St. Mary's Academy's mission and roots are in the Catholic Church and offer each young woman, through liturgies, retreats and service activities, the opportunity to explore and to develop her spiritual values and her personal relationship with God. Students of all faiths have a home here. Time for reflection, special masses, and prayer services are part of regular school life. Some students may become involved in the Ministry Leadership Team planning liturgical celebration. Participation in this team earns .25 credit per semester.

### Liturgical Celebrations

All-School Liturgies are held throughout the school year to allow students the opportunity to pray together and to celebrate religious seasons, St. Mary's Founders' Day, and special occasions. Attendance at these liturgies is required and students are expected to dress up.

Students are encouraged to participate in the weekly mass; however, students may opt to study during the mass/study time. Students who take advantage of the study option are expected to follow these guidelines:

#### Mass/Study

- Students use the time for quiet, individual study, not group study.
- Students, with a note from a teacher, may make up a test or be tutored by a teacher.
- Students may not bring food or drink to study.
- Students remain in designated study areas the entire block.
- Computer labs and the library are not available for student use.

## Holy Days of Obligation/Holy Days

St. Mary's Academy makes every attempt to provide a liturgy for students on Catholic Holy Days of Obligation. If we are not able to provide a liturgy on these days, students are encouraged to participate in their own parish.

Students who wish to observe holy days in their religious tradition may be excused from school with a note from a parent prior to the absence.

## Retreat Program

**Freshman Retreat:** In October of 2021, the freshman class will participate in a day-long retreat which focuses on the full development of the human person and introduces the SNJM charism and core values to the freshmen. This retreat is connected to the first semester Freshman Journey Program.

**Sophomore Retreat:** This January, the sophomore class spends 24 hours together at an off-site retreat center to reflect on who they are, who they are becoming as a member of the St. Mary's community, and their place in the community. All sophomores are expected to attend and participate. The day is filled with fun, discussions, prayer, sharing, and celebration.

**Junior Encounter:** St. Mary's offers six encounter retreat experiences. Each Encounter is 2½ days and is held off-site. Seniors and Juniors are highly encouraged to participate in one of the encounters. Through prayer, reflection, and large- and small-group sharing, students focus on their relationship with self, family, friends, their classmates, and God.

**Senior Metanoia:** One senior metanoia (retreat) is held each year in the spring. This two-day experience is a wonderful opportunity for seniors to reflect on their time at St. Mary's, their relationships, and their preparation for life after high school.

## Service Program

Contact: Caitlin Whitty '08, Director of Service  
503-721-7739 [caitlin.whitty@smapdx.org](mailto:caitlin.whitty@smapdx.org)

The Community Service Program, a tradition at St. Mary's Academy, aims to foster a life-long commitment to serving others. While St. Mary's does not have a yearly requirement for graduation, involvement in community service activities away from school is part of the school's mission and is highly encouraged. The Service Coordinator matches students' interests and skills with needs in the community. Currently the following are some

individual and group opportunities available for service:

- Holiday luncheon for the elderly, NW Pilot Project (December)
- Christmas baskets through TA (St. Vincent de Paul)
- Giving tree during December (JOIN)
- Food, clothing, toiletry drives in November and April
- Immersion retreats in Old Town (JOIN)
- Portland Plunge (summer through JOIN)
- Recreation with medically fragile teens through Providence Child Center
- Many other service opportunities are available throughout the year and are posted for all students.

Students involved in the Campus Ministry and Service plan many of these service projects and encourage their classmates to participate.

## Christmas Giving

Each year St. Mary's Academy gathers items for families and agencies in the Portland area to help provide food and gifts for Christmas. TAs usually go above and beyond these suggestions to make Christmas truly special in the lives of these families in need. This school-wide effort is a way that the entire St. Mary's family, students, parents, teachers, staff members, board members, and alumnae can offer service to the community.

## Service Honor Cord Program

As a way to honor, recognize, and encourage students who make a commitment to serve others, St. Mary's offers the SERVICE HONOR CORD PROGRAM. Each fall the application process and criteria for the Service Cord is made available to students. Documentation of service is due each year to the campus minister for service on or before the first Friday in April. Contact the Campus Minister for Service or see the SMA website for more details about the Service Cord.

[www.smapdx.org/student-life/campus-ministry/service](http://www.smapdx.org/student-life/campus-ministry/service)

At the Awards Night in May, seniors who meet the criteria of the program will receive an honor cord in recognition of their extraordinary contributions to their community through service. This cord may be worn at graduation.

## **CODE OF CONDUCT**

Contact: Patty Gorman, Dean of Students  
503-228-8306 [patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org)

Based on the teachings of Christ and in the tradition of the Sisters of the Holy Names of Jesus and Mary, St. Mary's Academy expects each student to demonstrate Christian and ethical behavior by making positive contributions to the school community. Respect for self, other students, teachers, staff, the learning environment, personal property of individuals and the school, and compliance with established school regulations and policies are vital components for the growth, development, and good order of our Christian community.

In order to maintain a positive environment, a St. Mary's student demonstrates the following acceptable student behaviors that include, but are not limited to:

- Respect for the mission, tradition, policies, and procedures of St. Mary's Academy,
- Respect for the health and well-being of others by refraining from any type of physical violence, bullying, hazing, gossip, shunning or intimidation,
- Respect for self and others by refraining from language or images on any social media platform that is threatening, demeaning, intimidating, insulting or in any way adversely impacts a member of the St. Mary's Academy community,
- Respect for self, and others by her actions and language, both written and spoken, including refraining from language which is threatening, intimidating, insulting, demeaning, immoral, vulgar, profane, or obscene,
- Respect for ethnic, racial, and social backgrounds of self and others, as demonstrated through use of language and by demonstrating openness to learning and understanding the perspective of others,
- Respect for religious beliefs, traditions, and ceremony by demonstrating reverence during liturgies, prayer services, prayer, class discussions, and toward expressions of religious beliefs,
- Respect for the property of students and the school by refraining from theft or vandalism and by using materials, equipment, and resources carefully,
- Respect for self and civil law by refraining from providing, possessing or using illegal substances of tobacco, alcohol, or drugs,
- Respect for personal integrity by turning in her

own work on tests, projects, and assignments, citing sources correctly, and obtaining valid signatures when required,

- Respect for the learning environment by being on time, prepared for class, being attentive in class, by making positive contributions to class discussions, and projects and by complying with procedures and expectations of classroom teachers and staff,
- Respect for the environment by eating and drinking in designated areas, cleaning up after herself, and using the recycling receptacles,
- Respect for the safety standards of the school.

St. Mary's Academy recognizes and respects that feelings of affection exist between students and that relationships are an important part of life.

However, in order to maintain a professional and academic school environment, St. Mary's students should refrain from excessive public displays of affection. Examples of public displays of affection include close physical contact such as sitting on laps, excessive hugging or touching, and kissing. Repeated or inappropriate behavior in this regard may result in a disciplinary consequence including suspension or expulsion.

### **Consequences**

Students who violate school rules, regulations, and the code of conduct will face consequences commensurate with their actions and will be subject to appropriate discipline and include the following: detention, a loss of open-campus privilege, performance of school service, loss of credit, loss of extra-curricular eligibility, membership in SMA honor societies, participation in student government, a plan of assistance involving student, parents, teachers, and administrators referral to an intervening agency or official, and/or suspension and expulsion. Parents will be notified of serious infractions, consequences, and disciplinary action.

A student expelled from St. Mary's is excluded from all St. Mary's events and from coming onto school property.

School rules, regulations, and policies apply at school-sponsored events on and off campus. Although the school cannot assume responsibility for students' conduct when they are outside the school's jurisdiction, students should remember that, at all times, they are responsible for the good name of St.

Mary's Academy. A student involved in conduct detrimental to the reputation of the school may be liable to disciplinary action.

St. Mary's reserves the right to suspend or expel a student who is being investigated for criminal activity. St. Mary's reports suspensions and expulsions to colleges whether they occur before or after an application has been submitted. (See College Counseling.)

### **Dangerous Weapons**

Students are prohibited from possessing, carrying, exhibiting and displaying weapons, firearms, explosives, mace, pepper spray, knives, pocketknives, or other dangerous objects while on school property or at school-sponsored events. Any device that is used with the intent to harm, threaten, or harass is considered a weapon. Oregon law requires a mandatory year's expulsion for possessing a weapon. Under ORS 339.315, schools must report expulsions for weapons and other serious offenses.

### **Search and Seizure**

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

### **Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Department of Human Services (DHS) and/or law enforcement officials may exclude school personnel from the investigation procedures and may prohibit school personnel from contacting parents.

### **Discipline Due Process**

When a student violates the Code of Conduct, she will be subject to the following process:

**Step 1:** The teacher will meet with the student to review acceptable behavior expectations; teacher may notify parent.

**Step 2:** The student will have a conference with the Dean of Students. This conference may include the student's teacher and/or parents. Parents will

be notified of serious infractions, consequences, and disciplinary action.

The student may appeal the decision to the Principal, who if she deems appropriate, may convene an Appeals Committee.

Factors such as seriousness, location, and frequency of the violation may alter the steps in the process.

### **Appeal Process**

Students and parents who wish to appeal a decision are expected to review the code of conduct and to follow the steps involving due process before initiating an appeal. Once initiated, students and their parents follow these steps through the appeal:

- Make a request for an appeal in writing within two weeks of notice of disciplinary action.
- Address the letter of appeal to the Principal.
- Present the appeal to the Appeals Committee, appointed by the Principal.
- Accept the decision of the Appeals Committee as final.

### **SMA DRESS CODE 2021-2022**

St. Mary's Academy seeks to maintain an atmosphere that is conducive to the highest quality of academic pursuit and respect of self and others. The manner students are dressed and groomed contributes to this atmosphere. The school dress code is based on a readiness to come to engage in the work of school, respect, neatness, cleanliness, "good taste," and safety. Students are expected to dress for the school day, not for after school activities and to be noticeably dressed better for school than for play, exercise or recreation. The following specific guidelines are in effect at all times while on campus, during digital learning sessions or while participating in school-sponsored trips and events.

### **Dress Code Guidelines:**

- Shirts and pants or skirts must overlap enough to provide coverage of the midriff and back when arms are raised above the head.
- Sleeveless tops may be worn if they provide enough coverage for SMA guidelines. Halter-tops, tube tops, one shoulder tops, and off the shoulder tops are not acceptable. Sheer blouses are acceptable if worn over an opaque layer that meets SMA guidelines. The straps of tank tops may be no less than three inches wide. In addition, the neckline is to be no lower than two inches from

the top of the collarbone (two inches is approximately three fingers). The back of the top should provide enough coverage that skin is not visible.

- Shorts must be within 6 inches of the top of the knee; skirts must be within 2 inches of the top of the knee. Slits in skirts may not extend more than 2 inches from the top of the knee. Opaque tights or leggings must be worn with any skirt that might appear shorter than the dress code allows.
- Athletic shorts, exercise pants, biking pants, workout pants, and spandex may be worn at the discretion of the instructor for PE, strength and conditioning, yoga, dance, and athletic practice, but are not appropriate for school. Yoga pants are acceptable as long as they are moderate-to-loose fitting and opaque. Leggings are allowed. Tights may not be worn without a tunic-length top that covers both the front and the back.
- Writing on clothing must be appropriate for the SMA environment. No writing, logos, or designs are allowed on the seat of shorts, pants, sweats etc.
- No boxer shorts, pajama bottoms or pants in the style of pajama bottoms may be worn to school.
- Clothing should be in good repair; no holes, tears, or frayed ends. If you are wearing a style of clothing intentionally manufactured with rips and holes, you must wear tights or an opaque layer underneath to provide coverage.
- Shoes must be worn. Students are encouraged to choose shoes that are appropriate for climbing stairs.
- Days of all-school liturgies and other special occasions are designated as dress-up days. These are school days where a more formal appearance is expected of students out of respect for the special purpose of the day.
- Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards.

### **Dress Code for Dances**

- Informal dances are those held in the school. The dress code for these is the same as listed above.
- Modesty and good taste are the two guiding principles for the formal dances –Winter Semi and Prom.

St. Mary's Administration retains the right to interpret the dress code. The first dress code violation

results in a warning. The second dress code violation results in a 30-minute detention. The third dress code violation and beyond will require the student serve a 60-minute detention. A serious dress code violation may require a student to wear clothing provided by the school.

## **COUNSELING DEPARTMENT**

Personal and Academic Counselors

Anne Hagge, Director of Student and Academic Support

503-721-7707 [anne.hagge@smapdx.org](mailto:anne.hagge@smapdx.org)

Robin Eisenbach, Counselor, 503-721-7722  
[robin.eisenbach@smapdx.org](mailto:robin.eisenbach@smapdx.org)

Jourdan Ellis '06, Counselor, 503-721-7722  
[jourdan.ellis@smapdx.org](mailto:jourdan.ellis@smapdx.org)

Kerri Kelvin, Counselor, 503-721-7713  
[kerri.kelvin@smapdx.org](mailto:kerri.kelvin@smapdx.org)

Three counselors are available as resources to students and their parents. The counselors support and assist students with personal and academic issues as they develop and grow during their time at St. Mary's. Students are assigned a counselor by TA. TA counselor assignments are located below.

This counselor is the student's primary counselor, but any counselor is available to meet with a student about personal and/or academic issues or a combination of both.

Communication between a student and counselor is in general confidential though information may be shared with the counseling team to provide continuity of care and ongoing support. As mandated reporters, there are exceptions to confidentiality in areas regarding abuse or harm to self or others. In these situations, as required by state law, counselors must notify certain authorities. Counselors may also notify administrators, faculty, and/or parents. Students may be referred to a resource in the community. Students have full access to school counselors without permission of parents, unless parents specify in writing to the contrary. Parents are encouraged to contact the counselors, the Director of Student and Academic Support or the Dean of Students if they become aware of a serious condition that affects their daughter's life at school.

In the event that a student is seeing a mental health professional outside of school, St. Mary's reserves the right to require a "Release of Information" in order

to work with the professional in providing a supportive environment for the student. Students involved in self-destructive behavior, self-harm, substance abuse, suicide ideation, eating disorders, are strongly encouraged to be receiving professional mental health treatment in order to remain at St. Mary's Academy.

## **COLLEGE COUNSELING**

Contact:

Karlen Suga, Director of College Counseling

503-721-7712 [karlen.suga@smapdx.org](mailto:karlen.suga@smapdx.org)

Courtney Best, College Counselor

503-721-7711, [courtney.best@smapdx.org](mailto:courtney.best@smapdx.org)

Carolyn Gazeley, College Counselor

503-721-7731 [carolyn.gazeley@smapdx.org](mailto:carolyn.gazeley@smapdx.org)

Erica Wells, College Counseling Program

Coordinator 503-721-7716 [erica.wells@smapdx.org](mailto:erica.wells@smapdx.org)

St. Mary's offers a comprehensive college counseling. The college counseling staff works with students by visiting classes the freshman and sophomore years and meets individually with students beginning their junior year. The goal is to assist each student in finding the college that is the best fit based on her needs and interests. The college counselor for each TA is listed under the Counseling section. Services provided by the college counseling office include:

- Visits to freshman and sophomore classes to discuss college and answer questions,
- College nights for sophomore, junior and senior students and their families,
- Financial aid night for junior and senior families,
- Access to Naviance, a web-based college information system,
- Hosting over 100 college representatives each fall,
- Website providing access to newsletters, forms, and timelines,
- Transcript and letter of recommendation submission during the application process,
- Membership in the National Association of College Admissions Counseling and the Pacific Northwest Association of College Admission Counseling.

St. Mary's Academy reports suspensions and expulsions to colleges whether they occur before or after an application has been submitted. If a student receives a suspension at any point during her high school years, she should be prepared to draft a statement that explains the situation and focuses on personal realizations in response to what transpired.

## **ATTENDANCE**

Contact: Kenzie D'Ambrosio

503-228-8306 [kenzie.dambrosio@smapdx.org](mailto:kenzie.dambrosio@smapdx.org)

St. Mary's Academy uses an electronic system for recording and tracking attendance, as well as notifying parents of student absences. Attendance is taken within the first 15 minutes of each block. If a student is marked "absent", it means we have not heard from a parent excusing the student from class. An email alerting parents of the student's absence will be sent to all parent emails associated with the student's account. Students will also receive an absence alert email at their SMA email account if they are marked "absent". However, we must hear directly from a parent in order to excuse the absence or tardy.

To alert the school that your student will be absent or tardy (more than 10 minutes late to class), please email [attendance@smapdx.org](mailto:attendance@smapdx.org).

Please include a reason for the absence or tardy. Your student may reach out to their teachers to get caught up on work or to let them know that they will be missing class time, but the school must hear from a parent for any absence or tardy to be excused program.

## **Pregnancy**

St. Mary's Academy promotes the support of life in policy and practice. Thus, a pregnant student, working in cooperation with her counselor, is encouraged to continue her classes at St. Mary's Academy.

<b>College and Personal Counselor Teacher Advisor Assignments</b>	
<b>TA</b>	<b>College/Counselor</b>
<b>Freshmen</b>	
Katie Cassidy	Gazeley/Eisenbach
Alison Gaines	Gazeley/Eisenbach
Jim Haster	Gazeley/Eisenbach
Anne Hainley	Suga/Ellis
Dena Stock-Marquez	Suga/Ellis
EK Metsker	Suga/Ellis
Rosie Blanton	Best/Kelvin
Francesca Duncan	Best/Kelvin
Julia Grieve	Best/Kelvin
<b>Sophomores</b>	
Dana Dominquez	Gazeley/Eisenbach
Kirk Ellis	Gazeley/Eisenbach
Maria Fleming	Gazeley/Eisenbach
Cindi Hounton	Best/Kelvin
Brian Kelley	Best/Kelvin
Alexis Lund	Forde/Marquardt
Ian Park	Suga/Murphy
Art Rojas	Suga/Murphy
TBA	Suga/Murphy
Carrie Yerton	Best Kelvin
<b>Juniors</b>	
Maureen Daschel	Gazeley/Eisenbach
Anu Deshpande	Gazeley Eisenbach
Rachel Gardner	Best/Kelvin
Julia Stadler	Best/Kelvin
Rachel Sloan	Best/Suga/ Ellis
Matt Vannelli	Suga/Ellis
Ashley Whitty	Suga/Ellis
<b>Seniors</b>	
Ashley Reverman	Forde/Marquardt
Kevin Franks	Forde/Marquardt
Donald Housley	Forde/Marquardt
Mimi Loser	Gazeley/Eisenbach
Joan Nyland	Gazeley/Eisenbach
Ben Peterson	Forde/Marquardt
Shannon Sonn	Suga/Murphy
Marsi Thelin	Suga/Murphy
Camile Vincent	Suga/Murphy
Jessica Zoller	Gazeley/Eisenbach

## **FEES & FINANCIAL AID**

Contact: Emily Stotts, Director of Finance

503-721-7721 [emily.stotts@smapdx.org](mailto:emily.stotts@smapdx.org)

Here is a list of typical annual fees at St. Mary's Academy:

Enrollment Fee	\$350
Tuition	\$16,475
Academic Fee	\$300
Books	\$500
	(ranges from \$400 -\$600)
Graduation	\$240
Athletics	\$175 (per sport)
Encounter	\$90
Sophomore Retreat	\$40
FACTS Enrollment Fee	\$20-\$50

### **Athletes**

The Athletic Department offers one option to the per-sport fee above. Athletes can earn a designated number of points by selling Chinook Books. Contact the Athletic Department for more information.

### **All Students**

Tuition payments must be current whether the payments are made annually, by semester, or monthly. Students whose tuition accounts are not current (a) will not be permitted to enroll for the next semester until the account is current, and (b) will not be permitted to take final exams until the account is current. The deadline for making up all final exams is 10 days after the exam.

### **Graduating Seniors**

Seniors must be cleared by the Finance Office in order to participate in senior events and the graduation ceremony.

### **Tuition Refund Policy**

Students are accepted with the understanding that they will remain enrolled at St. Mary's Academy for the entire academic year. The school consequently makes its commitments to the faculty/staff and contracts for services on a yearly basis according to the number of students enrolled at the beginning of the academic year. The school is not relieved of its responsibilities and obligations when a student withdraws or is dismissed. Therefore, it is understood by the parents/guardians and the school that in the event a student does not complete the academic year, the parents/guardians are still obligated to pay in full any tuition balance as provided for in the refund

policy below. Parents/guardians must complete the registrar's paperwork formally withdrawing their student before the withdrawal is official.

**Tuition Policy:** It is the policy of St. Mary's Academy not to refund pre-paid tuition after February 28th. Regarding students who make a decision to withdraw from St. Mary's Academy prior to March 1st and have pre-paid tuition, the tuition refund will be prorated based on the month of withdrawal.

**Registration Policy:** St. Mary's Academy requires a registration fee to reserve a spot for the student for the following academic year. The school regards the payment of a registration fee as a commitment to attend St. Mary's Academy and uses this commitment when determining staffing. Therefore, it is the policy of St. Mary's Academy not to refund any or all of the registration fee. At the time of the payment, you will also set-up your 2022-2023 payment plan in FACTS.

**Financial Aid:** Families must apply annually to be considered for financial aid. Returning students 2022-2023 financial aid applications are due April 1, 2022.

### **Other Questions:**

For information related to scholarship applications, financial aid applications, and/or atypical fees, students and their parents are invited to call the Director of Finance.

## **HALLS**

Students are to be in their assigned class during the entire period. Seniors during their senior study privilege are expected to be in the library, student commons, the cafeteria, or to have left the building.

Rules of courtesy and safety apply to hallways. No food or drink is permitted in hallways during lunch (except for senior hall). Students may have food or drink in the halls at other times but need to dispose of all litter. Students are to eat lunch in the cafeteria, in the student commons, in classrooms for club or activity meetings or off campus. Ninth and tenth graders do NOT have off-campus privileges.

Safety regulations prohibit the leaving of items in halls. Items left in the halls will be removed and stored in the attendance office or the office of the Dean of Students.

Due to the proximity of classrooms and the library, students may congregate on the outside front stairs and courtyard before school, during lunch and after

school, but not during scheduled class time.

## **Senior Customs**

Seniors enjoy customs preserved over the years such as sitting in the first rows at assemblies, wearing red ribbons, and painting a mural in senior hall. While enjoying the traditions and customs that accompany senior year, Seniors are expected to be respectful to other classes and to demonstrate leadership.

## **Student Body Card**

Student body cards are essential for identification and for admission to extra-curricular events.

Photographers will be available during the first month of school to take photos for the student body card and for the yearbook. In case of a lost card, students need to contact the receptionist in the main office. The first replacement card is free, and subsequent replacement cards cost \$5.00.

## **LOCKERS**

Contact: Patty Gorman, Dean of Students  
[patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org)

Lockers are the property of St. Mary's Academy. When students are assigned lockers for book, bag, and coat storage, the locker has been cleaned, and the locker combination has been changed. To maintain the security of the locker, students are urged to keep their locker combinations confidential, and to keep their locker locked at all times. Students may not change lockers without permission from Ms. Gorman. Any problems with the locker need to be reported to Ms. Gorman immediately.

Most lockers for freshmen and juniors have a detachable lock. These locks will be assigned at the beginning of the school year by Ms. Gorman.

The outside of students' lockers may only be decorated with materials pertaining to a school-sponsored club, sport, or organization. Decorations inside lockers are expected to reflect the values of St. Mary's Academy in the use of pictures, language, etc. Students may not decorate their lockers with anything that is permanent or causes damage to the locker. Due to fire regulations decorations on the outside of lockers must be kept to a minimum. Decorations need to be removed when they become outdated or messy.

An additional locker may be checked out at the beginning of each athletic season for storage of athletic gear. These lockers must be cleared out when

the season ends. Student athletes who continue to participate in athletics the next season may keep the locker but must notify Ms. Gorman. An additional locker may also be requested for storage of musical instruments.

Lockers may be inspected routinely for reasons related to maintenance, health, and safety. The school administration reserves the right to inspect any student locker at any time without notification.

## **PERSONAL PROPERTY**

St. Mary's will not be held responsible for the security of any personal items including iPads, laptops and other mobile devices.

### **Lost & Found**

Items lost and found are to be reported to and claimed through the Dean of Students. Due to limited storage unclaimed, items will be forwarded to service organizations monthly.

### **Phones**

Cell phones may be used ONLY before and after school, during break, lunch or passing times. At all other times they must be kept out of sight and turned off otherwise they will be confiscated. Courtesy also requires that they not be used in general areas such as the library, computer labs or front office. Due to concerns about privacy, the camera function on camera phones should be used on school property only with permission of the subject of the photo. In case of illness or an emergency, students should contact the Attendance Secretary who will contact parents; likewise parents who need to contact their daughter in an emergency situation during regular school hours, need to call the Attendance Secretary who will notify the student.

### **Signs and Posters**

Approval of signs and posters must be obtained from the appropriate faculty advisor and the Dean of Students. Timely removal of outdated signs is the responsibility of the person posting the signs.

## **TEACHER ADVISOR PROGRAM**

Contact: Patty Gorman, Dean of Students  
503-228-8306 [patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org)

TA is a supportive community that fosters an atmosphere of respect, where students develop positive relationships, relax together, serve others and pursue personal and academic goals.

The teacher advisor program (TA) has been a part of St. Mary's Academy since 1979. The TA program provides students personal contact with the same teacher advisor throughout her entire four years of high school. It enables the adult advisor to be available to motivate and to track students in the academic, co-curricular, and interpersonal arenas. The TA program is meant to assist students in adjusting to and becoming active members in the St. Mary's Academy community. Building a sense of community and belonging finds its roots in the mission of St. Mary's.

The TA normally meets at least four times a week for 10 minutes, briefly before mass or assemblies, for study and mass/study, and occasionally for a 30-minute period when school projects are occurring (progress reports, report cards, fund-raisers, Christmas baskets, Hands Full of Heart planning, forecasting, etc.). TA time is used for communicating information, coordinating TA, class, and school events, study and celebrating special events.

## **TRANSPORTATION**

Transportation guidelines apply to all trips related to St. Mary's Academy, curricular, co-curricular and extra-curricular activities.

Students are expected to follow these rules of safety:

- submit completed permission form to the school sponsor in advance of the event
- wear safety belts, if available
- remain seated while the vehicle is in motion
- keep heads, arms, or hands inside windows
- converse in normal tones
- be courteous to the driver, fellow students, and passers-by

Students may be subject to disciplinary action for infractions of these safety provisions.

Transportation is usually provided for students via rented buses, school owned vehicles, or in some cases public transportation. Exceptions to these arrangements need to meet the following guidelines:

A student may not transport another student, unless she is an immediate family member.

- With parental approval and advance school-sponsor approval, a student may drive herself to an event. With advance school-sponsor approval, parents may drive their daughter to an event.
- With both families' approval and advance school-sponsor approval, parents may drive their

daughter and the daughter of another family to an event.

- With parental and school-sponsor approval, faculty may drive students to an event.

These exceptions must be cleared with the sponsoring teacher, coach, athletic director, or Dean of Students at least 24 hours in advance.

### **Dropping Off Students**

When dropping off or picking up students at St. Mary's, please think about the safety of your daughter and others. If there is not space on Fifth Avenue at the curb to allow for pick up or drop off, please proceed around the corner to Mill Street to find a space at the curb. Portland police will ticket drivers who do not observe the law. Also, please note that St. Michael's is for private use only. The towing policy that is posted is enforced at all times.

### **HEALTH & SAFETY**

Contact: Patty Gorman, Dean of Students  
503-228-8306 [patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org)

### **ACCESS**

Students with special needs may get an elevator pass from the Attendance Secretary or the Dean of Students. Elevator use is otherwise reserved for school operations.

Access to the building is through the door facing 5th Avenue. Students, school personnel, parents, and visitors may only use the 5th Avenue door. A service door on 5th and Market is used for deliveries and for people needing to enter the building without using stairs. For security reasons all other exterior doors are locked and alarmed and are marked "For Emergency Only." Students who enter or exit through any door other than the front doors are subject to disciplinary consequences.

### **CHILD ABUSE**

If any school employee has reasonable cause to believe that a student is suffering or has suffered from child abuse, Oregon Law (OR 419B.010) requires that the school employee report the situation to the Department of Human Services (DHS). The purpose of contacting the protective social services agency is to prevent further abuse, to safeguard and enhance the welfare of the student, to preserve family life when consistent with the protection of the student, and to stabilize the family.

### **DRUG/ALCOHOL/TOBACCO/ POLICY**

Contact: Patty Gorman, Dean of Students  
503-228-8306 [patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org)

St. Mary's Academy considers substance abuse/chemical dependency a serious medical problem. We realize that substance abuse, especially alcohol abuse, is a significant problem in our society. We strongly support preventative education, which must begin at home. The school will address the problem as both a health and a discipline issue.

St. Mary's strives to be a drug-free institution and considers the possession, use, sale or distribution of alcohol, illegal drugs, legally controlled substances, other intoxicants, or any drug paraphernalia on the campus, in the area surrounding the school, at any student activity, school-sponsored event, or at a time or place involving St. Mary's Academy as a very serious offense and may result in expulsion. Should a student violate this rule, the Dean of Students will:

- Contact parents/guardians
- Conduct an inquiry and determine any support or disciplinary actions that may range from suspension to expulsion
- Notify legal authorities

St. Mary's Academy administration may require a chemical assessment of the student and refer her to an appropriate program. The appointment with the outside agency must be made within 48 hours for the earliest date available. The parents and/or student will sign a "Release of Information Form" allowing the outside treatment center to confer with the school regarding assessment recommendations and follow-up.

The student and parents must agree to participate in any follow-up treatment recommended by St. Mary's and/or a professional treatment center. When recommended, the treatment must be registered to begin as soon as possible.

### **Tobacco Use**

Smoking and vaping are strictly prohibited. Smoking or vaping during school hours is a violation of school policy. (School hours on a school day are from the time a student comes into the downtown area until dismissal.) Smoking and/or possession of tobacco products is prohibited at all school-sponsored events. Outside of school hours, students are to observe a Smoke/Drug Free Zone of three city blocks in every direction around St. Mary's. Students who have

turned 18 must also observe this Smoke/Drug Free Zone. Students who violate this policy will be subject to the following:

- Parents will be informed
- Loss of open campus privilege
- Loss of extra-curricular activities
- Possible referral to outside counseling
- Possible suspension from school

### **Appeal Process (See Code of Conduct Appeal Process)**

### **ANTI-HARASSMENT**

If any administrator, teacher, or staff member has reasonable cause to believe that a student and/or a faculty/staff member is suffering from or has suffered from intimidation or harassment because of religion, sex, sexual orientation, race or ethnicity, color, disability, or national origin, Oregon Law requires that the person report the situation to the Principal. The Principal will investigate the situation and take appropriate action. Confidentiality will be maintained, and no reprisals or retaliation will be allowed to occur because of the good-faith reporting of charges of harassment.

### **ASBESTOS**

St. Mary's Academy has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having the building inspected by accredited inspectors and by having developed a management plan for the control of this substance. The management plan is available for inspection in the Office of the Principal. The Principal serves as the asbestos program manager and may be reached for additional information.

### **BUILDING SECURITY**

The school is open for students at 6:45A.M. each school day. Students who arrive at school between 6:45-7:30A.M. must stay on the first floor unless under the direct supervision of an SMA staff member. At 7:30A.M. students are free to move to other areas of the building. Students who need to stay after 4:30P.M. are required to be in the library or on the first floor unless under the direct supervision of a member of the faculty, staff, or a coach.

The building is not open on weekends and holidays except for athletic events, rehearsals, or specific events supervised by faculty, staff, or administrators.

### **CAMPUS VISITORS**

To ensure that students are safe and that classes are not disrupted, all parents and volunteers are asked to report to the school office upon entering the school. If a family member needs to see a student, the Attendance Secretary or the Dean of Students will get the student from her class. A call or note from a parent is required if a family member not included on the Emergency Form is picking up a student. While waiting for students to be dismissed from class, friends of students are asked to wait in the front foyer of the building.

Arrangements for students interested in enrolling at St. Mary's Academy to spend a day shadowing a current student must be made by the parents of the prospective student with the St. Mary's Admissions Director prior to the visit. Students who have not made prior arrangements will not be allowed to remain at school.

In order to protect the academic integrity of the school day, St. Mary's discourages visits on school days from friends or relatives of St. Mary's students from the Portland area or from out of town. Exceptions may be appealed to the Dean of Students. No students should presume to bring a non-St. Mary's student without permission in advance from the Dean of Students.

### **EMERGENCY PROCEDURES**

Contact: Patty Gorman, Dean of Student  
503-228-8306 [patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org)

Students, faculty, and staff shall participate in emergency drills for fire, earthquakes, or other emergencies on a regular basis. When the alarm is sounded, students must follow the direction of the administrators, faculty, and staff quickly, quietly, and in an orderly manner.

Procedures, as outlined below, will be reviewed in each class and are posted in all teaching and office areas.

## Fire Drills

In the event of a fire or a fire drill, students, teachers, and staff are asked to take these steps:

- Leave all personal belongings.
- Move quickly and quietly to assigned or closest exit.
- Hold door open for students behind; close door afterward; do not go to lockers.
- Cluster in designated areas in the parking lot directly across from the school on 5th.
- Teachers take roll and account for all students once out of the school.
- Return to school after the all-clear signal.

## Earthquake

In the event of an earthquake or an earthquake drill, students, teachers, and staff are asked to take these steps:

- Drop, duck, and seek cover against inner walls or archways, away from light fixtures, windows or overhead objects.
- Remain calm.
- Attend to injuries and medical needs.
- Evacuate to parking lot across 5th Avenue with class lists in hand when directed to do so.
- Take roll; report absent students to Attendance Secretary posted at the front door.
- Avoid utility poles and overhead wires; do not enter damaged buildings.

## Lock Down Directions

Based on the active shooter training the faculty and staff received, our lock down procedure has changed. Upon hearing the lock down signal, each individual teacher must make a decision about leaving the building with his/her class or following the instructions outlined below. If the decision is made to leave, the teacher follows the specific exit instructions located near the door to the classroom. If it is too dangerous to exit the room, the teacher will:

- Go to the door and make sure any students immediately outside are ushered into the room.
- Lock the door.
- Close curtains/blinds.
- Turn off lights (if there is a window through which persons might be seen).
- Direct students to stay away from the windows and low to the floor.
- Keep students as quiet and calm as possible.
- Exercise common sense and good judgment.

If a dangerous person is already in a room, the door to that room should not be locked. Curtains/blinds should be left open and lights on.

Upon hearing the signal, all students in open areas will follow staff instructions for either exiting the building or going to an enclosed space.

## Lock Out Directions

When police notify the principal/designee that there is police action or possibly threatening activity in the neighborhood, the principal and/or designee and the school custodian will carry Lock Out Procedures.

1. Principal and custodian will make sure that all exterior doors are locked.
2. Principal and office personnel will notify staff by intercom, bulletin, or in person that there is police activity outside the school, exterior doors have been locked, students are not to be released from the classroom or the building and that further information will be provided as available.
3. Staff and faculty should close all blinds on outside windows.
4. Main office representative must look through office window to ensure no students/staff/patron is outside our front door.
5. The principal or a designee will announce an "all clear" after the situation has been resolved.

## EMERGENCY SCHOOL CLOSURE

In the case of hazardous or emergency conditions, the Principal may alter the St. Mary's calendar or schedule. Such alterations may include school closure, late opening starting at 10:00 A.M., or early dismissal of school.

In all cases of school closure or late opening, notification will be posted on our website: [www.smapdx.org](http://www.smapdx.org). FlashAlerts and local TV and radio stations will be notified as early as possible to publicize closure, late opening, or early dismissal.

Given that St. Mary's draws from a large, diverse geographical area, conditions may vary from one location to another. Parents should use their own judgment on the safety of travel to St. Mary's. Please contact the front office if your daughter will be absent.

## **IMMUNIZATION**

Students and their parents must provide a completed State Certificate of Immunization form signed and dated by a parent or guardian. (In most instances this form is forwarded from the student's previous school.) If the student is not vaccinated due to either medical or non-medical reasons, please contact the Registrar for information on additional documentation that is required.

Students not in compliance with Oregon statutes and rules related to immunization must be reported to the Multnomah County Health Department and may be excluded from school until they have met immunization requirements.

Current "Certificate of Immunization Status" forms are on file in the Registrar's Office.

## **MEDICAL TREATMENT**

Each year parents are asked to complete a medical release form that gives parental consent to St. Mary's administrators, faculty and staff to obtain medical treatment for their daughter in an emergency situation. Parents are also asked to provide other information that could be required in case of an emergency. Parents are asked to update this information as often as necessary. This information is kept in the main office.

