

SIGNS AND SYMBOLS OF ST. MARY'S ACADEMY

*School Motto -
“No Excellence Without Hard Labor”*

School Colors - Royal Blue and Gold



The **shield** is a symbol of the great interest and protection that St. Mary's holds for her students. It is a helpful guide in student action and affords a brief and simple description of the ideals of Maryites.

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

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

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

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that Your Divine Son became man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because You have revealed them Who can neither deceive nor be deceived. Amen

ACT OF HOPE

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

ACT OF LOVE

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

ACT OF CONTRITION

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

REGINA CAELI

O Queen of heaven, rejoice, alleluia, For He whom you did merit to bear, alleluia, Has arisen as He said, alleluia, Pray for us to God, alleluia,
V. Rejoice and be glad, O Virgin Mary, alleluia,
R. For the Lord has risen, indeed, alleluia.

LET US PRAY

O God, Who through the resurrection of Your Son, our Lord Jesus Christ, did fill the world with joy; grant, we beseech

GENERAL INFORMATION

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

Fully accredited by the Southern Association of Colleges and Schools for over fifty consecutive years, St. Mary's Academy is a school on the move and in transition. Inundated by 4-5ft of water as a result of Hurricane Katrina, the school's campus incurred a staggering \$4.5 million in damages. Yet, the legacy of the Holy Family sisters' founders, Mother Henriette Delille, transcended any thoughts of closure when the Office of Catholic Schools and the administration of St. Mary's announced that St. Mary's Academy would reopen in the classrooms of the former St. James Major School, located at 3774 Gentilly Blvd. Formerly a all-girls middle/secondary school, St. Mary's expanded its curriculum to include Pre-K-4-5th grades. While the elementary and middle schools were co-educational, the high school continued its legacy of educating young women.

For over 150 years, St. Mary's has maintained its commitment to educate the whole person - spiritually, academically, socially and culturally. Several members of the Sisters of the Holy Family serve as administrators, faculty, staff and resource personnel, while dedicated, qualified and professional lay faculty and staff serve as an integral part of the institution. Its administration, faculty, staff and students are committed to spread the word of God and give service to neighbor.

Because St. Mary's is a well-disciplined, Christian-based school, students are encouraged to establish a close

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

EJACULATIONS

Sacred Heart of Jesus, have mercy on us.

Immaculate Heart of Mary, pray for us.

St. Joseph, intercede for us.

St. Thomas Aquinas, pray for us.

St. Benedict, pray for us.

PRAYER FOR UNITY

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

PRAYER TO MOTHER HENRIETTE DELILLE

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

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

Imprimatur: Most Rev. Francis B. Schulte,

Archbishop of New Orleans, August 23, 1997

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

each year. St. Mary's is the first all-girls school in Orleans Parish to win this honor. Additionally, the school's track team won the State Championship in 2004. Every year the athletic teams have produced many students who have garnered college athletic scholarships, as well as one WNBA star.

Participating as a member of the Louisiana High School Athletic Association, St. Mary's also competes in volleyball, softball, cross-country and track. The record in these areas has also been outstanding.

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

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

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

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

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

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

PEER MEDIATORS

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

ATHLETIC CLUB

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

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

CHEERLEADING SQUAD

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

DANCE TEAM AND MAJORETTES

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

MODERN DANCE GROUP

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

Mission Statement

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



FRIENDS OF HENRIETTE DELILLE

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

The benefits for a Maryite are :

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

SMA AMBASSADORS

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

VOCAL MUSIC

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

INSTRUMENTAL MUSIC

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

REGINA STAFF

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

MARIS STELLA STAFF

Each year a yearbook is published by the students and

Adams was the principal during this period.

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

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

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

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

STUDENT LIFE

ACADEMIC CLUBS

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

SERVICE CLUBS

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

NATIONAL HONOR SOCIETY

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

SMA HONOR SOCIETY

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

MU ALPHA THETA MATH HONOR SOCIETY

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

COLLEGIATE PROGRAMS

Students at St. Mary's Academy also participate in the

In the fall of 2007, St. Mary's Academy returned to its Chef Menteur Highway campus. State-of the-art modular buildings house students in Pre-k-3 through 12th grades while the rebuilding of the permanent campus takes place.

ACCREDITATION

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

PARENTAL ROLE IN EDUCATION

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

PARENTAL INVOLVEMENT

Close cooperation between the parents and the school is necessary if the school is to succeed in achieving the goal for which it was established. All St. Mary's Academy parents are invited to become active members in the Parent Teacher Association. Through membership they will promote cooperation between home and school. They will enjoy the social contacts which come from working on committees and participating in social events. Parents are also encouraged to get involved in various school programs. Parents involved in these organizations must always remember that these groups exist to assist the administration in supporting the various activities of the school. They function under guidelines

to appeal a decision made by the Administrative Team regarding dismissal. All decisions made by the Principal resulting from an appeal are considered FINAL.

Anti-Bullying Policy

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

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

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

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

GUIDELINES FOR APPOINTMENTS WITH TEACHERS

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

Parents may arrange a conference by contacting the teacher directly through the online communications tool, via email or they may leave their contact information at the Business Center. Parents who have difficulty contacting a teacher should immediately inform the Assistant Principal so that a meeting between parent and teacher can be arranged. Parents are encouraged to send a copy of all emails sent to teachers to the Assistant Principal.

In order to avoid disruption of classes, a parent is to report to the main office when coming to school, and he or she is not to detain any student or visit a classroom without proper authorization from an administrator.

THE BUSINESS CENTER

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

BUSINESS CENTER PROTOCOL

The Business Center Staff are comprised of professional personnel and conduct the Business Center of the school in strict accordance with the policies, rules, and regulations established in this handbook and other relevant school documents. All visitors are expected to conduct themselves professionally, with decorum, and in strict accordance with

- A student may be suspended twice, but not a third time during the school year. Dismissal is the penalty for a student who has been suspended twice or who has been placed on probation and then commits another major infraction.
- Students posting derogatory and inappropriate material on the internet.
- **The following are some additional causes for dismissal:**
- Bad or poor attitude
- Unbecoming language or obscene gestures, or but not limited to immoral conduct
- Immoral behavior
- Willful and deliberate breach of school rules
- Failure to accept corrections or criticisms
- Poor scholastic record / discipline record
- Frequent absences and tardiness
- Not reporting to class after leaving home for school or not returning to an authorized destination after school or school activity
- Leaving the campus during school hours without permission from the office and parent
- A student who engages in serious physical confrontations with another student on or off- campus regardless of who initiated the confrontation is subject to dismissal. The exception to this will be self-defense. Self defense will be a viable argument if:

a timely manner that does not disrupt the ordinary routine of the school day.

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

MEDICATION / HEALTH CONCERNS

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

It is the responsibility of parents to keep all students diagnosed with or suspected to have contagious or infectious diseases at home. *Students with fevers must be fever--free for 24 hours before being brought back to school.* Parents who endanger the school community by ignoring this policy will subject their daughter to dismissal. Students kept home for these reasons must have a medical clearance from a licensed physician before they can return to school.

PHYSICAL EDUCATION / MEDICAL WAIVER

All students are required to take Physical Education as part of their regular program of studies. The only exceptions granted are those students who submit a request for a medical waiver specifically stating that the student is not able to participate in physical education and is verified by a

CONTRACTS

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

SUSPENSIONS

- Suspensions are given to students who insist on disobeying school rules.
- Students who receive three (3) Saturday detentions or five (5) after-school detentions.
- Students incur an automatic suspension when they do not report to the office when sent by a person in authority (faculty or staff)
- Students who call home without permission from the office, call home during the day from their cellular phone, or call home to report a teacher or incident will be subject to disciplinary actions
- A student who has been suspended for not reporting to a detention is required to have a parent accompany them upon her return to school to meet with the Dean of Students

ADMISSIONS

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

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

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

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

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

TESTING

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

REGISTRATION

Initial registration is held in early spring on a date set by the Administration. Complete registration is held in May.

Demerits are also given for infractions such as:

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

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

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

CONSEQUENCES OF FIRST PINK SLIP

- Written notification to parents specifying the reason for the pink slip from the Dean of Students -the Dean of Students will keep a copy of this

NOTES.....

LEAVING THE SCHOOL CAMPUS

After arriving on the school campus, a student may not leave until dismissal at the end of the school day. If it is necessary for a student to check out either before or during the school day, she must be signed out in the Business Center by a parent/guardian or with the express permission of that person.

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

CONSEQUENCES FOR CLASSROOM DISOBEDIENCE

DETENTIONS

Detentions are given for the following infractions:

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

SATURDAY DETENTION

Saturday detentions are given to:

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

CURRICULUM

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

HONORS-AP PROGRAM

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

Advanced Placement in either one or all of the following:

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

ELECTIVES

Entering Freshmen in the honors program will be required to have one unit in Algebra as a pre-requisite.

COLLEGE PREPARATORY PROGRAM

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

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

action

- *NOTE: Saturday detentions are \$20.00.*

RELIGIOUS PRACTICES

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

FIRE DRILLS

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

RESPONSIBLE USE POLICY FOR THE INTERNET

The Archdiocese of New Orleans has published a policy on “responsible use of Archdiocesan Information Resources”. St. Mary’s Academy has a detailed technology policy in accordance with the Archdiocese of New Orleans. Since our information resources are administered by the Archdiocese of New Orleans, each student/parent is accountable to both technology policies, St. Mary’s Academy, and the Archdiocese of New Orleans. Those must be signed before students are permitted to use the computers.

THE LIBRARY

Our school library is equipped with internet access which is available to the students before and after school and during special research periods during the school day. Silence and consideration must be maintained at all times. A fine of twenty-five cents a day is charged for keeping books overtime. Students are responsible for all books damaged or lost while in their possession. The publisher’s retail price is charged for each book that is lost or damaged. Any student

- Certification by the Administration that the student has followed the rules and regulations of the school.

MANDATORY SENIOR ACTIVITIES

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

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

OTHER CONDITIONS AFFECTING ELIGIBILITY FOR GRADUATION ARE:

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

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

- She has not met financial obligations to the school by

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

Students are to form a single line at the concession and at the lunch counter in the cafeteria unless otherwise informed. Talking in these areas is not to be loud and boisterous. Chewing gum is not permitted while in uniform. Students are not to bring or chew gum on the school campus at any time. (\$10.00 fine and a Saturday detention)

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

Journalism, Speech, Drama, and other electives as per teacher availability.

REPORT CARDS & GRADES

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

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

Quarter Grades are calculated as follows:

60% will be given for tests.

20% will be given for class participation.

20% will be given for preparation of assignments.

Semester Grades are calculated as follows:

Average of quarter grades and examination.

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

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

Middle school students failing 2 major subjects will not be promoted.

Failure in two major subjects will disqualify students for registration. Only students who have made up failures in summer school will be permitted to register.

CHEATING & PLAGIARISM

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

on a periodic basis.

DISCIPLINE

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

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

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

COOPERATIVE MANDATE

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

OFF-CAMPUS BEHAVIOR

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

SCHOLARSHIPS AND AIDS

Scholarships are awarded to the highest-ranking applicants as determined by their records and the Principal's recommendation. Work-study assistance is given according to financial need.

RENAISSANCE STAR PROGRAM

The Renaissance Star Program recognizes students for improvement in academic achievement, rewards dedicated educators and valued staff, increases the involvement of parents, and involves businesses in the education process. The Renaissance Stars are by invitation only and is calculated per Semester 1 academic achievement and good citizenship.

QUALIFYING CRITERIA:

Any student who meets the following criteria within Semester One is awarded an invitation to participate and walk the red carpet. Stars who participate will have the opportunity to earn discount cards and/or gift cards from local businesses.

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

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

LEVEL FOUR

A Average in Academics

B Average in Conduct

No more than two C's in Academics or Conduct

Nothing less than a C in Academics or in Conduct

No Teacher Detentions nor Office Referrals

School Bags

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

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

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

FREE DRESS DAYS

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

VIOLATION OF DRESS CODE

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

HONOR SOCIETIES

NATIONAL HONOR SOCIETY

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

Membership:

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

Requirements:

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

ACADEMIC CLUBS

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

SERVICE CLUBS

Library, Key Club, Friends of Henriette Delille, Eucharistic Ministers, Retreat Team, Officers and Representatives of Student Council.

neat and clean.

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

Male Academy Uniform consists of the following:

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



EARLY DISMISSAL

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

Students will not be allowed to sign out during the 30 minutes prior to dismissal. Under normal circumstances, students will not be permitted to leave school unless a parent/guardian signs them out at the office. When an impending absence is known, the office should be notified in advance. **There will be no dismissals during the school Mass.**

DISMISSAL

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

DRESS CODE

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

ATTENDANCE

DISASTER PROCEDURE

St. Mary's Academy follows the guidelines and decisions of the Archdiocese of New Orleans in the event of emergency or disaster. St. Mary's Academy will not conduct school on any day on which the Archdiocesan School Office announces that schools will be closed.

SEVERE WEATHER-SCHOOL CLOSING

In case of severe weather or other emergencies, the school will follow the same dismissal procedures as that of the Orleans Parish Archdiocesan Schools. Information should be sought via radio station WWL-870 AM or WWL-TV Channel 4, WDSU -TV Channel 6, WVUE-TV Channel 8 and ABC-TV Channel 26. Check the school's website for continual updates at www.smaneworleans.com

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

Facebook: www.facebook.com/maryitecentral/

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

NON-SUPERVISED TIMES

There is no supervision for students arriving before 7:00 a.m. nor remaining on campus after 6:00p.m. Therefore, the school is not liable before 7:00 a.m. or after 6:00 p.m. Parents will be charged a \$25 late fee for each occurrence after 6:00pm.

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

MIDDLE SCHOOL

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

HIGH SCHOOL STUDENTS

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

MIDDLE SCHOOL STUDENTS

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

WHEN A STUDENT IS ABSENT OR TARDY:

The parent must call the school office by 8a.m. to report the reason for the absence or tardiness. Upon reporting to school after an absence or on the day she is tardy, the student must present to the office: a note signed by a parent or guardian stating the date (s) and reason for absence (s) or tardiness. All notes will be validated for acceptance. The parent/guardian should include a telephone number on the note where he/she can be contacted if necessary; a doctor's certificate if applicable.

Note: All doctors' notes must:

- Be on the doctor/clinic's official letterhead (no copies or suspected notes will be accepted)
- Be submitted at the time the student returns to school
- List the specific nature of the illness treated
- List each date the student was absent due to the illness
- Bear the original signature of the doctor
- Not indicate any alterations

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