

St. Mary's Academy



Parent/Student Handbook

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EDUCATIONAL PHILOSOPHY of Marian Congregation Schools

Vision

St. Mary's Academy is a Traditional Catholic Institution whose professional faculty educates her K-12 students to become industrious, moral and intellectual leaders who enhance society by the example of their Catholic lives. Our emphasis is preeminently spiritual, assisting students to cooperate with Divine Grace, become true and perfect Christians, effecting transformation into Christ, thereby positively impacting and influencing all with whom they come in contact.

Mission

Founded on Christian ethical principals, instruction emphasizes fundamental academic skills and perpetuates the legacy of classical education. The word *education* is derived from the Latin *educare*, meaning "to draw forth". We challenge our students to perfect their character by means of personal discipline and the cultivation of their God-given abilities, thereby drawing forth their talent to reach their full potential.

Goals

St. Mary's Academy is a safe environment where parents and students are committed to Catholic education and actively involved in the process of forming Christians. Our school is a dynamic institute riveted on the ongoing pursuit and apprehension of Truth.

Objectives

First and foremost, we are committed to cultivating a deep understanding of and commitment to the Roman Catholic Faith, for the Church is "the pillar and ground of truth" (1 Timothy 3:15); second, to cultivate and insatiable desire to pursue and apprehend Truth, to determinedly serve others through intellectual and moral leadership, fulfilling St. Paul's assertion that "the greatest of these is charity" (1 Corinthians 13:13); third, to develop their minds through solid academic skills in the areas of reading, writing, mathematics, speaking, and critical thinking; finally, to cultivate an appreciation of the goodness, truth and beauty found in true art, as a means to recognize God's glory in His creatures and the talent He gives them.

ADMISSIONS AND ATTENDANCE

Admissions

Only those children will be admitted to kindergarten who have reached their fifth birthday by August 31st, and to the first grade who have reached their sixth birthday by the same date.

Any students admitted will be expected to observe the following conditions:

That they participate in all religion classes, fulfilling all required work.

That they follow the school schedule, including Holy Mass and other religious functions.

Marian Congregation Schools are not schools for all students. The principal will interview parents seeking enrollment for their children.

Any student seeking admission to Marian Congregation Schools may be required to take a placement test.

Children qualified for special education needs in any category, including learning disabilities, speech and/or language impairments, mental illness/retardation, behavior disorder, visual/hearing/ physical and/or other health impairments, will be admitted only at the discretion of the administration. At any time the administration may revoke admittance for students considered inappropriate for the setting.

Furthermore, children who are experiencing difficulty in learning will be admitted on probation; parents will be expected to cooperate in remedying the difficulty at the direction of the teacher. If the requirements are not fulfilled, the child will be dismissed.

Children already admitted who are experiencing difficulty in learning will also be subject to the above probation and/or dismissal.

Attendance

It is expected that students will attend class on every school day. The school will keep a record of tardiness and absences.

In accordance with State Law an excuse from parent or guardian is required for all absences. The excuse must contain date(s) of absence, and reason for absence and must be from a parent/guardian.

Students will be expected to make up assignments missed due to absence as designated by their teachers.

If a student has to leave school prior to the end of the day, he/she shall

notify the Principal, bring a written request from home stating the reason and signed by the parent or guardian.

Students who arrive late must bring a note signed by parent/guardian explaining the reason of the tardiness.

Any student missing thirty (30) days or more during one school year will be retained at his present grade level unless he has a doctor's certificate explaining the cause of absence.

Tardiness

Students are required to be present at roll call when the school day begins.

Late arrivals or early dismissals will be counted towards attendance/absence as follows:

Before noon = tardy

Afternoon = ½ day

Planned Absence

Planned absences must be approved in advance by the principal. Arrangements for all assignments must be worked out with the teachers prior to the date of departure.

Truancy

A student absent without the knowledge and consent of his parent or absent from school without the knowledge and consent of the school is truant. Truancy shall be cause for disciplinary action, suspension or expulsion. A student is truant if he:

Leaves the school without signing out with the principal

Is absent from school without prior permission of parents

Is absent from class without permission

Comes to school but does not attend class

Falsifies parental notification

Students will receive "No Credit" for all work missed during the period of truancy.

Withdrawal From School

Students withdrawing from school must have this confirmed (in writing or in person) by their parents/guardians.

Withdrawal grades, end-of-year report cards, transcripts and diplomas will be withheld for those students who have not returned books or have any kind of debt to the school.

ACADEMIC INFORMATION

Organization

The school year is divided into four quarters. Report cards are issued quarterly.

Parental conferences with teachers are scheduled periodically through the school year. Additional conferences may be requested with the teachers as needed.

Homework

Homework is assigned every night and should take Jr. High students no more than two hours and grade school students no more than one hour to complete (not including studying for tests and long-range projects).

Students are expected to observe the following guidelines when completing homework assignments:

All assignments will be completed.

Students are responsible to make up homework missed due to absence.

Homework will be turned in on time.

Students will turn in work that is neatly done and properly headed.

If students choose not to do their homework, the following consequences may occur:

Students will complete assigned work.

'No credit' may be given for work that is not submitted on time.

Students may be assigned one detention period.

Parents may be asked to sign completed homework each night.

In exceptional cases, if there is a legitimate reason why a student is not able to finish homework, the parent must send a note on the day the homework is due stating the reason it was not completed. The note must be signed by the parent.

Academic Honesty

Honesty is part of the character code of a student of Marian Congregation Schools. Academic honesty includes doing one's own work and attributing the proper credit when researching the work and ideas of another.

Extra-Curricular Activities

Students and parents must remember that academics are the student's first and foremost priority. Parents must exercise great caution in allowing extra-curricular activities to infringe upon the time students require for study.

Grades and G.P.A.

Grade ranges and grade points awarded:

100-96	A	4.00 pts.
95-94	A-	3.75 pts.
93-92	B+	3.50 pts.
91-88	B	3.00 pts.
87-86	B-	2.75 pts.
85-84	C+	2.50 pts.
83-79	C	2.00 pts.
78-77	C-	1.75 pts.
76-75	D+	1.50 pts.
74-72	D	1.00 pts.
71-70	D-	0.75 pts.
69-0	F	0.00 pts.

Retention

Students in gr. 1-5 who receive 4 quarter F's or 3 F's in math and/or reading will be retained at the current grade level.

Students in grades 6-8 who receive 3 semester F's in any subject will be retained at the current grade level.

Honors and Awards

Honor Roll

1st Honors:	3.80—4.00	G.P.A.
2nd Honors:	3.50—3.79	G.P.A.
3rd Honors:	3.20—3.49	G.P.A.

The Honor Roll will be presented each quarter to students in the upper

grades. Even if the grade point average is maintained, the highest honor available to anyone who receives one "C" is Third Honors.

End-of-the-Year Awards

Individual Subject Awards may be given to the student who maintained the highest grade point average.

Honor Roll Award will be presented to those students who maintained first, second or third honors all year.

Perfect Attendance Awards will be given to students with no more than three days excused tardiness.

The School Honor Award will be presented to the Jr. High student who maintains a high grade point average and exhibits exemplary conduct.

Other awards may be given at the discretion of the faculty.

DRESS CODE

Students must be modestly attired at all times both at school and at school activities.

Every student must come to school in his/her proper uniform, which shall be neat, clean, and presentable. This uniform must be worn during the entire time that the students are at school and at all designated functions. Students not in conformity with the dress code shall be subject to a consequence.

A note is required each day the student is out of uniform. If for any reason a student cannot be in complete uniform, he/she shall dress according to the formal non-uniform code, as described below.

BOYS:

Hair shall be conservatively cut and neatly trimmed. It shall not be dyed or bleached. Hair shall not be over the ears or collar and no side burns beyond mid-ear are permitted. Earrings and pierced ears are not permitted. No visible jewelry will be allowed.

Complete School Uniform:

Uniform sweater, vest or fleece. **No hoodies.**

Uniform slacks

Belt (except elastic-waist pants)

White dress shirt

Black or navy socks

Black dress shoes

Formal Non-Uniform Code:

Suit or dress shirt with tie
 Sweater/sports jacket
 Dress slacks
 Socks
 Dress shoes (no tennis shoes or boots)

Informal Non-Uniform Code:

Pants (neat; no holes or frayed edges)
 Socks
 Shoes (clean and neat)
 Shirts (tucked in and free of inappropriate insignia)

GIRLS:

Hair should be neatly and conservatively styled, brushed and arranged away from the face. Students shall not dye their hair.

Make up, colored or sparkly nail polish is not allowed.

One pair of earrings, no larger than 1/2 inch in diameter, is permitted; dangling earrings are not permitted. All other jewelry is prohibited.

Complete School Uniform:

Uniform plaid jumper or skirt (as appropriate to grade level)
 Skirt should cover the knees whether standing or seated.
 Uniform sweater, vest and fleece. **No hoodies.**
 Uniform white blouse
 Uniform socks (black or navy knee-hi or tights)
 Black polishable feminine dress shoes (heels not to exceed 1 inch)
 Uniform beret

Formal Non-Uniform Code:

Apparel shall be neat, clean and presentable
 Skirts or dresses must be loose-fitting with no slits
 Skirts and sleeves shall be the same length as the uniform skirt and blouse.
 Slips must be worn.
 No sweatshirts or tight-fitting pullovers are allowed. Blouses may not be sheer.
 Necklines must be high enough (estimate 2-3 finger spaces beneath the pit of the throat) and garment should not be tightly fitting overly accentuating the form.
 Tops should be long enough to cover the abdomen when arms are

raised.

Socks or nylons must be worn. No tennis shoes or boots are permitted. All hair and jewelry rules apply.

Informal Non-Uniform Code:

Pants must be loose-fitting and lady-like with no holes or frayed edges. Refer to formal dress code for blouses and tops.

CONDUCT AND DISCIPLINE

CONDUCT

Towards God

Students shall keep a proper reverence during Mass, by kneeling up and using a missal. While in chapel, students shall maintain a spirit of piety and reverential silence.

Towards Superiors

Students shall respect and obey parents and teachers whether at school, school-related functions or non-school events. Students shall stand whenever a teacher, priest, religious or guest enters the classroom. The students shall greet them with the appropriate salutation ("Good morning", etc.) followed by the appropriate title (Father, Sister, Sir, Ma'am). The students shall use the same greeting upon meeting a priest, religious or any other adult.

When addressed by a teacher, students shall stand and respond respectfully, using the correct religious or lay title.

Students shall observe common courtesy toward teachers and adults: excusing themselves when having to pass in front of them, getting chairs for them at general assemblies, not listening to their private conversations, etc.

Towards Peers

Students shall treat one another with Christian charity at all times.

There shall be no physical contact or displays of affection between students on the school grounds or at school-related functions.

Students shall not intentionally cause or attempt to cause injury to persons or property at any time, on or off school property at any school function or activity.

In General

Students shall behave in an orderly manner inside the school building - no eating or drinking outside of designated areas or times; no running, playing, or bouncing balls.

Anyone who defaces, damages or steals school property or another's personal property at school will be liable for damages as provided by law. They will also be subject to appropriate school disciplinary action including suspension and/or expulsion.

Obscene or vulgar language, writing, pictures, signs or acts will not be tolerated.

Students shall neither use and/or possess tobacco, alcohol, or any controlled substance (without doctor's prescription) on school grounds or at any school-related function or event. Students present in these situations are subject to the same consequences.

A student shall not possess, handle or transmit any object that can be reasonably considered a weapon on the school grounds at any time whatever, off the school grounds at any school function or event, or while en route between home and school.

Materials including but not limited to tapes, CD's, books, magazines and other items, which are immoral or suggestive, are forbidden. Drawings or pictures which portray celebrities, the names or symbols of any alcoholic beverage or drug or which are sexual, violent, or anti-Christian, are not allowed and will be confiscated and destroyed. This pertains to lockers, binders, book covers, personal belongings, etc.

School rules and regulations shall be applied at school-sponsored, off-campus events. Disciplinary action in this area will be severe since the good name of the school is involved.

Usually the school does not involve itself in students' conduct apart from the school or school events. However, there may be an occasion when a student's conduct, even though separate from the school, will be of such a nature as to reflect on the school and will call into question continuance as a student in Marian Congregation Schools.

Since a great deal of modern music ("rock" or "rap") is detrimental to spiritual, emotional and psychological development, students shall not subject themselves to such music.

Students shall not subject themselves to movies, videos, television pro-

grams internet sites or chat-rooms that offend decency or Christian morals.

Marian Congregation Schools reserve the right to dismiss any student who fails to exhibit the cooperation, courtesy and Catholic morality promoted by the administration.

Students, who, in the judgment of the school administration, evidence a belligerent attitude or obstinate refusal to abide by school rules, are subject to immediate suspension and/or expulsion.

DISCIPLINE

It is impossible for learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook. Students not adhering to any of the above will be subject to after-school detention, referral, suspension, or expulsion.

After-School Detention

Detention may be required of a student as a consequence of choices that a student made to act inappropriately. Students will be required to remain after school for a period of time. It is expected that the student will complete the detention period on the detention day it is assigned.

A student may be assigned Detention as a consequence for:

Violations of school or classroom rules

Unexcused absence from school or class

Unexcused tardiness for school or class

Failure to complete assigned homework

Chewing gum

Eating outside designated times and areas

Referrals

When a student is referred to the principal as a disciplinary consequence of the violation of school disciplinary policy, the following disciplinary procedure shall be observed:

The principal shall speak separately with the staff member initiating the referral and the student. If the principal finds that the student did in

fact commit the infraction of the disciplinary policy and that the proper disciplinary procedure was followed by the staff member, he shall take the following action:

Referral Process

Step #1 First Referral: The principal will counsel and/or verbally reprimand the student. Parental notification is at the option of the principal, with option to suspend for one day depending on the gravity of the offence.

Step #2 Second Referral: The principal will counsel and/or verbally reprimand the student. The student shall be suspended from classes for one day. Parental notification is mandatory.

Step #3 Third Referral: The principal will counsel and/or verbally reprimand the student. The student shall be suspended from classes for three school days. A parental conference shall be mandatory. The student may not attend nor participate in any extra-curricular activities for fourteen days.

Step #4 Fourth Referral: The principal will counsel and/or verbally reprimand the student. The student shall be suspended from classes for five school days. A parental conference shall be mandatory. The student may not attend or participate in any extra-curricular activities for fourteen days. The student may not apply for admission to the school for the following school year without faculty approval.

Step #5 Fifth Referral: Expulsion from school.

Certain offenses will generate referrals, of which the following are examples:

Violations of school or classroom rules which are referred to the principal

Possession of materials such as tapes, CD's, books, magazines, drawings or pictures which portray the names or symbols of any alcoholic beverage or drug or which are sexual, violent, or anti-Christian.

More serious or repeated violations of the rules render the student liable to immediate suspension or expulsion.

Suspension

A student given "suspension" may not attend school or any school-related functions or activities during the period of suspension.

Students on suspension are responsible for contacting their teachers for assignments missed in virtue of suspension. Work shall be submitted on the day the student returns to school.

A suspension is automatically counted as a disciplinary referral.

Students shall be immediately suspended from school for the following infractions of school policy, and while on suspension, can incur additional suspension by any commission of the following:

Truancy or "cutting class"

Use or the possession of tobacco products at any time on the academy grounds or at any school-related function or event

The violation of the Alcohol and Controlled Substance Policy

Possession of a pocket knife, paint ball guns or other look-alike weapons, on school grounds, at any school functions or school related events

Use of vulgar or crude language

Destruction of property valued at less than \$40.00

Fighting or striking another student

Belligerent attitude or obstinate refusal to abide by school rules

Expulsion

Generally, students expelled from school may not be readmitted for one calendar year. In exceptional cases, a student may be readmitted by the administration. Students expelled from the school may not attend school-related functions or events. Students shall be expelled from the school for the following infractions of school policy:

The 1st or 2nd violation of the Alcohol and Controlled Substances Policy

Use of language or gestures which are obscene

Possession of or viewing books, magazines, pictures or other literature which are immoral or suggestive while on school grounds

Destruction of property valued in excess of \$40.00

Theft

Possession of a dangerous weapon on school grounds, at school functions or school related events

POLICIES

Alcohol and Controlled Substances

Students shall not possess or consume alcohol or any controlled substances (without a doctor's prescription) on school grounds or any school-related function or event. Students in the presence of those who do so shall incur the same consequences.

For the 1st offense, the student shall be either suspended or expelled from school.

For the 2nd offence, the student shall be expelled from school.

Bullying

Bullying (AKA harassment, intimidation) is any intentional written, verbal or physical act that:

Physically harms a student or damages a student's property;

Has the effect of substantially interfering with a student's education;

Is so severe, persistent, pervasive that it creates an intimidating or threatening educational environment;

Has the effect of substantially disrupting the orderly operation of the school;

Is motivated by physical appearance, clothing or property, mental disability, individual idiosyncrasies, etc.

Bullying will result in a disciplinary action. False reporting or unwarranted retaliation for bullying, harassment or intimidation can also merit a disciplinary action.

Weapon-Free School

Marian Congregation Schools are weapons-free zone. It is a violation of State Law to possess a firearm or other dangerous weapon on school property or at school functions.

Firearms or Dangerous Weapons: Any student who brings a firearm or other dangerous weapon to school or to a school-related activity shall be expelled from school for not less than one year. The parent/guardian of that student shall be immediately notified by the school. Such a student shall be referred to the criminal justice or juvenile justice system.

The administrator of the school shall have the authority to modify this expulsion requirement on a case-by-case basis.

Look Alike Weapons: Any student who brings a pocketknife, paintball

gun or other look-alike weapons to school or to any school related function shall be referred to the principal for disciplinary action. The parent/guardian of that student shall be immediately notified by the school.

Fines

Fines will be levied for the following:

Damage to books or lost books--price of the book

Damage to school property--equivalent to damage

Medical Procedures

The school is permitted to administer limited types of medication only on condition that certain Washington State requirements and specific written protocols are met. Students who feel that they are unable to continue in class will be asked to call parents.

Health information and emergency medical forms are required of each student. Should statistical information change (i.e., parent/guardian, doctor, phone number, contact person), it is the responsibility of the student and/or parent/guardian to provide the school office with the information necessary to make that change. The medical information will remain on file as long as the student is enrolled.

Any accident on school property shall be reported immediately to the principal and an accident form filled out (including date, nature of accident, witnesses, action taken and any pertinent information).

Recreation and Physical Education

In order to develop true Christian sportsmanship, disrespect of any nature (arguing, talking back, using vulgar language, swearing and cursing, un-Christlike behavior, or fighting) will not be tolerated.

Any student arguing, fighting or acting in a disrespectful, or un-Christian manner may lose recreation privileges.

Students shall participate in recreation. Students are required to bring proper outer-wear for the cold months.

Search and Seizure

For purposes of general health and safety, searches of student property may be conducted at any time by appropriate school authority. The following rules shall apply to the search of the student's person, the student's possessions, and of the school property assigned to students (locker, desk, etc.) and the seizure of items in their possession:

Search of an area assigned to a student shall be in the presence of at least one witness.

Illegal items or other possessions reasonably determined to be a threat to the health and safety of others may be seized by the school administration.

Items, (including but not limited to cell phones, ipods, mp3 players, tablets, portable headset radios, etc. which may disrupt or interfere with the educational process) may be removed from the student's possession.

Valuables/Personal Belongings

Students, not the school, are responsible for valuables brought to school. Students are cautioned not to bring large amounts of money to school. Students are not allowed to bring radios, CD players, iPods, portable radio headsets or other media devices to school.

Permission from the teacher should be obtained before toys, games, etc., are brought to school.

Designs on any items, such as clothing, lunch pails, folders or stickers, which are incompatible with Catholic philosophy, are forbidden. Any material of this nature will be confiscated.

Cell Phones

Cell phones and electronic devices are proven sources of distraction to students and the educational process. For this reason, they will not be allowed in a student's possession during school hours. This includes purses, back packs and lockers. Those students who have personal cell phones or other electronic devices (i.e. I-pod, mp3 player, tablet) may choose to leave them either in their car or at home. If bringing a cell phone or other device into the building, students shall leave it with the Principal during the day, and pick it up after dismissal. A student with a cell phone or other device in his/her possession during the day will have it removed from his/her possession. The device may be picked up by a *parent* after the school day. Repeated violations of the phone policy will result in a referral. (See Search and Seizure Policy.)

Visitors

On a regular basis, only enrolled students are allowed on campus during school hours. Visitors are welcome as long as the principal has given permission well in advance. Student visitors shall follow the dress code for formal non-uniform attire, and shall not have electronics in their possession while they are at school.

Excerpts from Church Documents on Catholic Education

THE CATHOLIC POSITION ON EDUCATION The Code of Canon Law

The official position of the Catholic Church on education is summarized in the Code of Canon Law:

"Parents are bound by a most grave obligation to provide to the best of their ability for the religious and moral, as well as for the physical and civil education of their children, and for their temporal well-being" (Canon 1113).

"From childhood all the faithful must be so educated that not only are they taught nothing contrary to faith and morals, but that religious and moral training takes the chief place" (Canon 1373).

"In every elementary school, religious instruction adapted to the age of the children must be given" (Canon 1373).

"Catholic children must not attend non-Catholic neutral or mixed schools... It is for the bishop of the place alone to decide, according to the instructions of the Apostolic See, in what circumstances and with what precautions attendance at such schools may be tolerated without danger of perversion to the pupils" (Canon 1374).

"The Church has the right to establish schools of every grade, not only elementary schools, but also high schools and colleges" (Canon 1375).

Decrees of the Council of Baltimore

The Third Plenary Council of Baltimore promulgated the following law in 1884:

"Near every church where there is no parochial school, one shall be established within two years after the promulgation of this Council, and shall be perpetually maintained, unless the bishop for serious reasons sees fit to allow delay.

"All parents shall be bound to send their children to a parochial school, unless it is evident that such children obtain a sufficient Christian education at home, or unless they attend some other Catholic school, or unless, for sufficient cause approved by the bishop, with proper cautions and remedies duly applied, they attend another school. It is left to the Ordinary to decide what constitutes a Catholic school."

Pastoral Letter of 1919

The pastoral letter issued by the American hierarchy in 1919 stated five principles as the basis of Catholic education:

"First: The right of the child to receive education and the correlative duty of providing it are established on the fact that man has a soul created by God and endowed with capacities which need to be developed, for the good of the individual and the good of the society... Second: Since the child is endowed with physical, intellectual and moral capacities, all these must be developed harmoniously... Third: Since the duties we owe our Creator take precedence over all other duties, moral training must accord the first place to religion, that is, to the knowledge of God and His Law, and must cultivate a spirit of obedience to His commands... Fourth: Moral and religious training is most efficacious when it is joined with instruction in other kinds of knowledge... Fifth: An education that unites intellectual, moral and religious elements is the best training for citizenship..."

