

2019-2020 Parent / Student Handbook

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The Administration of St. Mary’s High School reserves the right to amend this handbook to best address individual situations.

VISION

St. Mary's is a Catholic high school rooted in the Marianist tradition. Each person is seen as a child of God with gifts to be called forth. This community is a place where self-actualization, diversity, and life-long learning are encouraged. St. Mary's is a place where the whole person can grow in the love of God and each other. This Marianist community is dedicated to developing responsible young men who are prepared to live as contributing and successful members of society witnessing Jesus Christ to the world.

ST. MARY'S MISSION

- To help each young man discover life as a Christian journey rooted in God
- To develop in the young man a deep sense of the goodness, self-worth, and the dignity of every person
- To maintain a community where all involved in the student's formation collaborate and create a climate of cooperation, respect, openness, and trust
- To provide a comprehensive program of learning, which challenges and motivates each student to reach his full potential
- To instruct each young man in the Marianist Spirit

CHARACTERISTICS OF MARIANIST EDUCATION

- Educate for formation in faith
- Provide an integral, quality education
- Educate in the family spirit
- Educate for service, justice, peace
- Educate for adaptation and change

CORE VALUES

St. Mary's students are:

- Embodied in Faith
- Empowered by Excellence
- Embraced as Family
- Enlightened through Service
- Transformed for Life

SPIRITUAL LIFE

Spiritual Development: St. Mary's High School dedicates time for the spiritual development of its students through the theology curriculum and the Campus Ministry Program. Through these programs, students participate in yearly retreat days as well as an overnight retreat senior year. All school and class liturgies, penance services, and prayer groups add to the faith life of our school. Students are required to give 20 hours of service to the school and community each year through the Dragon FIRE Service Program and participation in a Capstone Service Project. The Dragon FIRE Service Program and Capstone Service Project are graduation requirements. Service hours from previous school years must be complete in order for students to be eligible to participate in athletics and extracurricular activities.

THE THREE O'CLOCK PRAYER

Lord Jesus, we gather in spirit at the foot of the Cross with your Mother and the disciple whom you loved. We ask your pardon for our sins, which are the cause of your death.

We thank you for remembering us in that hour of salvation and for giving us Mary as our Mother.

Holy Virgin, take us under your protection and open us to the action of the Holy Spirit.

Saint John, obtain for us the grace of taking Mary into our life, as you did, and of assisting her in her mission.

(MARIANIST DOXOLOGY)

May the Father and the Son and the Holy Spirit
be glorified in all places
through the Immaculate Virgin Mary.

ACADEMICS

Minimum Requirements for Graduation

The graduation requirements totaling 30 credits are as follows:

Religion	4 Units of Credit
English	4 Units of Credit
Social Studies	4 Units of Credit
Mathematics	4 Units of Credit - highly recommended OR 3 units & 1 additional unit of STEM** senior year
Science	3 Units of Credit
Fine Arts	1 Unit of Credit
Practical Arts	1 Unit of Credit
Physical Education	1 Unit of Credit
Health	.5 Unit of Credit
Personal Finance	.5 Unit of Credit
World Language or equivalent	2 Units of Credit
Dragon FIRE Service	1 Unit of Credit
Electives	4 Units of Credit

** Refer to Curriculum Guide for eligible STEM courses

In order for students to participate in the Commencement Ceremony, students must meet these graduation requirements, complete their Senior Capstone Project, complete all Dragon FIRE Service hours, and meet all financial responsibilities.

Grading Scale

A =5= Advanced	4.3-5.0
B =4= Proficient	3.5-4.29
C =3= Sufficient	2.7-3.49
D =2= Struggling	1.9-2.69
F =1= Incomplete/Unsatisfactory	0-1.89

Semester grades are determined by averaging the first quarter grade (40%) and second quarter grade (60%) and second semester by averaging third quarter grade (40%) and fourth quarter grade (60%).

Dual Enrollment College Credit/Honor Courses

St. Mary's offers college credit courses in cooperation with Saint Louis University, Fontbonne University, and St. Louis Community College. Courses offered are Biology, United States History, English, Chemistry, Western Civilization, Calculus, Public Speaking, Psychology, and Abnormal Psychology. The criteria for placement in all college credit and honors courses is as follows: the student must be a B student in all subject areas, demonstrate good citizenship at all times, and maintain satisfactory conduct grades in all classes. The University's grading scale will be used for all college credit courses.

Academic Lab

Advisement/Academic Lab is an important part of the school day. Advisors clarify general school information and monitor academic performance. This time will also serve as an opportunity for students to receive tutoring, meet with instructors, and attend club and extra-curricular meetings. Students will also use this time to read, study, and prepare for the next day. **The school day is over for every student at 2:45 p.m.** Students will receive a conduct grade for their participation in the Academic Lab period.

Athletic and Extracurricular Eligibility

Students must meet the Athletic Department's expectations regarding academics, service, conduct, and behavior. Students who fail two classes, no matter how many credits are being taken, will not be eligible to participate in athletics. Students must be passing a minimum of 3 semester credits. Second semester failures will determine eligibility for the fall season. **Any student not meeting the Service hour requirement from the previous school year by the service deadline will be ineligible from the 1st regular season contest / competition. Once service hours are complete and verified, the student will regain eligibility to compete / participate (clubs) after the 1st contest.**

Academic Integrity

Plagiarism and cheating will not be tolerated. Consequences for students in violation of Academic Integrity will be determined at the discretion of the teacher and the administration.

REPORTING STUDENT PROGRESS

Ongoing Progress: The primary mode of communication of student progress is through the online gradebook, *Standard Score*. Daily assignments are posted on the Google Classroom. Teachers will update grades on a weekly basis, and it is the responsibility of parents, guardians, and students to regularly monitor grades. Families have access to these tools through the student's login and password.

Report Cards: Report cards are available after each quarter. Parent conferences are offered after quarters one and three.

Probation / Intervention / Credit Recovery

1. A student who fails three or more courses in a semester will be subject to academic probation. At the end of the following semester, if a student remains on academic probation, the administration will review his standing to determine his future at St. Mary's.
2. A student receiving three or more conduct grades of N, U, NT, N/NT, or U/NT during a quarter will be placed on a disciplinary contract.
3. Students failing any required course will need to make up the course in summer school or the following school year.
4. Students failing a 1st semester of a math or world language course may recover 1st semester if they pass 2nd semester. (1st semester F will be rolled up to a "D").

Credits earned outside of St. Mary's High School

The Principal will determine acceptance, under what conditions and how credits will be counted in all circumstances such as but not limited to:

1. Credits earned from another school that is accredited by North Central Association or by regional accrediting associations
2. Credits earned from any non-accredited institution
3. Credits earned via correspondence, internet, video, or other forms of "off-campus" or "distance learning" delivery systems

When typical school transfer records are incomplete or unavailable, the Principal may require locally developed assessments to be administered in order to determine acceptance of credit and/or placement.

ACADEMIC HONORS

**** To receive any St. Mary's academic honor a student must:**

- Arrive to school on time with a 95% attendance rate
- Have satisfactory (S) conduct in all courses including academic lab each quarter
- Meet all service hour requirements

Renaissance Program

Students earning academic honors will be recognized at the Renaissance Assembly held once each semester. Un-weighted GPA will be used to determine academic honors. **

- *Gold Academic Honors* - Any Student earning a semester GPA of 3.6 to 4.0
- *Silver Academic Honors* - Any student earning a semester GPA of 3.3 – 3.599 or has increased his semester GPA by .25

National Honor Society

The National Honor Society (NHS) of St. Mary's High School is named the Chaminade Chapter. The NHS is the front runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Students who are sophomores or juniors and have a semester GPA of 3.5 or above will be given an application. A selection committee will examine the application for evidence of leadership, character, and service to determine membership. **

St. Mary's Honors Graduate

The St. Mary's High School Honors Graduate must have:

- completed all four years of high school at St. Mary's
- a cumulative unweighted GPA of 3.8
- zero discipline referrals
- all S's (satisfactory) in conduct
- a 95% attendance record
- a minimum of 20 hours in college credit courses.

Beta Chi Phi, Science Honor Society

- 3.5 cumulative GPA for all courses
- A minimum of 300 points in honors science courses (50 pts per semester A, 25 pts per semester B)
- Meet all general academic honor criteria **

Mu Alpha Theta, Math Honor Society

- 3.6 cumulative GPA in Math courses
- 3.5 cumulative GPA for all courses
- Enrolled in Pre-Calculus Honors or Calculus 1818
- Meet all general academic honor criteria **

Cum Laude Scholars

- Summa Cum Laude 4.25 weighted cumulative GPA
- Magna Cum Laude 3.95 weighted cumulative GPA
- Cum Laude 3.75 weighted cumulative GPA

All Honors Courses and College Credit Courses will be weighted to determine a cum laude scholar as follows:

Honors Courses - .5 additional credit

College Courses - 1.0 additional credit

STUDENT DRESS CODE

School Day Dress Code

1. Uniform shirts
 - a. Kelly green or black polyester uniform shirt available in the Southside Legacy Shop
2. Khaki style pants or shorts of tan or light brown color worn at the waist. No cargo pants/shorts
3. A St. Mary's branded hooded sweatshirt, pullover, or lightweight jacket may all be worn **OVER a St. Mary's uniform shirt. Hoods are not to cover the head or face.**
4. Athletes may wear a pressed dress shirt, tie, khaki style pants and belt on game day.
5. Shoes are to be in good condition with laces tied. Sandals are not permitted.
6. Socks are required
7. Hair is to be kept clean, combed, and away from the eyes. Hair should be of a natural color.
8. Students must be clean shaven. Well-groomed mustaches and sideburns are permitted.

Mass Dress Code

1. PRESSED white long sleeve dress shirt tucked in at the waist
2. St. Mary's uniform tie
3. All other requirements above, with the exception of outdoor wear

Gym Dress Code

1. PE uniform shirt & shorts, which may be purchased in the Southside Legacy Shop
2. Athletic gym shoes worn with socks

Dress Down Procedures

1. When the student pays to dress down, he will receive a wristband & is responsible for wearing it at all times that day.
2. Cargo pants/shorts and any inappropriate or offensive clothing is prohibited
3. Students not in compliance will receive the appropriate fine.

Apparel Items that are NOT Permitted

1. Jeans of any kind, cargo pants/shorts, cut offs, and shorts with frayed legs or ripped apparel items are not permitted.
2. Shoes that mark the floor are unacceptable.
3. Hats, caps, or other headwear may not be worn.
4. **Backpacks or book bags are not allowed in the classroom** and must be kept in the student's locker during the school day including Academic Lab.
5. Excess jewelry is not to be permitted. Tattoo and body piercings are not to be visible.
6. Field Trips: While participating in a field trip, students represent St. Mary's and are required to follow the dress code. If the nature of the field trip requires an alteration of the dress code, administration approval is required beforehand.

Dress Code Violations and Fines

1. Violation of the dress code will result in a \$5 fine.
2. Excessive dress code violations will result in additional disciplinary action requiring a conference between the student, his parents, and a Dean of Students.
3. A student with excessive facial hair will be fined \$5.00. Continual violation of this expectation will result in a student being sent home.
4. Chewing gum, eating food, and having soft drinks or candy in the school building at any time will have a \$5.00 fine assessed. Students may have an approved water bottle for use during the school day.

5. Fines must be paid within two weeks or detention time will be assigned. Students with unpaid fines may not take exams and will not be issued report cards.
6. Any student parked in a space other than his own or failing to display a parking tag will be subject to a \$25.00 fine.
7. Inappropriate use of technology, as outlined on page 22, will incur a \$10.00 fine.
8. Students will be subject to a \$25.00 fine for failure to manage their Chrome device.

ATTENDANCE & ABSENCES FROM SCHOOL

Attendance Policies

1. In order for an absence to be considered excused (e.g. illness, funeral, doctor appointment, etc.) the office must receive a phone call from a parent before 9:00 a.m.
2. An excess of 5 absences excused or unexcused in any class per semester impacts a student's ability to gain academic success and as a result may impact the student's final grade including a loss of credit.
3. Truancy: Truancy will result in suspension, a conference, and Probation. A third truancy could result in expulsion. Absence from a particular class twice in a semester because of truancy will result in the loss of credit and receiving an F for the semester.
4. School hours are from 8:00 a.m. to 2:45 p.m. Students arriving after 9:20 a.m. or leaving before 1:00 p.m. are marked one half day absent.
5. Students that leave school property after arrival for any reason without permission from the school office are considered truant, including senior study.
6. Juniors and seniors are allowed two College Visits that are not counted as an absence. Subsequent College Visits are excused, if arranged with the office, but are counted in the total absences for the year.

Morning Tardiness

1. Students arriving after 8:00 a.m. to school are considered tardy and must receive an Admit Slip. Tardy students will be admitted to class at 8:15 a.m.

2. At the fifth tardy in a quarter, parents will be contacted.
3. A student-with 5 or more tardies or unexcused absences for one class in a quarter will receive an NT (Needs Improvement – tardies/unexcused absences) in conduct.
4. If a student’s attendance continues to be a concern, the school will implement interventions to assist the student in arriving on time.

Failure to Report to Class

1. When a student fails to report to class or academic lab, a detention will be assigned.
2. Failure to report to the same class twice in a semester will result in the loss of credit and an “F” for the semester.

Make-Up Work

1. When a student is absent from school for any reason, **it is the student’s responsibility to monitor his own Google Classroom and contact each teacher concerning the class work and homework missed.** If the student is absent for several days, the parents may contact the office and request that the teachers assign work to be done at home to keep their son current in his classes. Parents should arrange to pick up these assignments as well as their son’s books.
2. **Missed Exams:** The rescheduling of exams due to family trips over the holidays **must be approved by the principal.** When possible, exams will be scheduled before leaving. All exams and work must be complete 2 weeks after the return to school.

SCHOOL SAFETY

We would like all to be aware of the following in the interest of school safety:

- Parents and visitors arriving at school after the official start of class must enter the school doors through the Main Entrance (Grand Blvd.). Please ring bell for admittance.
- **All visitors (including parents & alumni) must sign in at the Reception Area of the Main Entrance and wear a visitors tag while in the building.**

- Parents picking up a student for early dismissal need not sign in but must remain in the Reception Area (Grand Blvd. entrance).
- Students should not interfere with school security systems, such as propping open outer & facial recognition school doors.
- The school facilitates multiple safety drills throughout the school year. It is imperative that students recognize the importance of these drills and exhibit cooperativeness.
- Security cameras are installed around campus to promote a safe environment and the safety of all members of our community.

Safety is a top priority, and we will continue to fine tune our procedures to ensure a safe campus. St. Mary's believes that any form of violence is inconsistent with the unity and peace essential to living our Catholic faith. Because violence that occurs at school is one of many potential risk factors in the lives of today's youth, St. Mary's considers bullying, harassment, vandalism, fighting, and reference to violent acts or weapons very serious and any instances of these will result in suspension, disciplinary probation or expulsion. All reported or observed instances of violence, threats of violence, bullying, and harassment, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice.

Lockers

Lockers are the property of the school, and the school reserves the right to open and search lockers at any time. Each student is assigned two lockers and must have locks on his assigned lockers. If lockers are left unsecured, the Dean of Students will place locks on the doors. Students must purchase (\$20) the locks in order to receive the keys/combination. St. Mary's assumes no responsibility for the security of personal belongings at school or responsibility for security of the assigned lockers. This includes securing your property in the locker rooms during PE classes or extracurricular activities. Students tampering with someone else's locker without their permission will be considered to be stealing and will be suspended.

DISCIPLINE

St. Mary's utilizes a restorative discipline system, which creates a culture of student self-responsibility within our community. St. Mary's encourages values such as respect, honesty, integrity, effort, and academic competency that we want to nurture in our students during their high school years. Students often struggle to accept responsibility for their behaviors and seek to find ways to blame others for their behavior. When addressing challenging discipline issues with a student, we strive to promote these values and offer the student a learning experience by taking ownership of his behavior, having input in the discipline process, and providing an opportunity to restore his place in the St. Mary's community.

Harassment / Bullying

St. Mary's High School is a Marianist family of faith. Our commitment to follow Mary in a Discipleship of Equals compels us to be respectful and inclusive of every person in our community, regardless of race, ethnicity, or way of life.

Discrimination of any kind is considered unacceptable conduct.

Harassment / Bullying are defined as unacceptable conduct that is severe, pervasive, and deliberate. Harassment / Bullying occur when an individual is subjected to treatment in a school environment, using social media, recorded or transmitted by electronic devices that are hostile, offensive, or intimidating. Harassment / Bullying include, but are not limited to the following:

- **Verbal:** demeaning comments, statements, questions, slurs, anecdotes, or epithet
- **Written:** demeaning, threatening, or obscene letters or notes, including the use of social media
- **Physical:** unkind, immoral, and/or unlawful touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal study or movement.
- **Visual:** leering, gestures, display of threatening objects or sexually suggestive objects, pictures, cartoons, or posters including on social media

- **Electronic:** emailing, texting, blogging, or posting on any form of social media that is deemed offensive, threatening, or inappropriate in nature including the posting of audio, video, or photos

Discipline Card System

Students will be issued a Discipline Card designed to:

1. Identify the student by name (ID card)
2. Record violations of the school's discipline code (Demerit card)
3. Record classroom tardiness

Infractions on the Discipline Card will include:

1. Inappropriate language, verbal abuse/disrespect, no hall pass/wrong place, inappropriate behavior, abuse of school property, not having a card, etc.
2. Classroom tardiness

How the Discipline Card will be used:

1. Cards will be issued to each student. The Discipline Card is to be kept in the cover of the students' **Agenda Book, which must be carried at all times.** Students **must** present the card to any faculty member upon request.
2. If a student does not have the Discipline Card upon request, a new card will be issued at the cost of \$10.00. If the original card is not turned into a Dean of Students the next school day, the student may be assigned detention.
3. The faculty member issuing the fifth demerit or classroom tardy will take the card from the student and give it to a Dean of Students.
4. Every five (5) demerits or five (5) classroom tardies will result in a detention.
5. After the second (2nd) card has been filled, a Dean of Students will call the student's parents.
6. After the third (3rd) card has been filled, a conference with the parents will be arranged and the student will be placed on Disciplinary Probation.

Detentions

When student behavior fails to meet the expectations of a St. Mary's student, the Administration or a Dean of Students will assign detention time.

Serving Detentions:

1. The detention period will be every Monday beginning after Labor Day.
2. The detention period will be for one (1) hour following dismissal.
3. A Dean of Students will be at the detention room to take attendance.
4. The student or students must maintain absolute silence during the detention period.
5. Failure to meet the expectations of the detention period will result in the student being asked to leave the detention room, and he will be assigned two additional detentions.
6. **Failure to attend an earned detention will result in the student's suspension. The suspension will continue until after a conference arranged by the student and his parent is held with a Dean of Students.**

Class Removal Form

Each faculty member's discipline plan will clearly state behavioral expectations. In the event that it is necessary for a teacher to remove a student from a class because of disruptive or inappropriate behavior, the student is to report immediately to the Dean of Students office. A *Class Removal Form* will be sent home with the student.

First Removal: Notice must be signed by parents and the student, phone contact must be made between the parents and the teacher, the student and teacher will meet with a Dean of Students for a closure meeting, and the student will receive an "N" (Needs to Improve) or "U" (unsatisfactory) in conduct for the quarter.

Second Removal: The student will be suspended from that class until a conference is held with the parents and student, will be placed on probation, will receive a "U" in conduct for the quarter,

and will be notified that a 3rd removal will result in loss of credit and an "F" for the semester.

Third Removal: The student will be permanently removed from the class, lose credit, receive a "U" in conduct, and receive an "F" for the semester.

Suspension, Probation, Expulsion

When a student's behavior is uncooperative or is disruptive to the good order and discipline of St. Mary's High School, he can be sent home or suspended. The student and the parent will be informed of the reason for being sent home or the suspension. Before a student is readmitted to school, a conference is held between a Dean of Students, the student, and his parent addressing the reason for the student being sent home or his suspension. Until the student is readmitted, he may not attend or participate in any school activity including those held off campus. Depending on the reason for the student being sent home or his suspension, a student will be placed on Intervention, Probation, or Final Probation. Any single serious violation of school rules or accumulation of violations could result in a student's expulsion.

- **Disciplinary Intervention** will be reviewed by the Dean of Students each semester.
- **Disciplinary Probation** will be evaluated after 13 months. Any violation of probation will restart this 13 month period.
- **Final Probation** will continue until a student's graduation or withdrawal.

Dismissal

The following behaviors could result in a student being immediately removed from school:

1. Disruption of the good order and discipline of St. Mary's High School
2. Behavior detrimental to the reputation of St. Mary's High School
3. Involvement with a controlled substance or weapon
4. Assault, physical or verbal, on another person
5. Stealing or being in possession of another's property without permission

6. Using a cell phone or electronic device during testing
7. Using a cell phone or electronic device to photograph, video record, or post on social media offensive, threatening, or inappropriate text, audio, video, or photos to harass or bully others
8. Intentional interference with technology and network operations of the school, students, or staff
9. Destruction of property
10. Repeated suspensions
11. Excessive detentions

Review Board

Members of the Review Board investigate disciplinary cases and make recommendations for appropriate action. The Board consists of members of the Administration and the Deans of Students. Faculty members are invited to provide input for Review Board meetings.

TOBACCO / NICOTINE PRODUCTS, SMOKING & VAPING DEVICES

Smoking has been declared injurious to health by the U. S. Surgeon General as a known carcinogen. Smoking by minors is prohibited by state law and city ordinances. Smoking anywhere on St. Mary's campus at any time is prohibited. Students may not carry on their person or have in their lockers any materials connected with smoking, vaping, or similar devices. Students found in possession or in proximity of those using or possessing such materials will be held responsible as follows: The **first offense** will result in a suspension of three school days and probation. The **second offense** will result in a suspension of three school days, a conference with parents and a Dean of Students, and final probation and could also result in a counseling referral. A **third offense** could result in expulsion or required counseling. This policy includes any tobacco product (chewed or smoked), e-cigarettes, vaping, or similar devices.

SUBSTANCE ABUSE POLICY

Through our curriculum, faith development, student activities, counseling services, referrals, and the overall implementation of our mission, St. Mary's strives to educate, prevent, and intervene

when necessary to insure that our school community is healthy, safe, and drug-free.

Under present federal and state laws, the possession, use, transfer of prescribed drugs, including but not limited to, narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs is illegal. Breathalyzers and K-9 dogs may be used at school or any school event to determine the presence of alcohol or drugs. Any student testing positive on a drug test or who is in possession of or under the influence of drugs, including alcohol, on school property or at a school event will be suspended for a minimum of three school days.

The hosting of parties in which alcohol is served endangers the safety of students and is contrary to the mission of St. Mary's High School. Our mission supports efforts to create and maintain a safe/substance-free environment that reduce teen high-risk behavior which endangers the positive development of our students. The hosting of parties in which alcohol is served not only endangers students but also presents a liability for the parents sponsoring the event.

If a student is found in possession of an illegal substance, the Administration will notify the police. The Administration will not contact the parents in this event. The parents will be contacted by the civil authorities.

Drug Screening Policy

In keeping with the Mission of St. Mary's, we strive for the success of all students. When a student's behavior appears to be "at risk", drugs and alcohol need to be ruled out first as the primary cause for this behavior. It is for this reason we have instituted a "For Cause" drug screening policy. Once this issue is ruled out, then other avenues can be explored.

Students could be tested for the following reasons:

1. Unsatisfactory academic performance
2. Demonstrating unsatisfactory behavior
3. Overt preoccupation with drugs or alcohol
4. Being under the influence or in possession of drugs or alcohol or being involved with a person in possession of drugs or alcohol

5. Excessive tardiness and/or absences
6. Student self-report or parental concerns

Procedure (Testing results are strictly confidential)

1. Testing will be administered at St. Mary's.
NO EXCEPTIONS!
2. Parents are responsible for the cost of drug testing. The Guidance Department will contact parents following testing and after the school receives screening results.
3. The following protocol will be followed if a student tests positive, is under the influence, or self-reports use:
 - A minimum suspension of three school days.
 - A referral to an agency approved by St. Mary's High School for evaluation and recommendations. If the student fails to comply, his suspension will continue until the evaluation is completed.
 - The parent must sign a release of information for communication between the agency and the school.
 - Results of the evaluation and recommendations must be communicated to and agreed upon by St. Mary's High School.
 - A conference will be scheduled with the student, his parents, and the Administration. If the student is readmitted, he will be placed on Final Probation and must adhere to the required recommendations.
 - The agency must have on-going communication with the Guidance Department to ensure sincere and serious steps are being taken to assure the student's future health. The student must demonstrate continued improvement and cooperation.

A student's failure to comply with recommendations or demonstrate cooperation and continued improvement may result in his immediate removal. A student must attend all scheduled meetings for continued attendance. A missed meeting must be made up before a student will be admitted to classes.

1. Any parent or student **refusing to sign the St. Mary's Substance Abuse Policy** will result in the student's immediate removal from school.

2. A student's refusal to cooperate with the drug testing procedure will be treated as an immediate positive drug screen. The inability to obtain a sample will be viewed as a positive drug screen. He will be suspended and/or removed immediately from school. Parents will be notified.
3. St. Mary's feels parents are an integral part of student success. If a student is identified as "at risk", parent participation in a support group will be required.
4. The Athletic Department's Substance Abuse Policy will be enforced.
5. The following options may be implemented if a student's drug screen is negative:
 - Parents will be notified by the Guidance Department
 - An educational evaluation may be requested when appropriate
 - The student will be placed on the Care Team follow-up list
 - Additional interventions may be implemented on an individual basis
 - Outside counseling may be requested

The following protocol will be followed in the event of a second violation of the Substance Abuse Policy:

1. The student may be suspended for a minimum of 30 days.
2. The student will be responsible for maintaining his academic credits during the suspension period.
3. The student must follow the recommendations of an agency approved by St. Mary's High School.
4. A student's failure to comply with recommendations or demonstrate cooperation and continued improvement may result in his immediate removal.
5. The Athletic Department's Substance Abuse Policy will be enforced.

ATHLETIC DEPARTMENT POLICY – SUBSTANCE ABUSE
Consequences of Chemical Abuse

During the entire time of enrollment including summer, regardless of the quantity or location, a student shall not possess or use a beverage containing alcohol, possess, use, or consume

any product defined by law as an illegal drug, or use tobacco. It is not a violation for a student to be in possession of a legally-defined drug specifically prescribed for the student's own use by his doctor. However, it is a violation to use any drug for a purpose other than its prescribed use. **The following are only minimum guidelines.**

A. Alcoholic Beverages and Illegal Mood Altering Chemicals

First Violation Penalty: The athlete shall be ineligible for interscholastic competition for a minimum of 30% of the highest level of competition in which the student is a participant or has participated in the past 365 days. Students may not use a sport that they have not participated in the past 365 days to serve their suspension. The exception to this rule is a first semester freshman. First semester freshman may serve their suspension during the winter or spring seasons. The student must meet all other team obligations. The student may be required to undergo counseling or rehabilitation before he may participate in games. The maximum penalty for a first violation is loss of eligibility for 365 days.

Second Violation Penalty: The student shall lose eligibility for 365 days and be required to undergo counseling and/or rehabilitation.

B. Tobacco/Nicotine Products, Smoking, & Vaping Devices

First Violation Penalty: The athlete shall be ineligible for interscholastic competition for a minimum of 20% of the highest level of competition in which the student is a participant or has participated in the past 365 days. Students may not use a sport that they have not participated in the past 365 days to serve their suspension. The exception to this rule is a first semester freshman. First semester freshman may serve their suspension during the winter or spring seasons. The student must meet all other team obligations. Also the student may be required to undergo counseling or rehabilitation before he may participate in games. The maximum penalty for a first violation is a loss of eligibility for 365 days.

Second Violation Penalty: The student shall lose eligibility for 365 days and be required to undergo counseling and/or rehabilitation.

Violations Occurring in Two Different Categories

The second violation, be it in the same or in a different category, shall result in the student's loss of eligibility to participate in sports for 365 days.

Self-Reporting

Self-reporting may not be used to circumvent an imminent violation. The second violation, be it in the same or in a different category, shall result in the student's loss of eligibility to participate in sports for 365 days.

GENERAL SCHOOL POLICIES

Cafeteria

Students assigned to a lunch period **may only be in the cafeteria** and nowhere else on **campus** during that period **without supervision**. The cafeteria provides nutritious food at reasonable prices. Students may bring bag lunches from home. Food may not be ordered for delivery to the cafeteria (pizza, etc.). All food is to remain in the cafeteria. Students are expected to keep the dining area clean. Students who misbehave in the cafeteria may not be allowed to use the facility. Students will be assigned daily to assist in cleaning the cafeteria after each lunch period. Use of cell phones & earbuds are not allowed during lunch periods in the cafeteria.

Early Dismissal

Students may receive an early dismissal for doctor and dental appointments upon presentation of a note from their parents prior to the appointment date. The note must include the doctor's name, address and telephone number. Parents picking up students must report to the Reception Area. The student will be called to that area for pickup.

Hall Passes

The Student Agenda Book serves as the student's hall pass. It features a hall pass area in the daily calendar portion. With the exception of class changes, any student in the hallways must have his agenda book (pass) in his possession indicating the student's name, destination, and the time he left his last supervisor. It is the student's responsibility to enter this information into the agenda book and present it to his teacher for signing.

Illness during School

If a student becomes ill during the school day, he must report to the Administrative Office. Minor injuries may be treated there with antiseptics and Band-Aids. If it becomes necessary for the student to go home during the school day, a parent will be contacted to secure permission for the student to leave. If the parents cannot be contacted the student will not be released. Only the Principal or a Dean of Students may give permission for a student to leave school

Medications

School personnel may not dispense prescription medication of any kind to a student in school without the direct order of a licensed physician. Written permission must be provided by the parent/guardian requesting the school to comply with the physicians order.

1. A current prescription label must be on the container.
2. Medication must be brought to school by parents, to be secured and administered by certified school personnel.
3. Students may not carry medication on their person or store them in their personal effects. Inhalers are the only exception.
4. Parents may not authorize changes in the administration of medication.

Parking

Parking tags are limited to one per family. All vehicles driven to school and parked on the school lot must be registered with a Dean of Students. There is a nonrefundable fee of \$20 for the parking permit. Students are assigned numbered spots on the school lot. Students parking on neighboring streets are asked to be considerate, being careful of driveways and the disposal of trash. Student parking is not allowed on the north drive or behind the gym. Reckless driving is not tolerated on the school grounds or the surrounding neighborhood and will result in the loss of parking privileges. During school hours, a student must secure permission from the office before going out to his car. The school reserves the right to search any vehicle parked on school property.

Cell Phones and Electronic Devices

Students are not allowed to use cell phones or electronic devices anywhere on campus during the school day (8 a.m. – 2:45 p.m.) without permission of a teacher or administrator. Each teacher will have a written cell phone and electronic device policy for their classroom. The use of a cell phone or electronic device without permission of a teacher or administrator will result in confiscation. Confiscated phones or electronic devices will be turned into the Deans of Students office. A student must surrender a cell phone or electronic device to a staff member when requested. St. Mary's will not be responsible for damage or loss of a cell phone or electronic device after confiscation. The cell phone or electronic device will be returned to the student at the end of the day by a Dean of Students.

When students do not comply with this policy, the **first offense** will result in a \$25.00 fine. A **second offense** will result in a \$25.00 fine and parents being contacted. A **third offense** will require a conference with the parent and student, and the student will be placed on Probation. Numerous violations of this policy will result in a student being required to turn his phone into the Dean of Students office each day.

Students are prohibited from using cell phones or electronic devices to take photographs or record video at any time on school property. This includes taking photographs or video recording in restrooms, locker rooms, etc.

Parents are asked not to call or text their sons during the school day. Please contact the school at 314-481-8400 and messages will be delivered to your son. Use of cell phones is not allowed during lunch periods in the cafeteria.

- **Earbud use is only permitted with the permission of a teacher or administrator.**
- Students are not permitted to use cell phones to listen to music or videos during the school day.
- **Headphones** are not permitted on campus during the school day.
- Earbuds are not to be visible in the hallways.

Student Expectations and Eligibility - Overnight Trips

Students going on an overnight trip must meet the following eligibility requirements and commit to the expectations. If you do not meet one or more of the following requirements, you will be ineligible:

- Students must not be on academic or disciplinary probation.
- Students must have all St. Mary's accounts paid up to current date.
- Students and parents must attend all required meetings for trips.
- Students must remain in good academic and disciplinary standing prior to and during the trip.
- St. Mary's conduct rules apply. Violation of these rules either before or during the trip will result in termination of the eligibility of the student.
- All trips may have specific eligibility requirements set forth by the advisor.
- Should the student be expelled either prior to or during the trip due to an infraction of the rules, he will be financially responsible for all expenses incurred.

Advisors and St. Mary's Administrators do not handle refunds in any case.

Students Eighteen Years of Age or Older

By law, at age of 18 students are legally responsible for their actions. However, St. Mary's will continue to contact the parent/guardian of a student 18 years of age or older concerning all issues if the student resides with the parent or guardian.

SNOW DAYS

Class cancellations due to snow or inclement weather will be broadcast on radio station KMOX 1120 A.M., FOX 2, KMOV 4, and KSDK 5. Notifications will be sent to parents via call, email, and/or text. When operating on a **SNOW SCHEDULE**, school begins at 10:00 a.m.

TUITION POLICY

Tuition and fees are set each year in the spring. Parents and Guardians receive a letter announcing the next year's rates.

Tuition payments begin in **July** preceding the start of the school year.

1. Each family may decide to pay tuition in one of three ways:
 - **Option 1:** Yearly—Single payment on or before June 30th with a 3% discount. Payments may be made through FACTS or directly to St. Mary's.
 - **Option 2:** Semester—Two payments due June 30th and November 30th with a \$25.00 discount. Payments may be made through FACTS or directly to St. Mary's.
 - **Option 3:** Monthly—Underclassmen: ten payments (**July-April**). Seniors: nine payments (**July-Mar**). Payments must be made through FACTS by the 20th of each month. A choice of payment dates and payment methods are available.
2. Students with an overdue tuition balance may not be allowed to sit for exams, register for courses, and/or receive correspondence (i.e. the summer packet) regarding the upcoming school year
3. Failure to keep tuition current within 60 days can result in withdrawal from St. Mary's High School.
4. Tuition must be paid in full by April 30th. Failure to meet this commitment will require a meeting with the President before the student is eligible to attend classes the following semester. Seniors who owe tuition may not be allowed to attend graduation, receive a diploma, or transcripts.

Fees

1. The \$340.00 registration fee is NON-REFUNDABLE. The registration process begins in late January, and the fee will be collected with the registration forms in early February.
2. Dates for registration are published in the school calendar.
3. A \$175.00 senior fee is added to the senior year tuition.
4. St. Mary's Activity Fee is \$60.00 for the 1st student and \$30.00 for each sibling per year.
5. Athletic fees are \$150.00 per sport. A \$50.00 sport specific fee may apply in addition to the basic athletic fee.

It is school policy that all tuition, fees, and fines must be current before semester exams may be taken and grade reports issued. Tuition must be paid in full for seniors to participate in graduation and receive a diploma. All tuition for seniors must be paid in full before a cap and gown may be purchased. Transcripts will not be sent to any school or prospective employer until all tuition and fees are paid in full.

Tuition Assistance

Tuition assistance is available for families who have verified financial need. Need is verified using a third-party assessment and then aid is awarded from St. Mary's High School. Any parent/guardian requesting assistance must complete the *FACTS Financial Need Assessment* at factstuitionaid.com. No assistance will be given unless this assessment is completed. Financial awards are NON-RENEWABLE so families must reapply **each school year by March 15th** to receive aid.

Arrangements for tuition assistance based on an ongoing need must be made prior to the start of school in August.

All families receiving tuition assistance are asked to give back to the school community. The following criteria must be met to keep the awarded tuition assistance:

- Student must be in good standing with the school at all times
- Student must give 5 hours of service to the school (these hours are independent of Dragon FIRE service hours)
- Parent/Guardian must attend both Parent Teacher Conferences
- Parent/ Guardian must volunteer for 1 event in the Fall Semester & 1 event in the Spring Semester. Event opportunities available on <https://sites.google.com/a/stmaryshs.com/dragon-fire-program/opportunities>

FACTS Management

To set-up a payment plan: online.factsmgt.com

To apply for financial aid: factstuitionaid.com

ST. MARY'S HIGH SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

The purpose of the *St. Mary's Network* is to facilitate learning, research, and access to information that will assist students and staff in carrying out their responsibilities. St. Mary's network and the Internet will be used exclusively to promote educational excellence. All users will be expected to adhere to the following guidelines.

Rights and Privileges: The network services are provided for educationally-related communication, research, and other activities. Access to St. Mary's network will be provided to students who agree to act in a responsible manner.

- A network account will include a username and private password
- Each student or "class" with network access shall be assigned storage space on the server to save all files related to their class work.
- Students may use the Internet for research and communication
- St. Mary's will provide an email account for students to use responsibly for classroom activities, promoting learning and communication with teachers and other students on educational projects.

Be aware that network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Consequences will be at the discretion of administration.

Students that misuse the Internet or network resources for actions outlined above may result in loss of access, disciplinary, and/or legal action. Network accounts can be revoked at any time. This may result in the student having to withdraw from a class. Any damage caused by misuse of the computers or any other technology equipment will be paid for by the student/parent.

Intentional interference with the network operations may include:

- Damage to computers, computer systems, or computer network
- Vandalizing, damaging, or disabling the property of another person
- Debilitating or disabling computers, systems, or networks through the intentional misuse or overuse of electronic distribution
- Spreading computer "viruses" through the inappropriate use of files or storage devices
- Attempting to bypass any security or passwords to access to other parts of the network other than their own assigned storage space
- Using another student's password to view, copy, or edit his files without authorization
- Connecting any device to the network including but not limited to: computers, laptops, peripherals, without permission
- Bringing outside CDs or discs into school for use on school computers without faculty approval and supervision
- Using Peer-to-Peer or file sharing software including but not limited to: Morpheus, Kazaa, BearShare, LimeWire, Gnutella, etc.
- Accessing inappropriate sites that contain sexual content, materials advocating the use and/or abuse of illegal drugs, materials about Satanism, abusive, demeaning, or harmful materials, or sites that contain pornographic materials
- Sending or knowingly receiving any material that is obscene or defamatory or which is intended to harass or intimidate others
- Using vulgar, obscene, or other inappropriate language
- Posting personal information (Names, Phone Numbers, and Addresses, etc.) about others without proper authorization on the Internet
- Using any communication device for messaging during school hours including, but not limited to, cell phones

- Using the St. Mary's email account for anything other than communicating with teachers and other students on an assigned project
- Uploading, downloading, installing, or otherwise transmitting commercial software or any copyrighted materials that would violate appropriate copyright and trademark laws and regulations
- Bypassing the filtering software by using proxy servers or other online resources

Technology Fines

Students will be subject to a **\$10.00 fine** for the following:

- Accessing chat rooms, playing games, personal email sites, and social media
- Using the computer for any other non-educational purposes or accessing sites that are not part of the class assignment

Students will be subject to a **\$25.00 fine** for failure to manage their Chrome device. This fee will cover the cost of St. Mary's staff having to manage the Chrome device to access St. Mary's applications. Student Chrome devices are only managed and monitored on school premises during school hours.

Acceptance of the Acceptable Use Policy

By signing the Student/Parent Contract, I understand that computers are set up primarily for educational purposes and that use of the computers and Internet is a privilege and not a "right". I understand that it is impossible for St. Mary's High School to restrict access to all controversial materials. I will not hold the teachers or St. Mary's High School responsible for or legally liable for materials distributed to or acquired from the Internet. I agree to report any misuse of the Internet to the system administrators or to a teacher at St. Mary's High School.

Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, bullying and other issues.

I also understand that the Chrome device purchased through St. Mary's is the ONLY acceptable device to be used at St. Mary's. Students are required to have a case for their Chrome device to assist in protecting the device and limiting damage.

I understand that any violation of these provisions may result in disciplinary action and a student's loss of access to computers.

Families are financially responsible for the physical maintenance of their son's Chrome device, including lost or stolen devices, and any damage to the Chrome device.

As soon as St. Mary's staff is aware of a damaged Chrome device, every effort will be made to repair it. **All repair costs will be added to the student's tuition statement. If necessary, a new Chrome device will be ordered immediately by St. Mary's, and the student's tuition statement will be charged.**

PERMISSION FOR CHILD INVOLVEMENT IN MEDIA AND MARKETING MATERIALS

Parental permission must be granted for a photo or video of any St. Mary's High School student to be used in any marketing or other media materials by St. Mary's. Permission is given by signing the Media Authorization Form, which includes levels of authorization for the school, the Archdiocese of St. Louis, sponsoring organizations, and secular media outlets. Marketing materials may include: advertising (print and video), brochures, flyers, invitations, email content, social media, and the St. Mary's website. Media outlets may include interviews and photographs of students for St. Mary's-sanctioned activities. The Administration will make every effort to prevent outside media sources from interviewing and photographing students. Each student must have a signed release on file.

CLASS SCHEDULE

Monday, Tuesday, Thursday, & Friday (75 Minute Classes)		Wednesday / Mass Late Starts (60 Minute Classes)	
Period 1/5	8:00-9:15 a.m.	Faculty Meeting	8:00-10:00 a.m.
Period 2/6	9:20-10:35 a.m.	Period 1/5	10:05-11:05 a.m.
Period 3/7	10:40-12:25 p.m.	Period 2/6	11:10-12:35 p.m.
Lunch 1	11:30-11:55 a.m.	Lunch 1	11:40-12:05 p.m.
Lunch 2	12:00-12:25 p.m.	Lunch 2	12:10-12:35 p.m.
Period 4/8	12:30-1:45 p.m.	Period 3/7	12:40-1:40 p.m.
Academic Lab	1:50-2:45 p.m.	Period 4/8	1:45-2:45 p.m.

Late Start Wednesdays

Continued professional growth is very important to the staff at St. Mary's High School. Classes will begin at 10:00 a.m. most Wednesdays with a few exceptions. See school calendar for exceptions. Students who arrive before 9:50 a.m. should report immediately to the cafeteria for a supervised quiet study.