

TO STUDENTS & THEIR PARENTS

2018-2019

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 insure 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, Alena Kelly, Assistant Principal of Academic Support, 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 2018-2019 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

2018-2019
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

Office Hours: 7:30A.M. – 4:30P.M.

Faculty Hours: 7:30A.M. – 3:30P.M.

Regular School Hours: 7:55A.M. – 2:55P.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, 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

THE ST. MARY'S TRADITION

Mission.....	5
Charism.....	5
Principles.....	5
Learner Expectations	5
Philosophy.....	5
History.....	6
Program.....	6
People.....	6
Leadership Team.....	6
Faculty.....	7
Staff.....	7
Student Council.....	8
Parent Association	8
Profile of Distinction.....	8
Alma Mater	9
The St. Mary's Blues	9
Name and Logo	9

ACADEMICS

Office of Academics.....	9
Academic Program	
Graduation Requirements	10
Learning Center	10
Honors Program	10
Honors and Awards.....	10
Senior Study Privilege	10
Academic Records	11
Access and Release	11
Records Review	11
Non-custodial Parents	11
Student Records	11
Change of Address	11
Transcript Requests.....	11
Student Information	11
Academic Schedule.....	11
Student Schedule.....	11
Study Abroad	12
Schedule Changes.....	12
Admissions.....	12
Prospective Students	12
Prospective Dates.....	12
Bookstore	12

How to Order.....	12
Which Texts to Order.....	12
Which Apps to Order	12
College Counseling	13
Grades	13
Grading System	13
Valedictorian/Salutatorian.....	13
Final Exams.....	14
Senior Final Exam Privilege	14
Report Cards.....	14
Academic Progress/ParentPortal..	14
Attendance Requirements for	
Credit	14
Academic Probation	14
Withdrawal from School	14
Extracurricular Eligibility	14
Extracurricular Academic	
Participation Appeal.....	15
Homework.....	15
Academic Integrity.....	15
Computer Technology Policy	15
Social Networking & Texting	17
Legal Issues & SMA's Right of	
Access	17
Violations	17
Disclaimer	17
Fax Machine.....	17
Library.....	17
Honor Societies	18
National Art Honor Society	18
National Honor Society.....	18
International Thespian Society.....	18
Tri-M National Music Honor Society	18
Outdoor School	18

STUDENT LIFE

Activities	19
Assemblies	19
Clubs/Organizations	19
Student Activities Honor Cord.....	19
Dances	19
Senior Customs	20
Student Body Card	20
Athletics	20
Eligibility.....	20

Attendance	21	Fees and Financial Aid.....	27
Transportation	21	Athletes	28
Weight Room	21	All Students.....	28
Attendance	21	Graduating Seniors.....	28
Excused/Unexcused Absence	21	Tuition Refund Policy	28
Notification of Absence	21	Tuition Policy.....	28
Extra-curricular	21	Registration Policy.....	28
Prearranged Absence-Part		Other Questions.....	28
Of a Day.....	21	Halls	28
Prearranged Absence-Full Day or		Lockers	28
More.....	21	Personal Property	29
Homework Requests	21	Lost and Found.....	29
Field Trips.....	21	Phones	29
Illness at School	22	Signs and Posters.....	29
Tardies.....	22	Student Council.....	29
Truancy	22	Elected Officers.....	29
On-campus College Admission		Student Initiative	29
Presentations	22	Teacher-Advisor Program.....	29
Off-campus College Visitation	22	Transportation	30
Physical Education/Strength &		Dropping Off Students	30
Conditioning	22		
Parent Absence.....	22	HEALTH & SAFETY	
Open Campus.....	22	Access	30
Residence Requirements.....	23	Child Abuse.....	30
Campus Ministry.....	23	Drug/Alcohol/Tobacco	
Liturgical Celebrations	23	Tobacco Use.....	30
Mass/Study.....	23	Anti-Harassment	31
Holy Days of Obligation.....	23	Asbestos	31
Retreat Program	23	Building Security	31
Service Program.....	23	Campus Visitors	31
Class Service Requirements.....	24	Emergency Procedures.....	31
Christmas Giving Program	24	Fire Drills	32
Service Honor Program.....	24	Earthquake.....	32
Code of Conduct	24	Lock Down/Lock Out	32
Consequences.....	25	Emergency School Closure.....	32
Dangerous Weapons	25	Immunization	32
Search and Seizure.....	25	Medical Treatment	33
Questioning	25		
Discipline Due Process	25		
Appeal Process.....	26		
Code for Dress	26		
Dress Code Guidelines.....	26		
Dress Code for Dances.....	26		
Counseling Department	27		
Counseling	27		
Pregnancy.....	27		

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, 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 of the Sisters of the Holy Names, who founded St. Mary's Academy, includes the following principles to which we are committed.

Principles

- A dedication to the full development of the human person.
- 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.
- Encouragement for racial and ethnic diversity.
- A dedication to a warm and hospitable environment.
- A commitment to integrate fine arts into the curriculum.

Learner Expectations

Through a holistic 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 the Pacific Northwest when twelve Sisters of the Holy Names of Jesus and Mary arrived in Portland, Oregon from Montreal, Canada on the steamer the *Northerner*. 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. Striving to recover from the desertions in the territory caused by the California gold rush, Oregon's Rose City offered four churches, one public school, four printing offices, five livery stables, six saloons, a theatre, a gasworks, and three department stores. Indeed, these twelve Sisters from the French culture of Montreal were creating Catholic education in the wilderness.

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 vs. 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. The curriculum of the school is constantly reviewed to ensure a thorough preparation for college. Requirements in the foreign languages and in the fine arts provide a true liberal arts education for the young woman who enrolls at St. Mary's.

In 1984, 1989, and 1998, St. Mary's Academy received the "Excellence in Education" award from the United States Department of Education. St. Mary's is 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 liberal arts programs.

St. Mary's is proud of its continuous existence in Oregon from 1859 to the present, and it celebrates a vision to provide young women with a belief in themselves and in 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, ACADEMIC STUDENT SUPPORT

Alena Kelly

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 Becker

Faculty**ENGLISH**

Ann Hainley, Department Chair
 Mary Barrett Sara Salvi
 Kirk Ellis Camille Vincent
 Carrie Housley Ashley Whitty

FINE ARTS

Kathy Briggs, Department Chair
 Sarah Brown Ashley McCullar
 Travis Hatton Shannon More
 Molly Kaplan Jessica Zoller

HEALTH / PHYSICAL EDUCATION

Carrie Yerton, Department Chair
 Niki Brooks Jamie Gabbert

WORLD LANGUAGE

Dena Stock-Marquez, Department Chair
 Maron Faulkner Shannon Sonn
 Ben Peterson Marsi Thelin
 Art Rojas

INFORMATION SCIENCE

Ellie Gilbert, Department Chair
 Mike Bojorquez, Systems Administrator
 Brette Doyle, Director of Technology
 Kevin Frank

LEARNING CENTER

Sr. Carol Higgins, SNJM
 Chris Moller

LIBRARY

Ellie Gilbert, Media Specialist

MATHEMATICS

Mary Clare Metscher, Department Chair
 Cynthia Berger Douglas Howe
 Luke Donahue Brian Kelley
 Rachel Gardner Ellen Tevik

SCIENCE

Maureen Daschel, Department Chair
 Luke Donahue Rachel Sloan
 Cindi Hounton Julia Stadler
 Mimi Loser Carrie Yerton
 Molly Marra

SOCIAL SCIENCE

Joan Nyland, Department Chair
 Alexa Duda Ian Park
 Donald Housley Matt Vannelli
 Alexis Lund

THEOLOGY

Sr. Carol Higgins, SNJM, Department Chair
 Maria Fleming Randy Kollars
 James Haster Meg O'Brien
 Dan Hemmen Maura Timoney

CAMPUS MINISTRY & COMMUNITY SERVICE

Randy Kollars, Liturgy
 Maura Timoney, Retreats
 Caitlin Whitty, Service

COUNSELING

Carolyn Gazeley, College Counselor, Counseling
 Department Chair
 Anne Hagge, Counselor
 Kathleen Hicks, Counselor
 Heather Murphy, Counselor
 Kimberly Crouch, College Counselor
 Karlen Suga, College Counselor
 Erica Wells, Assistant to the College Counselors

Staff**ADMISSIONS AND RECORDS**

Liz Olsen, Registrar
 Mary Worlein, Director of Admissions
 Kelsey Hui, Admissions Coordinator

LEADERSHIP, EQUITY & INCLUSION and ACTIVITIES

Jessica Acee, Student Leadership and Activities
 Coordinator
 DaVerne Bell, Director of Equity & Inclusion

ALUMNAE

Kathleen McCabe

ATHLETICS

Anna Maria Lopez, Athletic Director
 Linda Woolverton, Athletic Department Assistant

ATTENDANCE

Lisa Thompson, Attendance Secretary

CAFETERIA

Beth and Mitch Eastman

COMMUNICATIONS

Jennifer Masi, Director of Marketing &
 Communications

DEVELOPMENT

Emily Becker, Vice President for Development
Annie Diess, Development Coordinator
Meagan Bataran, Director of Annual Giving
Coralynn Arrigotti, Director of Leadership Giving
Kendall Murphy, Associate Director of Development
Michael Scott, Development Database Administrator

EVENTS

Hilary Baker, Director of Special Events
Paige Silverston, Assistant Director of Special Events

FINANCE

Emily Stotts, Director of Finance
Sabrina Phillips, Assistant Director of Finance

DIRECTOR OF HUMAN RESOURCES

Kari Forrer

SCHOOL OFFICE

Kate Alvord, Special Projects and Front Office Asst.
McKenzie D'Ambrosio, Front Office and Student Activities Coordinator
Allison Martin, Special Projects and Front Office Asst.

PRESIDENT'S OFFICE

Karen Normandin, Assistant to the President

SCHOOL PLANT

Steve Schramm, Plant Manager

STUDENT COUNCIL 2018-19

Associated Student Body (ASB)

Grace Bragdon
Mya Brazile
Jada Commodore
Alex Hussey
Anathea Kordosky

Senior Class Officers, 2019

Tali Gordon-Knight
Hadlee Hallman
Mira Katz
Abby Place
Kendall Porter

Junior Class Officers, 2020

Lola Meyer
Fadia Nitrosso
Marbella Polvorosa
Hannah Roy
Abbie Schipper

Sophomore Class Officers, 2021

Maya Gersh
Abbie Johnson
Vesna Kesic
Nia McQuarters
Belise Nishimwe

Freshmen Class Officers, 2022

TBA

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 in the library and are open to all parents.

St. Mary's Academy Parents' Association Board for the 2018-2019 School Year

<u>Position</u>	<u>Name</u>
Executive Committee	
Chair	Susan Ayres
Treasurer	Jennifer Murphy
Secretary	Sheila Levine
Newsletter Editors	Teri Cettina Ophalyn Jacob
Father-Daughter Dinner	Tracey Massey
Grad Night Party	Laurent Avondstondt
Mother-Daughter Beach	Katherine Bell Davidson Keyonda McQuarters Jean Siemens
Hospitality	Molly Burchell Amy Kulp Kerr Sheila Levine Jennifer Murphy
Faculty/Staff Appreciation Staff Representative	Hilary Johnson Patty Gorman Dean of Students

PROFILE OF DISTINCTION

ST. MARY'S ACADEMY. . .

Founded in 1859 by the Sisters of the Holy Names of Jesus and Mary, St. Mary's Academy is Oregon's oldest continuously operating secondary school with over 10,000 alumnae.

- St. Mary's is recognized as an Apple Distinguished School, 2015-2017.
- St. Mary's celebrates the achievements of the 174 accomplished young women comprising the Class of 2018: 1 National Merit® Scholarship Program Finalists and 9 National Merit® Scholarship Program Commended Scholars. These seniors earned 7 National Art Honor Society Honor Cords, 65 Service Honor Cords, 33 Scholar Athlete Cords, 13 Thespian Honor Cords, 15 Tri-M Music Honor cords, and 76 National Honor Society Stoles.
- Eighty-one percent of the student body is involved in extracurricular activities.
- St. Mary's high capacity wireless system delivers access to technology throughout campus. Classrooms are equipped with Apple TVs (for device mirroring) and display technology to support teaching and learning. Each student has an iPad and faculty have iPads and dual boot MacBooks to enhance curricula and further integrate technology into classroom instruction. St. Mary's also utilizes web hosted technology allowing for both on and off campus collaboration with teachers and other students.
- The entire student body, faculty, and staff participate in the school's community service program, providing direct service to the poor and disadvantaged, and 86 percent of the student body is involved in non-mandatory community service.
- St. Mary's offers a unique mentoring program: Teaching, Integrating and Exploring Science (TIES)- A science mentoring program pairing St. Mary's Academy students with fifth grade girls from local parochial schools.
- As an added benefit of St. Mary's downtown location, SMA students visit several nearby museums and galleries and also volunteer time at organizations including St. Andre Downtown Chapel, Blanchet house, the Macdonald Center, NW Pilot Project, Goose Hollow Family Shelter and Terwilliger Plaza.
- Advantages of an all girls' education include the removal of gender bias in the classroom, the greater ability for students to build self-confidence and the continual opportunity to empower young women.

ST. MARY'S COMMUNITY...

Enrollment: 715

Faculty: 63

Faculty with advanced degrees: 83%

Student/teacher ratio: 11:1

Average class size: 21

Ethnicity of students:

Caucasian 72%, Asian/Pacific Islander 11%,

African American 4%, Hispanic 4%, Native American <1%, Multi-Racial 12%, Middle Eastern <1%

Financial aid awarded: \$Two million

Families receiving financial aid: 40%

Average graduates bound for higher education: 99%

Merit-based scholarships offered to 2018 graduates: \$16 million.

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

Contact: Alena Kelly, Asst. Principal, Academic Support 503-228-8306/ alena.kelly@smapdx.org

Liane Rae, Asst. Principal, Curriculum Design and Instruction 503-228-8306/ liane.rae@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 newly created 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 for Curriculum and Design. If it is an issue of academic student learning support, please contact the Assistant Principal of Academic Support.

ACADEMIC PROGRAM

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

Graduation Requirements

To graduate from St. Mary's Academy, the student must earn a minimum of 25 credits. Most students graduate with a total of 28 credits, which allows 11 semester electives.

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 or Algebra Topics.

In order to receive a St. Mary's Academy diploma and to participate in graduation, a student must be currently enrolled in at least six (6) classes 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.

Learning Center

Contact: Chris Moller

chris.moller@smapdx.org

Sr. Carol Higgins

carol.higgins@smapdx.org

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

Regular individual tutoring can be arranged with NHS students through Chris Moller. Under specific circumstances, a study block is arranged with administrative approval. Contact the student's counselor for more information.

Honors Program

Advanced Placement (AP)

PSU Challenge

Students may enroll in Advanced Placement and honors courses in English, world language, social sciences, mathematics, science and visual arts by fulfilling department requirements. Through the Portland State University Challenge Program, St. Mary's Academy offers four units of college credit 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 2018-19 Course Catalog book, 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.

Honors & Awards

Students and their parents are encouraged to inform the Director of Communications and the Dean of Students of any honors and awards students receive. The information can be shared with the entire St. Mary's community through the *Daily Bulletin*, the *Parent Newsletter* and, if appropriate, with other media.

Senior Study Privilege

Seniors, with written parent consent, have an opportunity to choose one semester class as a "study block" provided they have not taken a St. Mary's online summer course. They may choose to spend their study block in the cafeteria, in the student commons, in the library (when space is available), or outside the St. Mary's campus. If senior privilege is scheduled during the first block of the

day, the student may choose to begin her school day in time for her next class. Likewise, if senior study privilege is scheduled during block seven, she may choose to end her school day at that time. This privilege may be forfeited if a student is in a non-designated area of the building or has attendance, academic, or conduct infractions.

ACADEMIC RECORDS

Contact: Liz Olsen, Registrar
503-721-7708/ liz.olsen@smapdx.org

The Office of the Registrar protects the confidentiality of the 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 and Release

All access to and release of permanent academic records will comply with state and federal laws. A Release of Records form is available online under Athletics and Parents.

Records Reviews

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 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
- Date of graduation/withdrawal from school
- Directory data

Change of Address

If a student or parent has a change of home address, email address, or phone number, the student is asked to give the new information to the school's main office or the Registrar. The school database will be updated so the permanent academic record reflects current information.

Transcript Requests

To request a transcript for a college or university, a student or parent is asked to complete a "Request for Transcript" form available from the College Counseling Center and online. **Official** sealed copies of transcripts are mailed directly to the institution. Transcript requests other than those for colleges may be requested from the Registrar by completing the Request for Transcript form available through our website. With 24-hour notice, **unofficial**, unsealed copies of transcripts will be available to students and parents upon request from the College Counseling Center or the Registrar.

Student Information

The student directory, athletic team contact information, and other lists of student information are made available to students and their parents for internal communication convenience. It is exclusively for family and school use. It may not be used for political, commercial, or other non-school related purposes.

Student photos and names may be used on the St. Mary's Academy website or in printed materials unless the parent or guardian notifies us in writing.

ACADEMIC SCHEDULE

Contact: Liz Olsen, Registrar
503-721-7708/ liz.olsen@smapdx.org
Alena Kelly, Asst. Principal, Academic Support 503-228-8306/
alena.kelly@smapdx.org

Student Schedule

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. The student's parent or guardian must sign the forecasting form and pay the registration fee before forecasting may be completed. 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, Curriculum Design and Instruction. Please be aware we cannot accommodate requests for specific teachers.

Study Abroad

Students who plan to include studying abroad for one or more semesters need to contact the Assistant Principal of Academic Support 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.

Schedule Changes

Only changes that are needed to place a student at the appropriate level will be made after the forecasting process is complete. These changes are initiated by the teacher or counselor in conjunction with the Assistant Principal of Academic Support. Schedule changes are not made based on a request for a specific teacher. The schedule change process includes completion of a schedule change form, creation of a new schedule by the Registrar and may require final approval by the Assistant Principal of Academic Support. A student must attend the classes originally scheduled until all the steps are completed.

If withdrawal from a class occurs the student's permanent record may reflect one of the following marks:

- If the withdrawal occurs within the first two weeks of the semester, no mark is recorded on the permanent record.
- If the withdrawal occurs after the first two weeks of the semester, a mark of **W** (withdrawal) will be recorded on the permanent record.
- If the withdrawal occurs after nine weeks of the semester, a mark of **F** (failing) will be recorded on the permanent record.

ADMISSIONS

Contact: Mary Worlein, Director of Admissions
503 721-7725/mary.worlein@smapdx.org
Kelsey Hui, Admissions Coordinator
503-721-7728/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 21, 2018**
Open House
- **December 1 & 3, 2018**
Placement Exam (Exam is offered twice; students need only be present on one day.)
- **January 18, 2019**
Admission and Financial Aid Applications due
- **January 25, 2019**
Scholarship applications due
- **January 31, February 2&4, 2019**
Family Interviews
- **March 14, 2019** Decision Letters Mailed
- **April 3, 2019**
Attendance Confirmation Agreements Due

BOOKSTORE

Contact:

Ellen Tevik, Bookstore Coordinator
ellen.tevik@smapdx.org
Liz Olsen, Registrar
503-721-7708/liz.olsen@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 payment and books returned can be found on the Portal site. No on-site school book buyback is hosted at the end of the school year.

COLLEGE COUNSELING

Contact:

Kimberly Crouch, College Counselor
503-721-7711/ kimberly.crouch@smapdx.org

Carolyn Gazeley, College Counselor
503-721-7731/ carolyn.gazeley@smapdx.org

Karlen Suga, College Counselor
503-721-7707/ karlen.suga@smapdx.org

Erica Wells, College Counseling Assistant
503-721-7716/ erica.wells@smapdx.org

St. Mary's offers a comprehensive college counseling program. 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. 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.

GRADES

Students at St. Mary's Academy receive grade reports at the end of the first, second, third, and fourth quarter. Semester grades are calculated at the end of the second and fourth quarters and become part of the student's permanent academic record. Additionally, grade point averages for colleges are determined at the end of the seventh semester of the high school program.

Grading System

Grades are calculated to include different point values as 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	

Grades are determined based on the following grade scale:

Grade Scale									
A+	100	B+	89-88	C+	79-78	D+	69-68	F	59-0
A	99-92	B	87-82	C	77-72	D	67-62		
A-	91-90	B-	81-80	C-	71-70	D-	61-60		

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
NC	No Credit	0.0
W	Withdrawn*	0.0
WM	Withdrawn Medical	0.0

*See schedule changes page 12

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 and both will speak at the commencement ceremony. In the case of a tie, the two students will share the title and both will speak.

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 Dean of Students must be notified at least two weeks in advance. 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.
- 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 been present on the day of a group or individual project or presentation.
- 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 Assistant Principal of Student Life. 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.

Report Cards/Honors

Report cards are mailed out the Friday of the week following the end of the quarter or semester. Semester grades and attendance are recorded on student's transcripts. Academic honors are determined at the semester. First honors are conferred on students who have earned 3.75 or above; second honors are conferred on students who have earned 3.5 through 3.74.

Academic Progress/Parent Portal

A student's academic progress may be monitored by the student and her parent by accessing the Parent Portal on

the school's website using a unique issued password. Midway through each quarter parents of students whose performance is below average (C-, D or F) will receive electronic progress reports at their designated email address. A hard copy will be sent only on request.

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 jeopardy of losing credit in the class and 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, and receive one letter grade lower or possibly no credit for that class for the semester.

*Special exemption may be allowed for students whose absences are the result of significant, documented hardship or illness. Students requesting such exemption must provide documentation of the absence from a medical professional and a signed statement from a parent. In non-medical cases, a signed parent 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 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. A student's academic progress will be reviewed throughout the following semester. At the end of the 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 has earned one or more F's, she may be asked to leave St. Mary's Academy.

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.

Extracurricular Eligibility

Students participating in extracurricular activities (athletics, drama, student government, etc.) need to be enrolled in and passing six classes. Attendance is also considered when evaluating a student's participation in

extra-curricular activities. Students must have a 2.0 GPA in six classes from the previous semester. A student will be ineligible for participation if she earns an “F” in any class regardless of GPA. This will be based on the previous semester grades. A student earning an F at the 1st or 3rd quarter may be suspended or removed from extracurricular participation.

Extracurricular Participation Appeal

Students on academic probation or who become ineligible to participate in an extracurricular activity and who wish to maintain their extracurricular activities may present a formal appeal to the Academic Review Committee for that purpose. Students need to contact the Dean of Students or the Athletic Director for clarification of the process. The appeal must be presented in writing within two weeks of the end of the grading period or within two weeks prior to the start of an extracurricular activity. An appeal may be utilized only one time during a student’s career at St. Mary’s Academy.

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.

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 in honor 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.

COMPUTER TECHNOLOGY POLICY

Contact: **Brette Doyle, Technology Director**
brette.doyle@smapdx.org

Liane Rae, Assistant Principal, Curriculum Design and Instruction liane.rae@smapdx.org

St. Mary’s Academy Electronic Media, Devices and Systems Responsible Use Policy

Technology is an important enhancement to the rigorous academic curriculum taught at the school. Our objective is to provide the most appropriate tools available to support higher-level learning and instruction in and out of the classrooms. All SMA community members are expected to contribute to a stable and productive computing environment using good and ethical judgment at all times. The rules and guidelines that govern the use of St. Mary’s Academy’s technology and network resources are outlined below.

For purposes of this policy, the term “technology” or “network” includes, but is not limited to: hardware (computers, printers, document and other cameras, projectors, interactive boards, network, iPads, and all related materials), software, and internet-based programs (St. Mary’s website, email system, and any other school-owned or school-based internet programs.)

Network Etiquette and Responsible Use

1. The school’s code of conduct extends to the electronic world.

- Technology will not be used to harass or bully others.
- Technology will not be used to steal or borrow intellectual work.
- Technology is not to be used to access or store inappropriate materials.
- Technology will not be used to send out “chain” email, mass email (3 or more recipients) and/or surveys that have not been approved by faculty or staff.
- Technology is not to be used in a disrespectful way towards teachers by “multitasking” during

- class (emailing, chatting, doing homework, etc.).
- Technology will not be used to take a photo, record through video or audio any student, or faculty without their knowledge and consent.
- Technology will not be used to express profanity and vulgarities in any online source, including St. Mary's website, St. Mary's email program, or other internet sites.
- Technology will not be used to share any personal information about you or any student or school personnel to anyone via the Internet.
- Technology will not be used in a way that endangers your safety or the safety of students or staff members.
- Technology will not be used in a way that would disrupt the use of the network by others.

2. The network will be used for educational purposes first and foremost and should be handled with care and consideration. Playing games, online chatting, using "AirDrop" and watching entertainment videos are *not* allowed during the school day unless associated with a class and permission from a teacher is explicitly given. The use of the iPad for non-school related activities at home is left to the discretion of the parents.

3. The network is to be used to store school-related files only. The network may not be used to store or download music, videos, game files or personal photos.

4. The network may not be used to break copyright law by using unlicensed software or pirating audio or visual materials. Accessing "pirated" materials is not only a violation of this policy; it may also be a criminal act punishable by law.

5. Do not use electronic resources to plagiarize. While covered in the first point, this bears repeating. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing.

- Do not ask others for their homework.
- Do not cut and paste from the web without a full citation.
- Users are assigned unique email and login usernames and passwords to protect the information on the network.

6. **All users are to respect the need for this security and confidentiality.** Do not access or use other people's accounts, computers or folders, nor borrow computers or computer accessories without express permission from the owner.

Passwords must not be shared with any other person.

Tech Help @ SMA staff and parents are the only exceptions.

- If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member or the Tech Help @ SMA staff.
- Students are responsible for all actions taken under a student's username and password.
- With the exception of their Apple ID, students should always use their SMA email address or username when utilizing online resources for digital storage or collaboration.
- Electronic communication between faculty, staff and students through email **must** utilize St. Mary's email system. For texting, faculty, staff and students should use the SMA Remind system

7. Students should not attempt to bypass network or device restrictions both on and off campus that have been placed to filter content, protect the devices and student personal information. This includes, but is not limited to, the use of virtual private networking (VPN) apps/settings, removal of device profiles

8. Never provide personal information online.

9. The SMA community should only use printers for school related materials and not in excess.

10. Students should back up their work often. Do not use technology as an excuse. If the iPad fails at home, do your work on a home computer, paper or in some other way. The use of a cloud account for iPad back up is required.

11. In the same vein, students should take responsibility for regularly checking their St. Mary's email account and their teachers' course pages or websites to stay updated on information that has been shared by the school or their teachers.

12. Students are required to inform Tech Help @ SMA when their school issued iPad has been damaged. The information on the damaged iPad will be transferred to a replacement device usually the same day. Until the repair fee is paid students will have to leave their iPad in the Tech Office by 4:00pm each school day and pick up after 7:30am the next school day. The repair fee must be paid before students will be allowed to take the replacement iPad home.

13. Students that are provided with an SMA iPad are required to pay for the 50GB level of iCloud storage to ensure their iPads back up successfully every night and Apps that synchronize with iCloud do so without

interruption. The only exception is the Class of 2022 which has been provided an Apple ID that includes 200GB of iCloud storage.

Social Networking and Texting

Social networking and texting should be done at home or off campus. While SMA does not actively pursue or routinely view personal networking sites or student cell phones, when objectionable or disrespectful material is brought to administration's attention, the school reserves the right to address the content and conduct if it creates a hostile or disrespectful environment. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk. Parents and students should utilize the SMA Remind system when it is necessary to communicate via text message as personal phone numbers should not be shared.

Network Resources refers to all aspects of SMA's owned or leased equipment, including computers, tablets, printers, scanners and other peripherals, email, internet services, servers, network files and folders and all other technology-related equipment and services. These rules apply to any use of SMA's network resources, whether this access occurs while on or off campus. Regardless of the specific wording of the RUP, network users are expected to use network resources in the spirit of cooperation and in accordance with school policies.

Access to the SMA wireless network WILL be restricted to SMA mobile devices from 7:30am to 3:00pm on school days. It may also be restricted entirely or at certain additional times due to technology or bandwidth limitations. The use of personal devices may still be allowed in the classroom (or library) at the discretion of the faculty/staff but access to the wireless network will still be limited as noted above. The use of personal devices as a "hot spot" for owner and others to bypass the school network is prohibited while on the premises.

Legal Issues and SMA's Right of Access

St. Mary's Academy owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of SMA's network resources is subject to the rules stated in this policy as well as within the student-parent handbook. St. Mary's Academy may monitor the network while you are using it, and you should never assume that anything you do on SMA's network resources is private. Additionally, the school reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) when they are brought on to the campus should the school determine there is a reasonable need to do so.

Violations

Any and all violations of this student Responsible Use Policy will result, at minimum, in the loss of network privileges as well as appropriate disciplinary action. Persons who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern to the Dean of Students. Any student who accesses inappropriate material on the internet or who receives harassing, threatening or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school administration so that the situation can be investigated and appropriately addressed.

Disclaimer

Currently St. Mary's Academy utilizes an internet filtering system. Providing a filter generally can significantly reduce access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While SMA's intent is to make internet access available for educational goals and objectives, account holders may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Responsible Use Policy when using the internet and all network resources.

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, Media Specialist
ellie.gilbert@smadx.org

The library is open from 7:30A.M. to 4:00P.M. every school day for student use. Parent volunteers extend the library hours until 5:30P.M. Monday through Thursday. Materials are checked out for four-week periods and can be renewed. Students with overdue materials are sent a first notice via their student email and a second notice in the mail. In the event that materials are lost or damaged, students are charged for those materials. All outstanding fees that have not been paid by May 1st will be transferred to the Finance Office for collections.

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 in early September

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

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. 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

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

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: Patty Gorman, Dean of Students

503-228-8306/patty.gorman@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 Dean of Students

Contact: Patty Gorman, Dean of Students
503-228-8306/patty.gorman@smapdx.org

The Office of Student Life 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.

Office of Student Leadership and Activities

Contact: Michele Taylor, Dean of Student Leadership and Activities
503-721-7723/michele.taylor@smapdx.org

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 government"); 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 letter is required when applying for the cord.

Documentation of activities are due each year at the beginning of May to the Student Leadership Coordinator. Check the website for the most updated information.
www.smapdx.org

Dances

St. Mary's encourages your daughter to bring friends from other schools to the dances. All Catholic high school students are welcome without the need for a guest pass; however, they **must bring their current student I.D. cards to enter the dance.** In order to bring a guest from a non-Catholic high school, the St. Mary's student must complete and submit a guest registration form to the activities office by the specified deadline for each dance. Guest Pass forms can be picked up in the front office or activities office. Completed Guest Pass forms can be dropped off in the Front Office or the Student Leadership office. SMA students may bring **one** guest, and they may not change their guest information after the specified deadline. **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 arrives.

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.
- Fifth Avenue doors are used to enter and leave the dance for dances held on campus. Students will have access to the gym, the main hall, and the restrooms, but not to other parts of the school.
- 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 prior to each dance.

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.

ATHLETICS

Contact: Anna Maria Lopez, Athletic Director
503-721-7714/annamaria.lopez@smapdx.org
Linda Woolverton, Athletic Department Assistant
503-721-7737/linda.woolverton@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 Interscholastic 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 | • Soccer |
| • Basketball | • Swimming |
| • Cross Country | • Tennis |
| • Golf | • Track & Field |
| • Lacrosse | • Volleyball |
| • Nordic Skiing | |

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]
- Enrolled in and passing six units of credit and earning at least a 2.0 GPA for the semester
- Earned passing grades in all classes at the semester
- Completed Parent Permission, the state-mandated *School Sports Pre-participation Examination*, and the *Emergency Medical Information Form* must be submitted 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, sign-ins, 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.

ATTENDANCE

Contact: Lisa Thompson, Attendance Secretary
503-721-7709/lisa.thompson@smapdx.org

St. Mary's believes that the classroom experience cannot be replicated, and academic success is directly related to daily attendance and participation in all classes. Medical/dental appointments should be scheduled outside the school day whenever possible, and prearranged absences and tardies should be kept to a minimum. **For medical and/or dental appointments, verification from the physician, dentist or orthodontist's office must be submitted to the Attendance Office upon the student's return to school.** Upon five absences in a class per semester, the Attendance Secretary or the school will communicate with the parent and student. Any student who accumulates more than 10 excused or unexcused absences in any single class during a semester, is in jeopardy of losing credit in the class and reviewed for academic standing. Upon ten absences in any single class during a semester, the Assistant Principal of Academic Support or other administrator will communicate with the parent and student. In addition to academic impacts, consequences for excessive absences may include loss of open campus, participation in activities and or extracurricular eligibility. The administration is the sole judge of the consequences for attendance infractions.

Excused/Unexcused Absences

Absences are considered excused for illness, medical conditions, family emergencies, and medical appointments. Prearranged absences covered in a separate section are also considered excused. All other absences are considered unexcused. Unexcused absences due to a student choosing to stay home from school may result in loss of credit for classwork, tests, and homework assignments in addition to other consequences. Extracurricular participation will also be affected.

Notification of Absence

When a student is absent for any reason, the parent is expected to call the Attendance Secretary (503-721-7709) between **7:30 and 9:00 A.M.** For medical or dental appointments, verification from the doctor's office is required. If a parent does not contact the Attendance Secretary by 2:55 P.M. on the day of an absence, the absence will be considered unexcused or a truancy.

Extra-Curricular

Verification from a doctor's office is required in order for a student to be able to participate in extra-curricular activities that day. Students must be present for the entire school day in order to participate in extra-curricular activities or in the case of Junior Encounter must be present the day before the Encounter and the entire day of

the Sophomore retreat and Senior Metanoia. Exceptions are made for family emergencies or doctor appointments.

Prearranged Absence-Part of a Day

To prearrange an absence or a medical/dental appointment for part of a school day, the parent is to write a note on the student's behalf to the Attendance Secretary including the student's first and last name, her year in school, and the date, time, and reason for the absence. The Attendance Secretary will then issue a "Leave" slip that allows students to leave class early.

Students are to prearrange the details for completing assignments with each of her teachers. For medical and/or dental appointments verification from the physician, dentist, or orthodontist must be submitted to the Attendance Office upon the student's return to school.

Prearranged Absence-Full Day or More

If a student will be absent four full days or more of classes for college visits, special events, or family occasions, she must request a "Prearranged Absence Form" from the Dean of Students at least one week prior to the absence. At the time of the request, a note from a parent is required stating the first and last name of the student, the student's year in school, the nature and date of the absence, and a parent signature. The completed form is given to the Attendance Secretary prior to the absence. Vacations and trips taken outside scheduled school holidays can be rewarding for many reasons; however, parents and students need to be aware that an extended absence will usually have academic consequences. Teachers are not responsible for providing alternate assignments or extra tutorial time for these absences.

Homework Requests

When a student is absent, she should check the PowerSchool Portal and course Schoology pages. Upon her return to school, she needs to meet with her teachers to clarify assignments and missed tests and establish a reasonable timeline for completion of work. TA Advisors are available to assist students with this also. In the event of any extended absence for medical reasons, a "Release of Information" on care and follow-up treatment must be provided to the student's counselor who is available for further support.

Field Trips

To participate on a field trip, students must complete a "Field Trip Permission Form" given out by the adult sponsor. The completed form must be returned to the sponsoring teacher by the date indicated on the form. Telephone calls, faxes, or notes will not be accepted in lieu of the proper form. Students are expected to attend all classes before and after the field trip. Upon her return, the

student is expected to submit all assignments to each of her teachers. Credit or partial credit may be withheld for late or incomplete assignments. Field trips are privileges afforded to students. Students may be denied participation for academic, behavioral, or attendance reasons.

Illness at School

Nursing facilities are not available at St. Mary's Academy. Students who become ill at school must report to the Attendance Secretary. Parents will be contacted to obtain permission for the student to go home. St. Mary's does not administer medication to students.

Tardies

A student is expected to be inside her classroom and seated when the bell rings for class to begin. Those who arrive late for the first class of the morning, the class following break, lunch, or senior privilege must sign in and obtain an Admit Slip from the Attendance Secretary. All other class tardies will be handled by the classroom teacher.

Students with more than five tardies within a semester, should expect to serve a 30 minute detention and each additional tardy will result in a 30 minute detention and no off campus lunch privilege for grades 10-12 for two weeks. This includes students whose parents have called the school to excuse them for oversleeping, missing a bus or carpool, traffic problems, and staying home. Students who arrive late to school due to health-related appointments must produce a note from a doctor, nurse, or therapist upon arrival. Such instances will generally be considered exceptions to the above policy. Students with excessive tardies will be referred to the Dean of Students for further consequences which may include loss of off-campus senior privileges, service, or loss of extracurricular eligibility.

A student is considered absent from a class if she arrives more than 20 minutes late for a class. A phone call or a note from a parent is required with a reason for the late arrival. These late arrivals will be recorded as an absence and will incur the same consequences as tardies.

Truancy

Truancy is defined as an absence from all or part of a school day without parental permission. Because truancy constitutes a liability issue and is a source of serious concern to the parent and the school, any truancy may result in serious disciplinary action including closed campus, an attendance contract, suspension and/or expulsion, depending upon circumstances surrounding the truancy. Teachers are not required to give credit for class work, assignments, or tests missed because of truancy. Truancy also affects eligibility to participate in extra-

curricular activities, organizations, and student government.

On-Campus College Admission Presentations

Juniors and seniors, with the permission of their teacher, may attend college presentations. A list of college visits is available on Naviance (web-based system) and in the counseling office. Daily visits are also listed in the daily bulletin. To attend, students may register online and must have their teachers sign a permission slip (available in the counseling center) at least 24 hours prior to the presentation. Without a permission slip, students will not be allowed to attend the college presentation.

Off-Campus College Visitation

Seniors are allowed to use school time for visits to college but days missed will count as absences (and impact exam exemptions.). Juniors are encouraged to use spring break and the summer before their senior year to visit campuses. For off-campus visits students must obtain and complete a "Pre-arranged Absence Form" from the Dean of Students at least two weeks prior to the college visit. Students are expected to turn in homework assignments on her return to school and make up all tests, projects and presentations by the due dates established with each teacher.

Physical Education/Strength & Conditioning

A student who is unable to participate in P.E./Strength & Conditioning due to an injury must give her instructor appropriate doctor/parent notification. Students whose participation in PE/Strength & Conditioning is significantly impacted by illness or injury may work with her counselor to adjust her schedule. Students are expected to make up time for missed physical activity. Student athletes enrolled in P.E./Strength & Conditioning class must participate in the class in order to be eligible for athletic participation.

Parent Absence

Parents should advise the school when a parent is absent or unavailable for any reason (i.e., out-of-town travel or family emergency). St. Mary's asks that the parent provide the Attendance Secretary with the name, address, and telephone number of the local adult responsible for the student.

Open Campus

Open campus during lunch and break is a privilege granted to sophomore, junior, and senior students in good academic standing. Students on behavioral contracts, academic probation, attendance contract, or students with truanies will be expected to give up their open campus privilege. Freshman students do not have open campus privilege. Scooters and Segways may not be used during school hours. This includes during break and lunch. We caution parents and students that riding scooters and

Segways may be dangerous and St. Mary's bears no responsibility for any harm to students arising from their use.

Residence Requirement

A student, regardless of age, must reside with her parent(s) or legal guardian. Exceptions to this requirement must be approved by the Principal.

CAMPUS MINISTRY

Contact: Maura Timoney, Campus Minister, Retreats

503-721-7729/maura.timoney@smapdx.org

Randy Kollars, Campus Minister, Liturgy

503-228-8306/randy.kollars@smapdx.org

Caitlin Whitty, Service

503-721-7739/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. Many students become involved in the Campus Ministry and Service (CMS) Team planning community liturgical celebrations, service projects, environment focused projects and retreats. The CMS Team earns .25 credit per semester for this work.

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

Freshmen Immersion Retreat: In the fall, all freshmen participate in a one-day Immersion Retreat with their Integrated class. Students learn about issues of homelessness by engaging in dialogue with their peers and with people who live on the street. This immersion experience is an excellent way to help students become educated about poverty and social justice through experiences and conversation. Reflection on the experience helps students focus on the needs of others and examine their own values and perceptions.

Sophomore Retreat: This November, 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 three encounter retreat experiences. Each Encounter is 2½ days and is held off-site. 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, Service

503-721-7739/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

the 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 retreat in Old Town, (October)
- Portland Plunge (summer through JOIN)
- Jonestown, MS Immersion Retreat (February)
- Kino Border Immersion Retreat (November)
- 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 (CMS) Team, plan many of these service projects, and encourage their classmates to participate. The CMS Team earns .25 credit per semester related to their involvement in CMS. More information is contained in the course catalogue.

Class Service Requirements

St. Mary's Hands Full of Heart program takes place during both senior and sophomore years where students provide a day of service to many agencies in the Portland metro area. In the spirit of community, students provide these days of service with their TA. At the junior level, the service will occur during the second semester and is coordinated through their Social Justice class. At the freshmen level, in the fall, students participate in a one-day immersion experience coordinated through their Freshman Integrated group.

At the senior and sophomore level, students unable to participate in Hands Full of Heart are required to complete five hours of community service. Contact the Campus Minister for Service for completion deadline and documentation form. Documentation must be provided to the Campus Minister for Service.

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

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/pattv.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 page 13 under College Counseling.)**

Dangerous Weapons

Students are prohibited from possessing, carrying, exhibiting and displaying weapons, firearms, explosives, mace, pepper spray, knives, pocket knives, 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 2018-2019

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 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/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 second dress code violation results in a detention. The third dress code violation and beyond will

require a parent to bring appropriate clothing to school or for the student to go home and change. Chronic disregard for dress code may result in suspension or expulsion at the discretion of the administration.

Moe Daschel
Rachel Gardner
Ellie Gilbert
Molly Marra
Ben Peterson
Julia Stadler
Matt Vannelli
Ashley Whitty

Crouch/Hagge
Gazeley/Hicks
Crouch/Hagge
Suga/Murphy
Gazeley/Hicks
Gazeley/Hicks
Suga/Murphy
Suga/Murphy

COUNSELING DEPARTMENT

College Counselors see page 13.

Contact: Anne Hagge, Counselor

503-721-7713/anne.hagge@smapdx.org

Kathleen Hicks, Counselor

503-721-7722/kathleen.hicks@smapdx.org

Heather Murphy, Counselor

503-721-7718/heather.murphy@smapdx.org

Counseling

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.

TA	College/Counselor
Freshmen	
Luke Donahue	Crouch/Hagge
Kevin Franks	Crouch/Hagge
Sr. Carol Higgins/ Jessica Zoller	Crouch Hagge
Donald Housley	Crouch/Hagge
Mimi Loser	Gazeley/Hicks
Joan Nyland	Gazeley/Hicks
Rachel Sloan	Gazeley/Hicks
Shannon Sonn	Suga/Murphy
Marsi Thelin	Suga/Murphy
Camille Vincent	Suga/Murphy
Sophomores	
Niki Brooks	Crouch/Hagge
Kirk Ellis	Crouch/Hagge
Maron Faulkner	Crouch/Hagge
Jim Haster	Gazeley/Hicks
Sarah Brown	Gazeley/Hicks
Anne Hainley	Gazeley/Hicks
Molly Kaplan	Suga/Murphy
Dena Stock-Marquez	Suga/Murphy
Carrie Yerton	Suga/Murphy
Juniors	
Alexa Duda	Suga/Murphy
Maria Fleming	Crouch/Hagge
Dan Hemmen	Crouch/Hagge
Cindi Hounton	Gazeley/Hicks
Brian Kelley	Crouch/Hagge
Alexis Lund	Gazeley/Hicks
Mary Clare Metscher	Gazeley/Hicks
Ian Park	Suga/Murphy
Art Rojas	Suga/Murphy
Seniors	
Mary Barrett	Crouch/Hagge

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 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.

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.

FEES & FINANCIAL AID

Contact: Emily Stotts, Director of Finance

503-721-7721/emily.stotts@smapdx.org

Sabrina Phillips, Assistant Director of Finance

503-721-7721/sabrina.phillips@smapdx.org

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

Registration	\$250
Tuition	\$15,300
Academic Fee	\$300

Books	\$500 (ranges from \$400 -\$600)
Graduation	\$150
Athletics	\$155 (per sport)
Encounter/Metanoia	\$90
Sophomore Retreat	\$40

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.

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.

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. Financial aid applications are due April 3, 2019.

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 graders do NOT have off-campus privilege.

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.

LOCKERS

Contact: Lisa Thompson, Attendance Secretary 503-721-7709/ lisa.thompson@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 the Attendance Secretary. Any problems with the locker need to be reported to the Attendance Secretary immediately.

Most lockers for freshmen and juniors have a detachable lock. These locks will be assigned at the beginning of the school year by the Attendance Secretary and must be returned after the final exam in June. Students will be fined \$10 for locks not returned.

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 the Attendance Secretary. 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 Attendance Secretary. 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.

STUDENT COUNCIL

Contact: Michele Taylor, Dean of Student Leadership and Activities

503-721-7723/michele.taylor@smapdx.org

The St. Mary's Student Council is a school-wide organization that meets regularly to deliberate on matters related to students and school. The Student Council is composed of student-elected class officers.

Elected Officers:

Eligibility criteria for running for elected office is made available to freshmen, sophomores, and juniors in the spring. Eligibility to run for office includes but is not limited to GPA, attendance, and behavior. Students applying for leadership positions are expected to exhibit the highest standards of behavior both at school and in the greater community. Elections for the Associated Student Body Officers and class officers are held in April/May. Class elections for the incoming ninth grade are held in the fall.

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.

TEACHER ADVISOR PROGRAM

Contact: Patty Gorman, Dean of Students
503-228-8306/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 15 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

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. 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 POLICY

Contact: Patty Gorman, Dean of Students
503-228-8306/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 is strictly prohibited. Smoking 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 6:45-7:00A.M. must stay on the first floor unless under the direct supervision of an SMA staff member. At 7:00A.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

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; 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 and Lock Out Directions

“A LOCK DOWN IS BEGINNING. This is an inside emergency.” Upon hearing the signal, all adults in a classroom or office 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 and staff in open areas will:

- Move to the nearest enclosed space. Those in the gym will go to the training room. Those in the auditorium will go down to the weight room.
- Students in restrooms or halls will go to the nearest classroom or office.

- Those in the student commons go into classrooms adjacent to the commons. Those in the cafeteria go to the kitchen.
- If there is not time to move to an enclosed area, students and staff should stay low and seek shelter behind dividers, bookshelves, overturned tables, etc.

The Principal or designee will release each room individually after the situation has been resolved.

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 insure 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. 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 Attendance Secretary at 503-721-7709 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. (In most instances this form is forwarded from the

student's previous school.) If the student is not vaccinated due to medical reasons, the student's physician must sign the medical waiver section of the Certificate of Immunization. If the student is not vaccinated for religious reasons, the parent must sign and date the religious exemption section of the Certificate of Immunization.

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" is 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 Attendance Secretary's Office.