2015-2016
STUDENT AND PARENT HANDBOOK

Mount St. Mary Academy

Founded and Sponsored by the Sisters of Mercy since 1851

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Karen Flake
President/CEO

Angie Collins
Principal

Sara Jones
Assistant Principal

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Director of Student Services

Gary Murphy
Athletic Director and Director of Discipline

Kim McIntyre
Director of Finance

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MOUNT ST. MARY ACADEMY STUDENT AND PARENT HANDBOOK CONTRACT/AGREEMENT

This document contains policies and procedures for which our school community members are responsible. In private, Catholic schools, contract law is the predominant governing law. Under this contract, Mount St. Mary Academy agrees to provide educational services to a student in return for payment in tuition and adherence to school policies and procedures.

The parent(s)/legal guardian(s) and students accept all the conditions set forth in the current Student and Parent Handbook and agree to comply with all school regulations by their signatures on the verification document indicating that they have read and understand the handbook. This form will be available online with the other Back-to-School forms and must be signed and filed with the school by the end of the second week of the current academic year.

The school reserves the right to review and update the handbook as it sees fit. The President, in collaboration with the Principal, has the right to amend or revise any policy in the Student and Parent Handbook. The parent(s)/legal guardian(s) will be given prompt notification in writing if changes are made.

PARENTS AS PARTNERS

We, at Mount St. Mary Academy, consider it a privilege to work with parents in the education of young women because we believe parents are the primary educators of their daughters.
Together, let us begin this year with a commitment to partnership as we support one another in helping your daughter become the best person she is capable of becoming.

We ask, specifically, for your help in several areas:

- Support of the school's efforts to train young women to be self-advocates – during high school, we encourage and expect our young women to develop self-advocacy skills. This skill development takes time and utilizing teachable moments.
- Support of our discipline procedures – discipline can be perceived as restrictive; however, we believe boundaries and limits provide guidance and security for our student.
- Support of the school and your daughter's teachers – as partners in a challenging task, nourishing young women to reach and exceed their potentials, we may not always agree with each other. In an effort to model mutual respect and healthy relationships, we ask for your commitment to avoid engaging in any negative conversations about a teacher or the school in front of your daughter or in the community.

SISTERS OF MERCY – SOUTH CENTRAL COMMUNITY - CORPORATE SCHOOLS MISSION STATEMENT

Mercy Corporate Schools are Christian communities dedicated to the lifelong process of learning. Each school serves families in the Roman Catholic tradition and others who presently value and choose a Catholic education. Primacy of interest and concern is given to the poor, either directly through inclusion or indirectly by educating persons who can ultimately restore dignity and power to all segments of society. Mercy schools are characterized by linkages both

within and outside the institution which connect persons of diverse cultures, races, socio-economic levels, faiths, and abilities.

Mercy Corporate Schools strive to develop the truly integrated person by focusing on spiritual and intellectual needs. The schools are sponsored by the Religious Sisters of Mercy – South Central Community because through them we can assure a viable future in education. Mercy Corporate Schools offer leadership in education within the Church.

Jesus is the source and inspiration for our mission which is transmitted to us from Catherine McAuley, Frances Warde, and the many Sisters of Mercy who precede us and teach us. The schools move authentically in their mission when relationships are characterized by compassion and justice.

June 19, 1985
July, 2008

MOUNT ST. MARY ACADEMY
MISSION STATEMENT

Founded in 1851, and sponsored by the Sisters of Mercy, Mount St. Mary Academy is a premier, all-girl school dedicated to building a strong moral and intellectual foundation for our students in order to fully prepare them to meet the challenges of the future as women of wisdom, compassion and integrity.

March 2008

MOUNT ST. MARY ACADEMY
PHILOSOPHY AND OBJECTIVES

Mount St. Mary Academy is a Catholic Christian secondary school for young women, founded and sponsored by the Sisters of Mercy of the South Central Community and grounded in their charisms of compassion, mercy, and justice. The school's role is to provide a superior education, to promote the role of women in society and the church, and to enable students to serve God by serving others.

It is the goal of the school to use differences in faiths, cultures, races, socio-economic levels, and abilities to form wider communities and to shape democratic ideals. It is a further goal to nurture and promote the spiritual, intellectual, emotional, and physical development of each young woman in an environment of respect for the individual. This respect grows out of the recognition that all members of the school community are of "immeasurable value because they are children of God" (Statement of Philosophy 1967, 1980, 2008).

Finally, the most important characteristic of the school is that at the core of everything is the life and teaching of Jesus Christ. The Mercy values, the varied curriculum, the professional excellence of faculty, staff, and administration all reflects the Catholic Christian faith.

The following are objectives reflecting this philosophy:

1. The education of the total individual person will incorporate a wide variety of learning experiences both within and outside the classroom.
2. The education will provide communication skills, mathematical skills, scientific skills, technological skills, and cultural and global awareness.
3. The education will teach the process of learning and encourage the motivation and determination for lifetime learning, recreative pursuits, and commitment to goals.
4. The education will provide opportunities for critical and creative thinking that will develop independence of thought, rationality, willingness to take risks, and aesthetic appreciation.
5. The education oriented toward service will particularly concentrate on awareness of, and concern for, the needs of the poor, oppressed, and powerless through justice education and service projects.
6. Recognition of the potential within each person leads us to emphasize programs that demand the best in all students, regardless of ability. Curriculum and methodology are flexible and varied for this purpose, and valuing self and others is modeled as well as taught.
7. As a school for women, particular emphasis is given to the unique and equal role of women in family, church, and society.
8. The importance of the family in education is emphasized through individual contact of teachers and parents, family-related events, and ministry services to family need.
9. The Catholic Christian community is promoted by sacramental celebrations of Eucharist and Reconciliation, prayer services, campus ministry programs, retreats, Christian service, and education in Christian values.
10. As a Christian community, emphasis is placed on personal communication among the administration, faculty, students, parents, and civic community regarding school policies, expectations, and personal needs.
11. The faculty strives for excellence and professional growth through conferences, in-service programs, graduate study, and a regular program of assessment and evaluation.
12. Class guidelines, expectations, grading, and behavioral standards are clearly documented by each faculty member and communicated to students. Clear syllabi, including goals, content, and learning for each unit of material, are followed for each course.

This philosophy is the product of Mount St. Mary students, faculty, administration, and parents. It reflects the tradition of excellence maintained for the past 160 years. Through choice, members of the Mount St. Mary community participate in a faith commitment and an "educational philosophy which . . . (obliges) the school to lead the young person to direct encounter with the world, in order that each student may, within the context of charity, discover and fulfill her potentialities and so live like and with God" (Statement of Philosophy 1967, 1980).

October 6, 1986
July 7, 1991
June 10, 1996

MERCY VALUES

•Recognition of the Intrinsic Worth and Dignity of Each Person
•Excellence and Quality
•Hospitality
•The Courage to Innovate and the Right to Make Mistakes
•Compassion, Mercy, Justice
•Service to the Poor, Sick, and Uneducated
•Response to Need
•The Worth and Need of a Sound Education in the Total Effort of Leading Students to the Truth
•Respect for Varied Religious Traditions and Beliefs

MERCY CRITICAL CONCERNS

- to deepen and assimilate more consciously the practice of nonviolence as an integral aspect of the charism of mercy;
- to deepen our response to the unrecognized and unreconciled racism, past and present, within our community;
- to reverence Earth and work more effectively toward the sustainability of life and toward universal recognition of the fundamental right to water;
- to continue to embrace our particular concern for women;
- to stand in solidarity with immigrants

MOUNT ST. MARY ACADEMY VISION STATEMENT

In fulfillment of the mission and animated by the tradition of Catholic Christians and the charism of Catherine McAuley, the foundress of the Sisters of Mercy, Mount St. Mary Academy is committed to providing a world class education which will provide opportunities for our students to

*develop spiritually;
*engage in service opportunities;
*increase their post-secondary educational opportunities.

Through these opportunities, our students will become critical and creative thinkers as well as productive citizens in an ever-changing world. Young women who graduate from our institution will continue to

*enhance society by embracing a multicultural perspective;
*emphasize the role of women in family, church, and society.

December, 2000

MOUNT ST. MARY ACADEMY SCHOOL PROFILE

Mount St. Mary Academy, a private Catholic all-girls school established in 1851, is the oldest educational institution in continuous operation in the State of Arkansas. The school is governed by a Board of Directors appointed by the Sisters of Mercy Regional Leadership Team. Centrally located on a ten-acre site in the Hillcrest area of Little Rock, the Academy has approximately 500 students in grades 9-12.

Mount St. Mary Academy is fully accredited by the Arkansas Non-public School Accreditation Association and holds the longest continuous accreditation with the North Central Association of Secondary Schools and Colleges in the State of Arkansas. In January of 2000, MSM became authorized as the first school in the state to offer the International Baccalaureate Program. The school is also a member of the National Catholic Education Association and the Mercy Secondary Education Association. Academic Departments also hold membership in educational professional organizations such as the National Council of Teachers of English, the National Council of Teachers of Mathematics, the American Counseling Association, the National Association of Secondary School Principals, and the College Board.

The school is proud to have an experienced professional staff of 46 of whom approximately 59% have a master's degree or above. This quality staff also has an average of 18 years experience.

Mount St. Mary Academy offers a college preparatory curriculum, which allows students to meet the 28-credit graduation requirement. A listing of all courses offered, their descriptions, and other course requirements can be found in the Curriculum Guide. We offer college preparatory classes including Honors classes and International Baccalaureate classes.

MOUNT ST. MARY FOUNDATION

The Mount St. Mary Foundation is responsible for the institutional advancement of Mount St. Mary Academy. The Foundation supports the Academy's religious, charitable and educational purposes, through soliciting, receiving, recording, managing and disbursing gift income for the benefit of Mount St. Mary Academy.

MOUNT ST. MARY ACADEMY FACULTY AND STAFF
2015 – 2016

School Administrative Office	**English**
Karen Flake, President/CEO	Missy Gazette
Angie Collins, Principal	Noel Gieringer
Sara Jones, Assistant Principal	Monica Mylonas
Gary Murphy, Athletic Director & Director of Discipline	Kathy Smith, Dept. Chairperson
Beth Pursley, Director of Student Services	Maureen Stover
School Support Staff	**Fine and Performing Arts**
Nan Rindahl, Attendance Director	Chelsea Daughety
Barbara Day, Office Administrator	Jenny Moses, Dept. Chairperson
Shannon Tanner, Assistant to the President	Marianne Nolley
Finance Office	**International Language**
Kimberly McIntyre, Director of Finance and Human Resources	Marly Jeffries
Ashley Gunderman, Assistant Finance Director	Ruth Pineda
Marilyn Cash, Employee Benefits/Payroll/Bookkeeper	Maureen Stover, Dept. Chairperson
	Devine Stribling
Admissions	
Annie McFadden, Director of Admissions	**Life Skills**
	Carrie Burkhead
Foundation Office	Alice Jones
Karen Flake, President/CEO	Susan Moore, Dept. Chairperson
Kirsten Dickins, Director of Institutional Advancement	Lane West
Cathey Henry, Special Events and Volunteer Coordinator	
Sarah Johnson, Director of Communications	**Mathematics**
Susie Lowther, Director of Annual Fund	Teresa Chudy
Chelle McCarroll, Director of Alumnae Relations	Lana Coelho
Kelly Wewers, Database Manager	Myra Davidson
	Lynnette Durbin
Technology	Oceanna McMahon, Dept. Chairperson
Carrie Burkhead, Technology Integration Specialist	Kara Tobey
Robert Horn, Director of Technology	
Joel Tanner, Network Administrator	**Science**
	Msgr. Lawrence Frederick
Library	Tim Glancy
Alice Jones, Media Specialist	Tina Hendrickson, Dept. Chairperson
	Robin Johnson
Maintenance/Housekeeping Staff	Marcella Melandri
Ken Clay, Housekeeping Staff	Jeff Stotts
Tom Downing, Maintenance Staff	
Matt Martin, Director of Maintenance/Housekeeping	**Social Studies**
	Brendan Britt
Guidance	Eric Carden
Marilyn Lenggenhager, Administrative Assistant	Olivia Dumboski
Cameryn Miller, Guided Study Skills Coordinator	Mary Logan, Dept. Chairperson
Amy Perkins, Counselor	Dee Dee Sprick
Sr. Joan Pfauser, RSM; Counselor, Dept. Chairperson	
	Theology
Campus Ministry	Lou Ann Gieringer, Dept. Chairperson
Msgr. Lawrence Frederick, Chaplain	Lauren Ramsey
Fr. Greg Luyet, Assistant Chaplain	Brenda Stevens
Susan Phillips, Director	Julia Stevens
	Sara Sullivan

CLASS MODERATORS and HOMEROOM TEACHERS

SENIORCLASS MODERATOR		**SOPHOMORECLASS MODERATOR**	
Mrs. Kathy Smith		Mrs. Brenda Stevens	
HOMEROOM TEACHERS		**HOMEROOM TEACHERS**	
Mr. Eric Carden	M209	Mrs. Teresa Chudy	F106
Mrs. Lou Ann Gieringer	R104	Mrs. Chelsea Daughety	G010
Ms. Noel Gieringer	M124	Dr. Tina Hendrickson	F204
Mrs. Mary Logan	M208	Ms. Jenny Moses	G017
Mrs. Dee Dee Sprick	M212	Mrs. Ruth Pineda	R200
Ms. Kara Tobey	F110	Mrs. Brenda Stevens	R100
JUNIORCLASS MODERATOR		**FRESHMAN CLASS MODERATOR**	
Mrs. Missy Gazette		Mrs. Lane West	
HOMEROOM TEACHERS		**HOMEROOM TEACHERS**	
Mrs. Myra Davidson	F108	Mr. Brendan Britt	M210
Ms. Olivia Dumboski	M207	Mr. Tim Glancy	M204
Ms. Marly Jeffries	R202	Mrs. Robin Johnson	F201
Mrs. Oceanna McMahon	F107	Ms. Lauren Ramsey	R102
Mrs. Susan Moore	M121	Mrs. Maureen Stover	R201
Ms. Julia Stevens	R103	Mrs. Devine Stribling	R203

STUDENT GOVERNMENT

Student Body President	Hope Ritchey
Senior Class President	Rebecca Eberle
Senior Class Representative	Caroline Webre
Senior Class Officers	Bridget Betts , Maggie Lodge, Cameron Parker Abby Straessle
Junior Class President	Vivian Boe
Junior Class Representative	Mary Kate Wendel
Junior Class Officers	Claire Althoff, Grace Clark, Maggie Donlon, Molly Kate Wewers
Sophomore Class President	Kameron Klugh
Sophomore Class Representative	Katie Strickland
Sophomore Class Officers	Mary Morgan Berry, Anna Brady, Georgia McGahee, Anne Moellers
Freshman Class President	
Freshman Class Representative	
Freshman Class Officers	
Secretary	Izzy Porter
Faculty Advisor	Ms. Noel Gieringer

FINANCIAL POLICIES AND PROCEDURES

The Mount St. Mary Academy Board of Directors has the responsibility, based upon on-going review and recommendations by its Finance Committee, for setting policies regarding tuition rates, payment schedule, and collections. All policies reflect the Board's obligation to ensure the school's mission.

All families must complete, sign and return the 2015-2016 MSM Financial Agreement and $550 Enrollment Fee to the Mount St. Mary Academy Admissions Office by February 20, 2015, to be considered for enrollment. Mount St. Mary Academy (MSM) will use the services of FACTS Tuition Management Company (FACTS) for collection of all tuition payments. **Emails are sent out by FACTS in June 2015 providing information about payment options and how to set up installment plans on their website.**

FINANCIAL ASSISTANCE

Families seeking financial assistance should complete an assistance application with FACTS Grant & Aid Assessment by April 20, 2015. **Financial assistance decisions are made in late May and you will be notified by email.**

TUITION PLANS OF PAYMENT

All payment plans begin July 1, 2015 and end June 30, 2016. Available payment methods include bank draft and credit card payments. New this year, FACTS Tuition Management now accepts Visa along with MasterCard, Discover and American Express. Installment payments may be debited (withdrawn) electronically from either a checking or savings account, or may be paid by credit card to FACTS **(a <u>convenience fee of 2.75%</u> is charged by FACTS for this option).** They offer an Annual Payment Plan, Semi-annual Payment Plan, Quarterly Payment Plan, Monthly Payment Plan, Bi-monthly Payment Plan and Weekly Payment Plan. Families enrolling after July 1, 2015 will be expected to fulfill their tuition obligation according to the tuition payment policy stated above. Tuition for students enrolling after the first day of school will be billed for the full semester.

TUITION REFUNDS

Families withdrawing students prior to the first day of school will be refunded the entire amount of tuition that has been paid for the current school year excluding the Enrollment Fee. **In the event a student is withdrawn or is dismissed from Mount St. Mary Academy, tuition is still due for the remainder of the semester in which the student is withdrawn.**

LATE PAYMENT

It will be the responsibility of each family to keep the MSM Finance Office informed of any need they may have to request changes to the method or amount of tuition payment they schedule. Delinquent accounts are assessed a $15 late payment fee by FACTS when tuition payments are not received or received late.

RETURNED PAYMENT

Tuition payments returned unpaid are assessed a $30 returned item fee. Returned items are resubmitted by FACTS; however, if this process is unsuccessful, it is the responsibility of the family to submit payment as soon as possible to FACTS, as well as continue regularly scheduled

payments. Payments made to the school for other costs that are returned unpaid are assessed a $15 returned item fee by the school.

LAPTOP PURCHASE

Upon graduation or early withdrawal, the remaining purchase balance on the laptop, if any, is due in full.

SPECIAL FINANCIAL CIRCUMSTANCES

When unexpected circumstances occur that adversely affect the ability of the parent(s)/legal guardian(s) to meet their financial responsibilities, special arrangements may be made through the Director of Finance in consultation with the President. **For the sake of the family's security and peace of mind, and the financial stability of Mount St. Mary Academy, we encourage parents or legal guardians to contact the MSM Finance Office as soon as possible when they are experiencing economic difficulties.** The MSM Finance Office will strive to make arrangements with families on an individual basis and in a way that respects the concern and commitment of all MSM families for the education and faith formation of their daughters.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

Families failing to pay tuition according to the agreement made with Mount St. Mary Academy or those families unwilling to make suitable alternative payment arrangements are subject to withdrawal (with a grace period of 30 days notice.) **All families must be current in their payment of tuition at all times.** If suitable payment arrangements are not made, the delinquent accounts will be turned over to a collection agency.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

AAA requires that students participating in AAA sanctioned events (All Sports, Cheer and Rockettes) must not be delinquent on any financial arrangements made with the school for more than 60 days.

FINANCIAL ASSISTANCE

Mount St. Mary Academy is committed to working with families to make our educational program available to a variety of young women who desire to attend. All families must carefully consider the best means of funding their daughter's education. Along with a limited tuition assistance program provided by Mount St. Mary Academy, FACTS has several payment plan options available to help families meet these costs. Tuition assistance covers only a portion of tuition. Families will be responsible for remaining tuition costs and all other fees. A limited amount of tuition assistance is available from Mount St. Mary Foundation.

Eligible Catholic families seeking aid from Mount St. Mary Foundation are also required to apply for additional assistance from the Central Deanery High School Tuition Aid Fund through their local parish. In order to be considered for the Central Deanery Fund, families must first complete the FACTS Grant & Aid Assessment application form for Mount St. Mary Academy.

FINANCIAL AID RESOURCES

Central Deanery High School Tuition Aid Fund

This program is funded and administered solely by the Catholic Diocese of Little Rock and administered by a local clergyman, appointed by the Bishop.

Eligibility – Parishes that contribute to this program
Contact – Local parish office for application; FACTS Grant & Aid Assessment application form is also required.

Mount St. Mary Academy Tuition Grant Program

This program is funded by Mount St. Mary Foundation and administered solely by Mount St. Mary Academy. This program is based solely on demonstrated financial need.
Eligibility – Families of students with demonstrated financial need

Contact – FACTS Grant & Aid Assessment application form is required, no other action is necessary.

Mount St. Mary Academy Work Study Program

This program is funded and administered solely by Mount St. Mary Academy and is designed to assist families with additional assistant to defray tuition costs.
Eligibility – Students with demonstrated financial need

Contact – FACTS Grant & Aid Assessment application form is required, no other action is necessary.

McAuley Achievement Scholarship Awards

These awards are funded through the McAuley Achievement Award Fund, an endowed fund held by the Mount St. Mary Foundation. The Criteria for consideration includes academic achievement, commitment to the total educational program at Mount St. Mary Academy, and a genuine dedication to all Mercy Values. Applicants must submit an application and be available to sit for a timed written essay in order to be considered for an award. Awards are announced in May and applied towards the following year's tuition balance.
Eligibility – Enrolled juniors, sophomores and freshmen students

Contact – Application process is announced by the President's office during the school year.

General and/or Named Scholarship Program

This program is funded through designated annual gifts to Mount St. Mary Foundation and endowed scholarships funds established to honor and or remember specific individuals. Scholarship criteria may be based upon merit and/or financial need and is specified by the donor.
Eligibility – Student eligibility criteria is determined by donor.

Contact – FACTS Grant & Aid Assessment application form is required for any endowed scholarships based upon financial need.

2015-2016 TUITION AND FEE SCHEDULE

ENROLLMENT FEE

$550

This **non-refundable fee** applies to all students.

For Returning Students: The $550 enrollment fee will be drafted by FACTS on February 20, 2015. If you pay annually via check, please submit a check to the Finance Office.

For Freshman and New Students: A check for the $550 enrollment fee is due to Admissions by February 20, 2015.

TUITION SCHEDULE

*Mount St. Mary Academy spends on average **$11,270** on each student in grades 9-12. This figure is called the 'True Cost of Education.' Tuition pays just a portion of that amount. To help bridge the GAP between tuition and the true cost of education, we ask families to make a tax-deductible donation to the MSM Annual Fund to help MSM offset these costs.*

	CATHOLIC Tuition & Fees	PAYMENT PLAN OPTIONS				
		Bi-Monthly	Monthly	Quarterly	Semi-Annual	Annually
Freshman	$7,963	$332	$664	$1,991	$3,982	$7,963
Sophomore	$7,828	$326	$652	$1,957	$3,914	$7,828
Junior	$7,828	$326	$652	$1,957	$3,914	$7,828
Senior	$7,978	$332	$665	$1,995	$3,989	$7,978

	NON-CATHOLIC Tuition & Fees	PAYMENT PLAN OPTIONS				
		Bi-Monthly	Monthly	Quarterly	Semi-Annual	Annually
Freshman	$9,025	$376	$752	$2,256	$4,513	$9,025
Sophomore	$8,890	$370	$741	$2,223	$4,445	$8,890
Junior	$8,890	$370	$741	$2,223	$4,445	$8,890
Senior	$9,040	$377	$753	$2,260	$4,520	$9,040
Payment Due Dates		5th & 20th	5th or 20th	Jul, Oct, Jan, Apr	July & Jan	7/1/2015

Tuition & Standard Fees include:

- Tuition
- Facility Fee
- Annual Laptop Fee
- Senior Fee (Senior)
- Calculator (Freshman)
- FACTS Fee

Any portion of tuition and fees not paid in full by July 1, 2015, MUST be paid through a payment plan with FACTS Tuition Management Company. 12 Month Payment Plans begin July 1, 2015, and end June 20, 2016.

INCIDENTAL BILLING

Charges and fees associated with the International Baccalaureate Program, Cheer and Rockettes will be processed through FACTS Tuition Management Company Incidental Billing. International Baccalaureate Program fee and payment requirements can be found in the curriculum guide.

SCHOOL POLICIES AND PROCEDURES

ADMISSIONS POLICIES AND PROCEDURES

Mount St. Mary Academy does not discriminate on the basis of race, creed, or cultural background. Candidates for admission as incoming freshmen should have adequate elementary, middle, and/or junior high preparation as evidenced by a placement examination and academic records. After completion of the placement examination and the application and a review of their academic records by the Guidance Department, students and their parents will be notified in writing of acceptance. Candidates for admission in grades other than 9th grade do not have to take a placement test but must provide the school with academic records from their current school. Second semester seniors are not eligible for admission.

WITHDRAWAL PROCEDURES

If a student wishes to transfer to another educational institution, her parent(s)/legal guardian(s) must contact the Director of Admissions. The withdrawal will not be complete until all departments confirm that there are no outstanding obligations (i.e. library books not returned, unpaid tuition and/or fees, IB exam fees, and computer fees, etc.) Withdrawal grades for a transferring student will be based on the completed student work in each class as of the last day that the student attends class.

If the student has not officially withdrawn but has exceeded the absence limit, her name will be submitted to the Juvenile Court to comply with state attendance laws. The withdrawal process takes approximately two to three days to complete.

PREGNANCY

In keeping with our Catholic philosophy regarding respect for human life, the unmarried student who becomes pregnant will be treated with dignity, compassion, and concern for what is best for the student and child. The student will be given the option to continue her studies at Mount St. Mary Academy, or she is free to pursue a transfer to another educational facility and arrange to receive her credits for that year through MSM. In the case of a student who is in her senior year, Administration will determine the most appropriate setting for receiving her diploma.

MATRIMONY

The curriculum at Mount St. Mary Academy is designed to benefit adolescents who have not yet made lifestyle decisions. It is structured to present all Christian lifestyles: single life, married life, and religious life. The Catholic belief that matrimony is a sacrament, along with Mount St. Mary Academy's support for the total commitment of both parties to nurturing their vows, leads us to know that the curriculum at MSM is not designed for married high school students who have made this lifestyle decision. Therefore, remaining consistent with the policy of all Catholic Schools of Arkansas, Mount St. Mary Academy does not allow married students to enroll. If a student chooses to marry while enrolled at MSM, she will be asked to complete withdrawal procedures by the time of her marriage.

CUSTODY

Mount St. Mary Academy abides by the provisions of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the order. If a student moves from the home of her parent(s), custodial parent, or legal guardian(s), the school administration should be notified immediately.

INSURANCE

All parents/legal guardians are encouraged to carry accident insurance for their daughters. If students do not have private family accident insurance, students and their parents will be offered the option of enrolling in school accident insurance. Applications for this insurance are available from Health Special Risk, Inc and information can be accessed at https://www.hsri.com/K12_Enrollment. It is recommended that all students have accident insurance.

COMMUNICATION POLICIES AND PROCEDURES

Mount St. Mary Academy values positive and open communication; therefore, we have put in place a variety of procedures to keep the lines of communication open among the administration, the faculty and staff, the students, and the parents. The school provides regular communication with parents/legal guardians through Back-to-School Night, Parent-Teacher Conferences, PowerSchool grade updates, principal-to-parent emails and calendar, SchoolReach (telephone broadcast system) and various written communications including report cards. Our school website (www.mtstmary.edu) will also be updated regularly with timely information. Parent(s)/legal guardian(s) are encouraged to contact their daughters' teachers and/or other staff members with questions or concerns.

The best way to contact teachers is directly through their school email accounts which can be accessed via the school website. (As a rule, teacher email addresses are the first initial and last name @ mtstmary.edu.) The school expects that problems or misunderstandings will be addressed directly with the person with whom the student or parent/legal guardian has the problem before discussing it with his/her superior. The Principal, Assistant Principal, or guidance counselors are available if the problem or misunderstanding continues. Parents/legal guardians should call the school office to schedule an appointment.

The administration has established a variety of internal communication procedures to keep faculty and staff and students informed of important information regarding the day-to-day operations of the school. Students receive information through our in-house broadcast of announcements during homeroom time, through the weekly bulletin and activity block schedule, through announcements over the public address system at the beginning and at the end of each school day, and through written messages delivered by the Attendance Office during homeroom time or at the end of the day.

Parent(s)/legal guardian(s) are asked NOT to call or text their daughters on their cell phones during the school day since such electronic devices (cell phones or iPods) may not be turned on during the instructional day (8:00 a.m. – 3:20 p.m.) In emergencies, the administration may release a student from class to take a telephone call. In the interest of not interrupting academic time, any non-emergency message will be transmitted to the student through delivery of end-of-the-day messages by the Attendance Office.

CONFIDENTIALITY STATEMENT

Administration, faculty, and staff will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

ATTENDANCE AND ABSENCE POLICIES AND PROCEDURES

Daily attendance is expected of all students because it is integral to the learning process, which includes group interaction, lecture and presentation, discussion, and cooperative learning.

In addition to the educational benefits of regular attendance at school, there are public laws that require schools to report excessive or unexcused absences to the courts. These laws exist for the safety of young people, and MSM enforces them to preserve a safe and secure environment in which our young women may learn. Mount St. Mary Academy attendance policies are compliant with those set forth by the Arkansas legislative mandates.

Mount St. Mary Academy has a closed-campus policy (see page 36.) Once a student comes onto the school property, she may not leave without official verification and permission from the attendance office.

Absences

MSM has an extended block schedule. A or B day classes are 90 minutes long and non-attendance in any one class period is recorded as one absence for that class. C day classes are 48 minutes long and nonattendance in any one class period is recorded as ½ absence for that class.

Any student exceeding eight absences in any class (per semester) will not receive academic credit for that class. With the prior approval of the Assistant Principal, the student may attend summer school or otherwise make up 30 hours of academic time in that particular course.

The Attendance Director will notify parents via email when a student has accumulated five (5) absences in any class.

Absences due to medical appointments during academic time ARE counted in the eight-absence limit per course per semester. Consequently, it is strongly recommended that these appointments be made during non-academic time (homeroom, lunch and/or activity period) whenever possible. Absence for physician appointments during non-academic time will NOT be counted against the student IF the student brings a note of verification from the doctor when she returns to school. If a student has more than 10 unexcused absences during non-academic time, she will be required to serve detention.

Absences due to school-sponsored activities are not counted in the eight-absence limit per course per semester.

When a student is not at school, her parent must call the attendance office before 8:00 a.m. to report her absence. You may leave a voice mail message (664-8006 x. 102.) In addition, the student must submit a note to the Attendance Director upon her return to school. This note, signed by the parent, should indicate the date and the length of absence.

Tardiness

A student who arrives after the 8:00 a.m. bell in the morning is tardy and must sign in with the Attendance Director in the attendance office and receive an admission slip to get into class. No student is to be admitted to class after 8:00 a.m. without an admission slip.

Upon receipt of the fourth tardy slip in the same first-period class (per semester), the student will serve detention for that and each successive tardy.

A pattern of tardiness is inconsistent with our educational program and will be handled on a case-by-case basis. The Attendance Director will monitor excessive tardies and parents will be contacted when a student is tardy in excess of eight (8) times in a semester.

If a student is more than 20 minutes late to a class, the tardiness will be recorded as a one-half absence for that class. If a student misses more than half of any class period, the tardiness will be recorded as one absence for that particular class period. In either case, a phone call and written explanation form the student's parent is required.

Early Dismissal

To receive an early dismissal, a student must bring a signed note from her parent to the attendance office before 8:00 a.m. This note should indicate who will be responsible for the student's transportation and whether she is returning to school or not. The student will be given an early dismissal slip to show her teacher when it is time for her to leave class. The slip is to be dropped off in the office before the student leaves the building. At the time of the dismissal, the responsible party is required to sign the Early Dismissal Book in the attendance office if the student is not driving herself. Regardless, the student MUST check out in the attendance office before leaving campus.

Liturgies and prayer services are an integral aspect of our students' spiritual development and appointments should not be made that will conflict with these events. Dates for all school liturgies and prayer services can be found on the Master Calendar on the MSM website.

If an illness or emergency occurs during the school day, the student requests permission from the teacher to leave the classroom and report to the attendance office. In the event a student emails a parent directly, the parent should contact the Attendance Office immediately. The Attendance Director will then coordinate with the parent to verify arrangements for the student to leave school. It is imperative that the individual tasked with checking the student out of school has been granted permission by the parent and/or legal guardian by listing this individual on the MSM Emergency Medical Release Form. We CANNOT release a student to an individual who

has not been authorized by the parent and/or legal guardian. If a parent, who by reason of court order, has been denied access to an MSM student or to the student's educational records, court documentation must be on file with the school.

Absence and Participation in School Activities

A student who misses academic time during a school day may not participate in any sport or school event on the same day. The Arkansas Activities Association, which governs our participation in sports and other activities, mandates that a student missing academic time during a school day may not participate in any sports or activities that day. Extenuating circumstances may be presented to the administration for special consideration.

Extended Illness

A student whose attendance has otherwise been regular may qualify for extended illness status if an accident, surgery, illness, or other similar circumstances result in an absence of more than the maximum number of consecutive days during the semester. Upon recovery, the student's attendance is to remain consistent and stay within the normal parameters of school policy. In order for a student's absence to qualify for "extended illness status," the student must submit a doctor's written verification of the illness within one week. This verification must indicate the amount of time missed due to the illness subject to the prior approval of the Assistant Principal. An extended illness lasting more than two weeks normally requires that the student arrange for instruction at home or through the services of the institution where she may be hospitalized. Mount St. Mary Academy does not offer such services itself.

Chronic Illness

Because of the importance of classroom interaction and activities, Mount St. Mary Academy cannot accommodate a student with a chronic illness which precludes her from attending school regularly. Such students are encouraged to enroll in schools that can accommodate irregular attendance. In special cases, where the chronic illness may result in a nominal number of absences in excess of school policy, a waiver may be granted by the Principal with documentation from the student's physician.

Administrative Leave

Under special circumstances, students are given permission from the administration to attend special events not related to school and this absence will not be counted. Approval from the Director of Student Services must be obtained at least one week in advance of the trip. The student must have at least a "C" in any course being missed and the administration reserves the right to deny students who are in academic jeopardy permission for administrative-approved leave. It is understood that the student will follow up with her teachers to make up any missed classwork. Students can request an Administrative Leave Permission Form from the Director of Student Services and the form must be signed by the student, her parent and teachers of any class being missed.

Vacation and Extended Trips

Vacations or extended family trips are discouraged during the regular school term. If the parent(s)/legal guardian(s) must take the student out of school for these reasons, the Principal and/or the Assistant Principal and Attendance Director are to be notified in advance. We ask that

students and parents carefully consider taking time from instructional days. The time missed is counted as a regular absence. Teachers are not required to give assignments in advance.

Homework When Absent

When a student is absent she should check SchoolFusion for any missed work and assignments. If there are questions concerning assignments on SchoolFusion, the student should contact the teacher directly. If the student does not have access to email at home, the student or parent should contact her counselor to facilitate making up missed work.

When a student misses class, the following guidelines are in place to insure the student has an opportunity to make up the missed work:

* Missed notes should be obtained from a classmate.
* Missed handouts should be obtained from the teacher.
* Tests/quizzes may be made up during the teacher's scheduled tutoring time, i.e. before school, after school, and/or activity period, at the teacher's convenience as negotiated between the teacher and student.
* Testing during activity time cannot be required since both teachers and students have other duties during this time.
* The time allowed, level of difficulty, style of the make-up test, and number of bonus points should be comparable to the original test.
* Make-up work should be completed within two weeks of the absence
* Homeroom time may not be used for make-up work.
* Students who are excessively absent for tests, quizzes, etc., will be handled on an individual basis.

College Days

During the second semester of their **junior** year, students are eligible for one approved administrative leave for college designated preview days. This approved leave is in addition to the two college visit days allowed for **seniors**. Students can request administrative leave for these days through the Guidance Department. See page 31 for more details.

DROP OFF AND PICK UP

To maintain order and safety for our students and staff before school begins and after school dismisses, we ask that all parents and other drivers who bring students to school and/or take them from school use the **North Jackson Street** entrance before 8:00 A.M. and between 3:20 and 4:00 P.M. All school entrances will be opened between 7:00 A.M. and 8:00 A.M. After 4:00 P.M., students should be picked up from the **cafeteria lot**. There is no adult supervision provided in the cafeteria before school. Students are required to sign in and out of the cafeteria with the after-school supervisor in the afternoons. Students who wait in the cafeteria for rides after school should keep the cafeteria clean and maintain appropriate behavior. At no time (before or after school) is anyone allowed in the cafeteria who is not a current MSM student. In efforts to insure the safety of our students, we ask that students not wait for rides on the side streets around the perimeter of our campus. As a courtesy to the faculty and staff who park in the faculty parking lot, please do not drop off or pick up students at the main entrance of the school building.

SPECIAL DELIVERIES/CELEBRATIONS

The number of special deliveries becomes problematic on certain holidays and during special events in the students' lives. While office staff makes every effort to notify the student of a delivery, MSM will not guarantee that the student will receive it. No Valentine's deliveries are accepted nor are deliveries for Rockettes, Cheerleader, or sports team tryouts. Birthday celebrations are discouraged during lunch.

EMERGENCY CLOSINGS

In the event of inclement weather or an emergency, Mount St. Mary Academy will generally abide by the decision made by the Superintendent for all Catholic schools in the area. However, there may be special circumstances that require MSM to deviate from the decision of the Diocese with regard to school closings. Students and/or parent(s)/legal guardian(s) should watch for television announcements or listen to the radio before calling the school. Every attempt will be made to use SchoolReach to notify families of unanticipated closings, late arrivals and/or early dismissals. If school is closed due to inclement weather, the schedule upon returning will be that of the first day that was missed. If school is closed during the day, the administrators will determine the schedule for the returning day.

PUBLIC HEALTH EMERGENCY

In the event of a public health emergency in response to an influenza pandemic, Mount St. Mary Academy will follow the guidelines and directives of the Department of Health and Human Services and the Centers for Disease Control and Prevention. Students and parents/legal guardians will be notified by the local television and radio stations, and additional information will be posted on the school's website. Parent(s)/legal guardian(s) can access further information on pandemic influenza at www.pandemicflu.gov.

MEDICATIONS

Mount St. Mary Academy personnel may not administer any prescription or non-prescription medication. Students are to bring only the dosage of prescription medication as needed per day. All prescription medicines should be listed on the student medical forms and updated as needed.

SCHOOL UNIFORM POLICIES

Mount St. Mary Academy students represent their school and demonstrate their school pride by wearing school uniforms on all school days, except those days designated by the administration as "tag days." To support our school organizations and to promote school spirit, various clubs, organizations, and activities sponsor "tag days" on which students may wear casual clothing instead of their school uniforms for a designated fee (generally one dollar) which directly benefits the sponsoring group. Since our students are well-known throughout the local community by their uniform, the students' appearance should be neat, clean, modest, and appropriate to the school setting and to school-related occasions that they may be attending.

All students are asked to arrive at school in the appropriate uniform. The Mount St. Mary Academy school uniform consists of the following:

Skirt - The Toggery in West Little Rock and School Days Discount Uniform in Little Rock sell the **navy and white houndstooth check pleated** skirts. The skirt should have a neat sewn-in hem and sewn-down pleats, be free of holes or frays, and be clean of stains and writing. The skirt must be worn buttoned and zipped properly. The length of the skirt should be knee length.

Shirt - The official uniform shirt is a white, short or long sleeve polo style shirt with an embroidered logo and is available at the Toggery in West Little Rock and School Days Discount Uniform in Little Rock. Only a plain white tee shirt or a Mount P.E. tee shirt can be worn under the official uniform shirt. Undergarments should not be visible. Students must keep their shirts tucked in during the school day.

Sweatshirt - The students may wear the **navy school logo** sweatshirts which are available at **SportStop** on Rodney Parham Rd. A **white uniform shirt** must be worn under the school sweatshirt. *Senior athletes, senior cheerleaders, and senior Rockettes* may wear their **white athletic letter award sweatshirt** or their **white spirit award sweatshirt** as an alternative to the school sweatshirt. *Seniors* may also wear their **designated senior class sweater** available at the Toggery

Leggings/Tights/Socks – Students may wear **solid navy, black or white tights or leggings** (socks must cover bottom of leggings). **Solid white socks** must be worn and must be visible above the shoe.

Shoes – Students may wear lace-up athletic-style shoes or lace-up boat-style shoes (Docker/ Sperry style) only.

Scarves - The Toggery will also have available for MSM students a school scarf for purchase. Students may wear this **navy monogrammed scarf** with their uniform. Purchase of this scarf is optional; however, only our school logo scarf may be worn inside the school building during the school day during cold weather.

Slacks - Instead of a uniform skirt, students may wear **solid dark navy** uniform-style slacks. These slacks can be purchased through The Toggery.

In keeping with the appropriateness of attire for students of Mount St. Mary Academy, students are not allowed to have tattoos (henna or permanent), excessive body writing, extreme body piercing, extreme hair colors, and extreme hair styles. Students are also asked to leave hats, scarves (with the exception of the MSM logo scarves), gloves, coats, and jackets in their lockers during instructional hours unless they are going to and from the McAuley Center and/or the Visual Arts Center. During lunch students may opt to wear their jackets. The administration reserves the right to determine the appropriateness of attire during the school day and at all school-related events.

ACADEMIC POLICIES AND PROCEDURES

SCHEDULES/CHANGES

Course selection for each student is made in dialogue with her counselor, teachers, and parents. Any changes in a student's schedule should be made with the approval and in consultation with parents, counselor, teachers and Assistant Principal.

ACADEMIC RESOURCES

Internet Access: Internet access is available to MSM students and teachers to facilitate resource sharing, innovation, and communication in areas relevant to the educational setting. Any student in violation of the Technology Acceptable Use Policy found on pages 53-59 of this Handbook will have her access revoked at the discretion of the administration. MSM makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of the internet is an educational option for those who choose to take advantage of it.

Teacher Guidelines and Procedures: At the beginning of each course, each student will be provided with the course guidelines, procedures, and expectations. This explanation also includes guidelines for use of department equipment and "tips" for success in class. Students are encouraged to share this information with parent(s)/legal guardian(s).

Tutoring: Teachers are available once a week for make-up tests and extra help. The specific day and time will be noted in the guidelines and procedures document. In addition, members of the National Honor Society and Mu Alpha Theta (the math honor society) are available on a limited basis for individual or small group tutoring. Teachers or counselors may make arrangements for this help.

Guided Study Program: Mount St. Mary Academy does not offer a special education program; however, students with documented diagnosed learning differences with a DSM IV classification may be assisted by the Guides Study Program. The purpose of this program is to assist students in achieving success with a college preparatory curriculum. The Guidance Department in cooperation with the Guides Study Skills Coordinator determines participation in the programs based on current diagnostic testing including professional recommendations for classroom accommodations.

Mount St. Mary Academy will assist students who participate in the Guided Study Program with requests for ACT Assessment Special Testing. Special testing can only be requested by students with a documented diagnosed learning difference which includes the DSM IV classification. Special testing is at the discretion of ACT not Mount St. Mary Academy. For more information about ACT criteria for special testing, please visit the ACT website at http://www.act.org/aap.

Mount St. Mary Academy does not offer a modified grading system for students with learning differences; however, recommended accommodations from neuropsychological or psycho educational evaluations for students in the Guided Study Program are considered. The Guidance Department and the Assistant Principal determine which accommodations are feasible.

TESTING

Standardized testing is administered in order to access a student's progress through the four years of high school. Students wishing to enter Mount St. Mary's for the 9th grade take the High School Placement Test. All sophomores and juniors take the PSAT in October. To fulfill the graduation requirement each student takes either the ACT or SAT during her junior or senior year.

HOMEWORK POLICIES

As a college preparatory school, Mount St. Mary Academy requires students to complete out of class assignments to prepare for classes. These assignments include reading, studying, memorizing, completing written work, preparing for tests, preparing presentations, researching, and working on projects. The amount of time individual students spend on homework will vary based upon the individual courses and teacher expectations; however, most students should plan on spending between 30 and 60 minutes for each one and one half hour period of instruction.

ACADEMIC COMMUNICATION

Report Cards: Academic progress is reported to parents/legal guardians and students in the form of interims, progress reports, and report cards. Interim dates for each quarter are posted on the school calendar, and parents/legal guardians and students can access these interim grades on PowerSchool. The first and third quarter progress reports can also be printed from PowerSchool. Report cards at the end of the first semester are distributed to the students in their homerooms. Report cards at the end of the second semester are mailed home during the first week of June. Distribution dates are designated on the annual school calendar.

PowerSchool/Google Classroom and Sites: In addition to written report cards, students and parents/legal guardians can monitor academic progress through PowerSchool, an interactive website. This interactive site provides interim, quarter, and semester grades for students. Class assignments and other classroom responsibilities (i.e. – class calendars) can be monitored through School Fusion or Google Classroom/Sites. *SchoolFusion is being phased out.

Parent-Teacher Conferences: A parent-teacher conference day is designated at the end of the first quarter. Parents/legal guardians print out their daughter's 1st quarter progress report and may visit with teachers about their daughter's progress. The date of the conference is designated on the annual school calendar.

GRADUATION REQUIREMENTS

Mount St. Mary Academy requires students to complete a total of 28 credits to graduate:

4	Theology	½	Fine Arts
4	English	½	Speech Communications
3	Social Studies	½	Physical Education
3	Science	½	Health
4	Mathematics	½	Economics
2	Foreign Language (one language)	5-½	Electives

Starting with the Class of 2018, at least ½ credit, of the 28 required for graduation, must be through a digital experience.

The administration may adapt the requirements for students who enter Mount St. Mary Academy later than their freshman year and for students who have learning differences.

GRADING SYSTEM

Students at Mount St. Mary earn grades and credits based upon work completed during each grading period. Semester grades are permanent grades, which appear on the student transcript. Quarter grades indicate the student's status at the mid-point of the semester. Each grading period ends on the day designated on the school calendar. All assigned work, make-up work, and teacher-approved extra-credit must be turned in by the end of the grading period. Any extension to turn in work after the grading period has ended must be approved by the Assistant Principal and is limited to cases of illness and family emergency. No student may receive a grade higher than 100% in any course.

Grading Scale

A+	100-98	B+	89-87	C+	79-77	D+	69-67	F	Below 60
A	97-94	B	86-83	C	76-73	D	66-63		
A-	93-90	B-	82-80	C-	72-70	D-	62-60		

Grade	**Quality Points**			**Comment**
	College Prep	Honors/1st Yr. IB	Exam Yr. IB	
A	4.0	4.5	5.0	Superior
B	3.0	3.5	4.0	Above Average
C	2.0	2.5	3.0	Average
D	1.0	1.5	2.0	Below Average
F	0.0	0.0	0.0	Improvement Needed

<u>Exceptions:</u>
*1st year of Higher Level IB courses are on a 4.5 scale
*IB Psychology, Theatre Arts, and ITGS are all one year courses and are on a 5.0 scale.
*IB Math is a two year Standard Level course and is on a 4.5 scale for both years.
*IB Chemistry Standard Level and IB Biology Standard Level are on a 4.5 scale

According to Arkansas State Law, weighted grades are granted when all course work and tests are completed.

GRADE POINT AVERAGE (G.P.A.)

Quarter grade point average is computed by dividing the number of subjects taken into the total number of quality points earned. The cumulative G.P.A. is the combined G.P.A. of all semester grades and is determined by adding course quality points for each semester class, then dividing by the number of credits, and dividing that number by 2.

DRIVER'S LICENSE FORM

Students requesting a driver's license form must have a 2.0 GPA for the most recent semester at the time of request according to state guidelines. The driver's license form may be obtained from the Director of Student Services.

SEMESTER EXAMINATIONS

At the end of each semester, all grades are computed on a strict percentage scale with each quarter grade weighing 40%, and the semester exam/assessment weighing 20%. **Semester exams are not given early under any circumstances.** When an exam is missed it must be made up on the designated test make-up dates set by the administration. Exams are not given in Theology or in any course for seniors for the second semester; therefore, the semester grade is computed with each quarter weighing 50%.

ACADEMIC DEFICIENCIES

Students must complete all required and elective credits attempted. If a student fails a course, the credit must be made up before the first day of school for the next fall term. Failure occurs when the cumulative percentage of both nine weeks grades and the semester exam grade fall below 60 percent. All deficiencies must be made up and documented before the student can be readmitted for the next academic year. Each failed course at semester represents 1/2 credit. Students failing more than 3 semester courses will repeat the academic year.

When a student transfers into Mount St. Mary Academy with a failure, the student must make up that credit prior to the beginning of the next school year. The means of making up deficient credits must be approved by the Assistant Principal before a student begins any program. Normally, one of the options listed below is acceptable:

1. Summer school in the Public School System.
2. Make-up course with Mercy Online or Acellus
3. Tutorial program consisting of 30 hours of instruction conducted by a certified secondary level teacher who currently is not the student's class instructor. A copy of the tutor's teaching certificate should accompany documentation of the tutorial program. (Parents who are certified teachers may not tutor their own daughter for make-up work.)

HONESTY/INTEGRITY

Mount St. Mary Academy students are expected to demonstrate honesty and integrity in their work at all times. The school will not tolerate malpractice of any kind. Any student who jeopardizes her academic integrity with regard to any quiz, test, or assignment, or plagiarizes on an essay or paper, will receive a "zero." The consequence for this behavior is a zero on the project, test, assignment, or composition and follow-up with the Assistant Principal for further disciplinary action.

PARENT-TEACHER CONFERENCES

A Parent-Teacher conference is scheduled during the Fall semester. During the conference, parents are able to visit with teachers. Parents should print their daughters' progress report from PowerSchool before coming to Parent-Teacher Conferences. Teachers are available for designated times.

SENIOR INFORMATION

COLLEGE VISITATION DAY

College-bound seniors are allowed two leave days to visit the college of their choice prior to the end of April. Procedures outlined by the senior guidance counselors must be followed. College Visitation Forms may be obtained through the Guidance Department. Verification from the college registrar's office must be submitted upon return to school. Failure to follow these guidelines will result in one day's absence.

SCHOLARSHIP INTERVIEWS/EXTRAORDINARY OPPORTUNTIES

There may be times when seniors are invited to participate in scholarship interviews with individual universities or have other extraordinary opportunities that would require additional time for travel. For such college visits, request for administrative approved leave may be requested one week in advance with documentation from the college.

SENIOR FOREIGN EXCHANGE STUDENTS

Foreign exchange students will be allowed to participate in commencement exercises only if the students meet the requirements for graduation and their year at Mount St. Mary Academy is the culmination of their secondary education. The administration and the guidance department will determine eligibility upon admission.

SENIOR EXAM EXEMPTION

All seniors are required to take first semester exams. However, there are no second semester senior exams. The second semester grade for seniors will be calculated by averaging the third quarter and the fourth quarter. All academic requirements must be completed by the final day of classes for the seniors as designated on the school calendar.

SENIOR HONOR GRADUATES

Senior honor graduates are determined by cumulative G.P.A. of 3.5 or above. The first honor graduate is named the Valedictorian and the second honor graduate is named the Salutatorian. To deliver the Valedictory or Salutatory address at commencement, a student must be in attendance at Mount St. Mary Academy for a minimum of four (4) semesters. Honor graduates are announced at the Senior Awards Luncheon in May. The naming of "Honor Graduate" is an internal recognition for MSM. This information is not part of the student's transcript and is not sent to colleges.

COMMENCEMENT REQUIREMENTS

In order to receive a diploma from Mount St. Mary Academy, the following requirements are to be met by seniors:

1. Completion of all failed credits for first semester due to course failure or excessive absences by May 1st.
2. Completion of all second semester courses with a passing grade and no excessive absences for the second semester, or completion of all failed credits for second semester due to course failure or excessive absences.*
3. Completion of 30 hours of volunteer work as outlined in the Senior Service Program.
4. Completion of ACT or SAT.

5. Financial obligations, and/or arrangements for meeting any outstanding obligations, must be made by May 1. This includes all fines, tuition, and any other fees outstanding at the time of commencement.

**Failed second semester credits results in ineligibility for participation in commencement exercises.*

In order to participate in the commencement exercises, all seniors must complete the above requirements and attend the following mandatory senior class events**:

1. Retreat
2. Closing School Prayer Service
3. Senior Awards Ceremony
4. Baccalaureate Mass /Alumnae Induction
5. Graduation Practices

***The Administration reserves the right to determine the appropriate setting for any graduate to receive her diploma.*

TRANSCRIPTS

Official (final) transcripts for seniors are available by the end of the second full week in June and will be mailed or sent electronically to the college and/or institution specified by the student through the Guidance Office. There is no charge; however, outstanding financial balances with the school will potentially result in a delay. After graduation, requests for official school transcripts must be made in writing by the alumna and are mailed directly by MSM to the college or institution. Only unofficial transcripts may be given directly to the students and/or parent(s)/legal guardian(s).

DISCIPLINARY POLICIES AND PROCEDURES

The MSM community strives to develop a deep sense of respect in each individual student for self, for others, and for the school. The school promotes a safe and secure learning environment during the school day and at all school-sponsored activities. Mount St. Mary administration reserves the right to question any behavior it deems contrary to creating such an environment. All students are asked to follow general behavior expectations, and if those expectations are not met, appropriate disciplinary action will be taken. Information about any Mount St. Mary Academy student who engages in conduct, whether inside or outside the school, which we believe places the student at-risk in any way will be shared by school officials with the parent(s)/legal guardian(s).

FOOD/DRINK/GUM FINES

Students who eat, drink or chew gum in the classrooms, hallways and/or McAuley Center are subject to a $5 fine. The fine must be paid within seven days or it will double. If not paid by the end of the eighth day, the student will be referred to the Director of Discipline to be handled as a discipline issue. Each repeated offense is increased by $5. All fines must be paid to the Director of Discipline

PERSONAL CELL PHONES AND OTHER ELECTRONIC DEVICES

Personal cell phones and other electronic devices are not allowed during the instructional day. These devices must be turned off and may not be visible or audible during school hours (8:00 a.m. – 3:20 p.m. and/or the end of the official instructional day.) Parent(s)/legal guardian(s) who need to contact their daughter during the instructional day must call the Attendance Office to leave a message. Messages will be delivered at the end of the last period of the day unless otherwise arranged with the Attendance Office.

Unauthorized use of cell phones and other electronic devices will result in the following consequences:

- 1st offense:
  The phone will be confiscated, a parent/legal guardian must pick it up from the Director of Discipline during the school day (7:30 – 3:45) and a $10 fine will be assessed (payable at the time the phone is picked up.)
- 2nd offense:
  The phone will be confiscated, a parent/legal guardian must pick it up from the Director of Discipline during the school day (7:30 – 3:45), a $20 fine will be assessed, and the phone must be turned in to the Director of Discipline every morning before school.
- Any subsequent cell phone infractions will be handled at the discretion of the Administration and could include out-of-school suspension(s).
- Cell phone confiscation includes phone and SIM card.
- If the infraction involves two students, (one using the other's cell phone**) BOTH** students will be subject to the above consequences.

Misuse of personal cell phones and other electronic devices is defined below:

- The mere possession of sexually explicit images of minors on any device is considered to be child pornography and is prohibited regardless of whether any state laws are violated.

- All involved in sexting, unless they immediately deleted the images, could be subject to discipline.
- Parents and the police might be contacted to investigate.
- Cell phones will be searched if there is probable cause that a criminal violation has occurred, and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.
- Administrators will use their discretion to determine an appropriate punishment on a case-by-case basis.
- Harassment and bullying related to sexting incidents is explicitly prohibited as outlined in the Bullying Policy.

BULLYING POLICY

Purpose

Mount St. Mary Academy clearly holds that ANY behavior that is considered bullying or in any way violates the intrinsic dignity of the person is totally incongruent with the mission, philosophy and Mercy values upon which our school was founded. Mount St. Mary Academy does not tolerate any form of bullying, harassment, or disruption of the educational process. Nor does it allow for interference with another's educational environment or anything which creates an intimidating, offensive, or hostile educational environment. All students and employees are to be treated with dignity and respect. Bullying or harassment of another person in any form is prohibited. This applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

As a school we realize some of this activity may occur outside of the school day and on personal computers. We recognize that these kinds of behavior have a tendency to spill over and affect the school day. In collaboration with the parents and school administrators, we will work to stop this unacceptable behavior.

In our efforts to keep our parent community apprised of Arkansas state law with regard to student harassment and bullying, we offer the following additional information.

What is Bullying?

Bullying comes in many forms and is identified as any behavior (verbal or non-verbal) **repeated over time** that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect and can be in the form of physical, verbal, social or cyber harassment.

The following defines four types of bullying/harassment and lists examples of behaviors not limited to but included in these kinds of conduct:

- Physical bullying/harassment which intentionally endangers the welfare of others
    - unwanted touching or contact such as shoving, pushing, bumping, hitting, slapping, tripping, poking, kicking and scratching
    - assault
    - deliberate impeding or blocking movement, or any intimidating interference with normal movement or work
    - damaging or destroying another's belongings or property

    - physical acts that are demeaning and humiliating but not bodily harmful.
- Verbal bullying/harassment whether in oral or written form
    - making derogatory comments, jokes, slurs, off-color language or innuendoes;
    - using belligerent or threatening words towards another student or employee
    - name-calling, teasing, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting
    - making fun of another's appearance, physical characteristics, or cultural background
- Social/relational bullying/harassment which is defined as the diminishment of another's sense of self worth and/or damaging the social status, relationships or reputation of another
    - Exclusion from activities or social groups, ignoring, isolating or shunning
    - Embarrassing or publicly humiliating another
    - Spreading rumors
    - Circulating inappropriate notes or drawings
    - Using other people to threaten, intimidate, or humiliate another
- Cyber bullying/harassment
    - Sending of inappropriate or threatening emails or text messages
    - Creating or posting inappropriate or threatening information or pictures on websites (i.e. Facebook, MySpace, etc)
    - Posting false or defamatory information about a person

Responses and Consequences

MSM recognizes that not all behaviors should be considered bullying or willful violation of this policy. Each bullying offense will be referred to a school administrator who will investigate and conference with all parties involved. After collecting all information the Administration will take the appropriate disciplinary actions (detention, suspension or expulsion) congruent with the severity of the situation. The administration of MSM reserves the right to treat any single act as severe enough to warrant dismissal from school.

MINOR INFRACTIONS

Detention is a consequence for inappropriate behavior that relates to a school rule infraction. A student receives a detention when by her actions she indicates an unwillingness to cooperate with the standards as noted in the Student and Parent Handbook. Detention is held on Thursday afternoons from 3:25 P.M. – 4:25 P.M. In the event that a school holiday falls on a Thursday, detention is held Wednesday. No student will be excused from detention. Any student receiving a detention, prior to the day for serving it, is to report to the supervising teacher's classroom (as noted on the Weekly Bulletin) by 3:25 P.M. Failure to serve detention as required will result in one additional detention hour to be served the following week. Students with over two hours of detention must make up the additional hours of time on designated Saturday mornings beginning at 7:00 A.M. **This is not negotiable.** Any student who has been assigned detention hall and checks out of school before the end of the day will be assessed an additional hour of detention hall. At any point during the school year, if a student incurs three or more detentions per quarter, a parent conference will be called. The student may be suspended or dismissed.

Students will receive a minimum of one hour of detention hall for the following actions. Depending on the severity of the infraction, additional hours may be assigned by the

administration. All detention hours will be communicated with the parents prior to the date of service.

1. Any uniform infraction;
2. Tardiness to any class;
3. Wrong place at the wrong time/ Disruptive behavior outside the classroom
4. Missing more than 5 homeroom, activity, and/or lunch periods;
5. Tardy to school upon receipt of fourth offense and each offense thereafter;
6. Forging a note;
7. Failure to bring note of absence or failure to call school attendance office on day of absence;
8. Possession of tobacco products;
9. Disrespect toward another person or another person's or the school's property (depending on severity; appropriate disciplinary action at the discretion of the Administration.)

In-School Suspension

A student may be placed on probation when negative behavior is repetitive. Probation may precede or be connected with suspension. She may not attend or participate in any co-curricular activities, including club meetings, school dances, and athletics.

SERIOUS INFRACTIONS

In efforts to carry out our mission, at times Mount St. Mary Academy will deem it necessary to take disciplinary action other than Detention Hall. The Administration may find it necessary to assign a student to either in-school suspension or out-of-school suspension for serious offenses. All suspended days of school will count as unexcused absences. Certain misbehavior or the repetition of serious offenses may require a student to be dismissed from the school.

Suspension is a period of reflection for a student to seriously consider the lack of congruity between her words and her actions, or the implications of a choice or series of choices she has made. She may not attend or participate in co-curricular activities for a period of time set by the Administration. The Principal will make contact with the parent(s)/legal guardian(s) before the student will be allowed back into classes. Detention and probation periods may follow. The student and her parents will be asked to sign written documentation of the suspension.

The following serious offenses warrant suspension and possible dismissal from MSM:

Truancy/Violations of the Closed-Campus Policy - MSM is designated as a closed campus to help insure the safety of all students. Students are not allowed to leave the school campus without permission once they have arrived at school. A student is declared truant if she leaves campus without permission and/or does not attend school without the permission of her parents/legal guardians.

Hazing - "Hazing" according to Arkansas law means: "Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one student alone or acting with others which is directed against any other student and done for the purpose of

intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among fellow students." Such behavior is illegal and totally contrary to the atmosphere and values of Mount St. Mary Academy. Any information received by administration will be turned over to the police.

Threats of Physical Harm/Fighting - Threats or implied threats made against any student or adult at MSM or fighting is inappropriate and will not be tolerated. Written and verbal threats and fighting are treated as serious offenses.

Sexual Harassment - Sexual harassment is any inappropriate visual, verbal, or physical conduct that can occur from an adult to a student, a student to an adult, or a student to a student. This includes conveying rumors or engaging in public displays of affection that are of a sexual nature. Deliberate and/or repeated sexual behavior is not welcome and will not be permitted.

Use of Tobacco Products - MSM is a smoke-free environment. Students are not allowed to use tobacco products of any type on the campus or at any school-sponsored activity. This also includes travel to any school-sponsored activity.

Possession and/or Use of Alcohol and/or Drugs – Possession of and/or being under the influence of alcohol and/or drugs on campus or at any school-sponsored activity is prohibited.

Suspicion of Drug Usage - There are times when students are sent to the Principal's office due to behavior that is uncharacteristic. Uncharacteristic behavior includes but is not limited to: frequent visits to the restroom; skipping classes; not doing well in school; lack of participation in activities; unusual odors on clothing; unkempt appearance; mood changes, hostility, or lack of cooperation; physical changes – red eyes, runny nose, dilated pupils, weight loss; and/or erratic behaviors (as defined by the Office of National Drug Control Policy).

If during contact with the student the Principal or another administrator suspects the behavior is caused by drug usage, the following will occur:

- The parent(s)/legal guardian(s) will be contacted immediately and be required to pick up the student;
- A family conference will be held with the Principal. The student's counselor may also be included in this conference for program advice and support.
- The student is subject to a search of her personal property.
- If Administration deems necessary, drug screening will be required immediately. The cost of this drug screening is the responsibility of the parents.
- The student may not return to school until screening results are received.

Possession of Illegal Drugs - Incidents of student involvement with illegal drugs during the school day, on the school grounds, or at a school-related activity are of such a serious nature that a student is liable for expulsion. Student involvement with illegal drugs includes but is not limited to: having possession of; using; distributing and/or selling; and/or having possession of drug paraphernalia. The police may be contacted by the administration if illegal actions warrant further investigation.

MSM Administration reserves the right to dismiss a student at any time that behavior or attitude of the student is judged to be contradictory, to misrepresent or to be harmful to the atmosphere and values of MSM. The Principal has the final recourse in all disciplinary situations.

Prescription Medication - It is against school policy to distribute, share, or sell any type of prescription medication. All prescription medications should be noted on the medical cards.

Vandalism - Vandalism is the destruction of or damage to any property. Students are asked to respect the property of the school and the property of other institutions that are related to school-sponsored activities. In addition to suspension, a student and/or her parent(s)/legal guardian(s) may be held responsible for the cost of damaged property.

Theft - Theft occurs when a student takes or borrows something from another individual, whether a student or an adult, without prior permission. In addition to suspension, a student will be asked to return the item(s) obtained through theft. If this cannot occur, the student and/or parent(s)/legal guardian(s) may be held responsible for the cost of all items.

Gang/Cult Involvement - Gang involvement will not be tolerated. All apparel, extreme hair color, hair cuts or hair style, language, graffiti, and/or behavior with gangs or cults will be taken seriously. Information received by the administration will be turned over to the police.

Violation of the Acceptable Use Policy – Student use of the computers at Mount St. Mary Academy and the MSM internet is a privilege, not a right. The purpose of making computers and internet available to our students is to support research and education by providing access to unique resources and the opportunity for collaborative work. Inappropriate use as outlined in the Acceptable Use Policy will result in loss of privileges and appropriate disciplinary action.

STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES

These following policies related to co-curricular activities work in conjunction with the Drug Policy and are internally consistent with it.

Athletes and Spirit Group Members

All Athletes and Spirit Group members are required to sign a major infraction policy as a condition for participating on these teams. If the Principal is notified of a positive drug screen, the Principal will notify the Athletic Director and appropriate coach/sponsor in order for the major infraction policy to be implemented.

1. Athletes Major Infraction Policy

First Offense: Suspension (30% of scheduled events) and automatic referral to the Student Assistance Team. A parent conference will be held including coaches, principal, and athletic director. All disciplinary rules in the Student Handbook will be followed.

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a. Multiple sport athletes will serve the suspension in EACH sport participation is in.
b. Within any sport or tournament which guarantees a specific number of events, each event will count as one scheduled playing date.
c. Any single elimination tournament or any tournament such as district, conference, regional, or state will count as one scheduled playing date regardless of the actual number of events played.

Second Offense: Dismissal from the athletic program.

2. Spirit Group Major Infraction Policy

First Offense: Suspension from 30% of the scheduled events and automatic referral to the Student Assistance Team. A parent conference will be held including Sponsors, Principal, and Director of Student Services. All disciplinary rules in the Student Handbook will be followed.

Second Offense: Dismissal from the Spirit Group.

3. Club/Organization Members

Clubs and organizations such as SADD which have a “zero tolerance” contract included in their by-laws or part of their club’s participation criterion are subject to the same policies as outlined for Athletics and Spirit Group Members.

STUDENT LIFE POLICIES AND PROCEDURES

STUDENT IDENTIFICATION/ACTIVITY CARD

Students will be issued a student identification card. This card may then be used for free admission to all MSM home athletic events. I.D. photographs will be taken on Welcome Back Day. This card may be required of MSM students if they choose to attend athletic events at other schools. This card may also be required by the local police when MSM students attend a MSM activity that would exceed the local city curfew.

RETREATS, LITURGIES, PRAYER SERVICES, AND ASSEMBLIES

Each class at Mount St. Mary Academy offers the opportunity for a class retreat. Students are required to attend their class's scheduled retreat. Parent(s)/legal guardian(s) and students should note the day of their retreats as designated on the school calendar. Students are also expected to attend all-school celebrations of the Eucharist and other all-school prayer services and assemblies. Students are not allowed to sign out for appointments during these events. Behavior at Mass, during morning prayers, and other liturgical services should reflect the centrality and seriousness that the Mount St. Mary faith community associates with worship. Students are expected to be respectful and attentive during these services, as well as when entering or leaving the place where these services are celebrated. Appropriate and respectful behavior is also expected at school assemblies.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Participation in school clubs and organizations is encouraged as it provides additional opportunities for a student's social, physical, spiritual, and intellectual growth. However, the number of co-curricular activities to which a student belongs is determined by the student's ability to participate responsibly, while remaining in good academic standing. Some clubs and organizations have specific grade and other membership requirements. The recommended minimum GPA for most clubs and organizations is a 2.0.

Suspension from participation in co-curricular activities may be imposed by the administration for appropriate periods throughout the school term for academic or disciplinary reasons. In addition, AAA requires that students participating in AAA sanctioned events must not be delinquent on any financial arrangements made with the school for more than 60 days. In the event a student misses class due to a co-curricular activity, the student is expected to consult with her teacher concerning assignments and/or class work prior to the activity**. Prior to a game, tryout or other group event, a student must be in school the entire day to participate in the event unless prior administrative approval has been obtained and verified.**

Co-Curricular Activities include: AIM (Alive in Mercy), Art Club; Athletic Teams (Basketball, Bowling, Cross-Country, Diving, Golf, Soccer, Softball, Swimming, Tennis, Track, and Volleyball); Beta Club, Book Club; Catalyst Team; Class Level Committees; Diversity Council; Fire Marshals; Green Club; Language Clubs (French, Latin, Spanish); Investment Club, Liturgy Planning Team; Mock Trial, Model U.N.; Mountie Messengers; Mu Alpha Theta; National Honor Society; Newspaper; Odyssey of the Mind; PAC (Political Action Committee), Rotary Interact; SADD; Cheerleaders; Rockettes; Belle Raisers; Spirit Council; Student Government (SFAB-SFAC); and Yearbook. MSM students trying out for spirit, sport, class and/or club

officer positions in the spring for the following fall term must be currently enrolled and have submitted fall registration data. All student fundraising activities must be approved through the SFAB. Nationally recognized honor societies include the Fidelis Chapter of the National Honor Society, National Beta Club, Junior Classical League, Mu Alpha Theta, and French and Spanish National Honor Societies.

The selection procedures for each of these organizations shall be determined by the school and shall be consistent with the rules and regulations of each national organization. Some basic qualitative criterion is established by these honor societies in the area of academics. The judgments made by the school include teacher and administrative evaluations of the quality of the student's participation.

ATHLETIC EVENTS

All student athletes, as well as spectators, at MSM athletic events are expected to conduct themselves in a manner that will support the Christian atmosphere fostered at Mount St. Mary Academy. In the event that unsportsmanlike conduct occurs and persists, those involved will be removed from the event.

EARLY DISMISSAL – FUNDRAISING EVENT

Periodically throughout the school year students will be dismissed at 12:50 as a fundraising event to benefit school clubs and organizations. No academic time is missed as these days are always scheduled on a "B" Day (with no lunch or activity period included in the schedule that day.) The Early Dismissal - Fundraising days are denoted on the Master Calendar as B-ED. All students are asked to make a donation of $2.00 to participate. Any student choosing not to participate in the Early Dismissal-Fundraising Event will attend a supervised study hall for one hour and will be dismissed at 1:50.

TAG DAYS

On occasion, school organizations and activities may sponsor "tag days" as fundraisers. With administrative approval, the students may wear casual or theme clothing for that day by purchasing a "tag" for $1.00. Students choosing not to participate should be in full school uniform. In addition, the administration may approve special attire for special events (i.e. induction ceremonies, field trips) and the students are allowed to wear clothing other than their school uniform. At all times, students are expected to dress modestly, tastefully, and appropriately. Specific tag day dress code guidelines are communicated via the Weekly Bulletin.

On tag days, students in violation of the dress code guidelines will be given the opportunity to correct the inappropriate attire before 7:55 a.m. If the student is unable to make the correction, she will serve detention at the next regular detention time. Students who do not pay for their tag prior to the 7:55 a.m. bell will be assessed an added $1.

FIELD TRIPS

Students must have their parent(s)/legal guardian(s) complete a field trip and medical release form for the student to participate in a field trip. Individual class and co-curricular field trip permission forms must be completed and signed by the parent(s)/legal guardian(s) in writing. Verbal confirmation/permission is not accepted. Since field trips are considered an integral part

of the learning process, all students are expected to attend. Any class work missed as a result of the field trip may be made up within a specified time as outlined in the course guidelines, procedures, and expectations of that particular class missed. Field trips are considered a privilege; therefore, any student with a failing grade in a class period during which the trip would take place will not be allowed to participate. Mount St. Mary Academy adheres to AAA guidelines in regard to athletic and sanctioned competitive events.

VISITORS TO SCHOOL

Mount St. Mary Academy is a closed campus to insure the safety of students and staff. . All visitors must enter through the main entrance of the school and sign in at the Main Office to obtain a Visitor's Pass. Visitors in the cafeteria at lunch time are limited to alumnae. Guests are expected to dress appropriately and follow the policies and procedures of our school.

DANCES

In keeping with the school's mission, MSM strives to provide social atmospheres that are positive, safe, and meaningful. At all times, we expect the students and their guests to show respect for themselves and others. A dance for the entire student body and guests is generally held at the beginning of the school year. There are also spirit dances sponsored by the Spirit Booster Club for MSM students during the school term.

A Basketball Homecoming Dance open to MSM junior and senior girls and sophomore members of the Varsity basketball team, Varsity cheerleading squad, and Rockettes and guests who are invited by Mount students is held at MSM in January or February.

The MSM Prom is open to MSM junior and senior girls and their guests. This dance is typically held off-campus.

The following rules are enforced for these events:

1. MSM students who attend all school dances are expected to abide by the policies set forth in this handbook.
2. All students and their guests should dress appropriately. Spirit dances are casual affairs; homecoming is a semi-formal event; and prom a formal event. Dress guidelines will be handed out in homeroom before the event.
3. Those attending must arrive and be admitted within thirty minutes of the first hour and must remain until within thirty minutes of the last hour.
4. Those attending may not leave and be readmitted.
5. "Dirty dancing" or overtly sexual dancing or public displays of affection are not appropriate.
6. Parent(s)/legal guardian(s) will be notified immediately if a participant behaves inappropriately. Inappropriate behavior will result in dismissal from the dance.
7. Limousine and charter bus services are not permitted.
8. Tobacco, alcohol, and other illegal drugs are prohibited at all times.
9. Students and their guests will be subject to alcohol screening.
10. All persons attending the dances, including students who do not attend MSM are subject to the dance rules. MSM students are responsible for informing their guests of these guidelines.

CARAVANS

Students going to and from MSM's campus or participating in other school related activities are not permitted to caravan. Any information received by administration or staff will be turned over to the police.

ACCIDENTS

At all times, Mount St. Mary Academy maintains a safe environment for our students and our guests; however, accidents do occasionally occur on school grounds or at school-sponsored events. In the case of personal injury to a student or guest, the staff of MSM will act immediately to insure that person's safety. If necessary, emergency medical treatment will be provided; therefore, it is necessary that parent(s)/legal guardian(s) complete the Emergency Medical Release Form provided in the school registration packet by the end of the first week of school. In addition, any personal injury incident should be reported to the Principal and an accident report completed and filed in the school files.

DRUG SCREENING POLICY AND PROCEDURES

The purpose of drug screening at Mount St. Mary Academy is to help ensure a safe and healthy environment for our students, encourage students to refrain from the use of illegal drugs, and to assist any identified drug using students to become drug-free.

Our policy requires that a certain percent of the student body be randomly drug screened each month of the school year.

1. **Screening Administration:**

    a. The method to determine the presence or absence of drugs will be urinalysis. Urine sampling detects and measures use of particular drugs/alcohol within recent past days. The drug screens currently available test for the presence of substances such as amphetamines/ methamphetamines, cocaine, opiates, marijuana, barbiturates, benzodiazepines (Valium, Librium, Xanax and other tranquilizers), and alcohol.
    b. All reasonable steps will be taken to assure the dignity of the student and confidentiality of information. Each student will be assigned a code number to insure confidentiality with the screening. This number will label the sample throughout the screening process.
    c. A statistically valid random selection process will be used to select students for screening on days determined by the Principal. Once selected and screened, each student's name is returned to the pool for possible testing again in the same school year.
    d. A certified lab will administer tests to students on campus and the testing of samples will occur at their lab. The lab utilizes several adulteration precautions.
    e. A Mount St. Mary Academy administrator will be present during screening to ensure privacy and dignity for the student.

f. Any student admitted after the beginning of the school year will be required to be drug tested.
g. Any student unable to provide a urine sample within the testing period will automatically be placed in the next testing group. If this occurs a second time, the student will be required to check out of school and go to the testing lab until a urine sample can be provided.

2. **Positive Results Screening:**

If the drug screening is positive, the screening agency will place the sample under review. During this process, the parents will be notified of the results by the agency and be given the opportunity to verify legal use of the drug via prescription or a signed doctor's note. **The Principal will be notified of positive screens only when there is no proof of authorized prescription drug use.**

a. First Positive Screen:
   i) If the Principal is notified, a family conference will be held with the Principal to determine next steps, such as counseling, etc. This information remains confidential with the Principal who will refer the student and her parents to that student's guidance counselor if requested. No member of the administration, faculty, staff, or member of the student body will be given information regarding the results of student drug screening, and there will be no school imposed academic consequences.*
      *If the student is an athlete, a member of a spirit group, or a member of the student government, the student is also subject to the consequences outlined in their respective handbooks. The appropriate coach/sponsor will be notified of the consequences by the Principal.
   ii) The student with a positive drug screen is subject to mandatory follow-up urinalysis for three consecutive months. The parent is responsible for the cost of the follow-up screenings. Payment is expected upon notification of positive confirmation. After three consecutive negative drug screenings, the student is placed back in the random sampling group.
   iii) A parent may request a re-screening in order to confirm a positive result. The parent is responsible for the cost of the re-screening.
   iv) If the parent does not comply with the stipulations of the process, the student will be asked to withdraw immediately from Mount St. Mary Academy.

b. Second Positive Screen: If the Principal is notified of a second positive screen, steps i – iv are repeated and the following steps are added to the process:
   i. The student will be referred for mandatory drug/alcohol counseling.
   ii. The student's guidance counselor will be notified by the Principal in order to be a reference for appropriate programs.

iii. The student will complete the Substance Abuse Subtle Screening Inventory (SASSI).
iv. The cost of counseling, SASSI, and follow-up drug screening is at the expense of the parents.

c. Third Positive Screen: If the Principal is notified of a third positive screen the Principal will consult with the Administration and the student's counselor to decide on further action which could include the recommendation that the student withdraw from MSM.

d. Fourth Positive Screen: If the Principal is notified of a fourth positive screen, the student will be immediately dismissed from school. She may reapply for admission to Mount St. Mary Academy during the next academic year with confirmation of participation in counseling or drug treatment and a negative drug screen.

3. **Destruction of Screening Files and Records**

Screening results – negative or positive – will not appear on a student's permanent academic record. These results will be destroyed upon a student's graduation or two years after the termination of enrollment in Mount St. Mary Academy.

4. **Self Reporting/Parent Reporting**

a. In efforts to provide help for our students who may be using drugs or who are on the path toward addiction, Mount St. Mary Academy encourages self reporting and parent reporting.
b. In addition, parent resources are available at any time from the student's guidance counselor.
c. All instances of self reporting or parent reporting will remain confidential; however, follow-up screening will be required as outlined above.
d. Self reporting or parent reporting does not constitute the first positive screen result; however, the student will be subject to mandatory screening during the next monthly cycle following the self-report or parent-report.
e. When a student has been chosen for the random monthly screening, she may not invoke the self-reporting option to nullify a positive screen result.

GROUPS, CLUBS, ORGANIZATIONS, COMMITTEES CONTACTS

Student Government:

Director of SFAB/C	Ms. Noel Gieringer
Senior Class Coordinator	Mrs. Kathy Smith
Junior Class Coordinator	Mrs. Missy Gazette
Sophomore Class Coordinator	Mrs. Brenda Stevens
Freshman Class Coordinator	Mrs. Lane West

Athletic/Spirit Groups:

Athletic Director	Mr. Gary Murphy
Basketball – Varsity	Mr. Gary Murphy
Basketball – Freshman	Ms. Lauren Ramsey
Bowling	Ms. Amy Perkins
Cheerleading	Ms. Annie McFadden
Cross Country	Mrs. Cortney Allison*, Mr. Chuck Toomer*, Mrs. Beth Pursley (Staff Liaison)
Freshman Cheer	Ms. Amy Perkins
Golf	Ms. Marilyn Lenggenhager
Rockettes	Mrs. Carrie Burkhead
Soccer	Mr. Brian Clark*, Mr. Steven Laster*, Mrs. Stephanie Short*, Mrs. Beth Pursley(Staff Liaison)
Softball	Mr. Gary Murphy
Swimming/Diving	Mrs. Mary Dawn Blair*, Ms. Marissa Blair*, Mrs. Lindann Day*, Ms. Marilyn Lenggenhager (Staff Liaison)
Tennis	Mr. Tim Glancy
Track	Mr. Brendan Britt
Volleyball – Varsity	Mrs. Lane West, Mr. Brendan Britt (Asst.)
Volleyball – Freshman	Jennifer Herzog*, Mrs. Lane West (Staff Liaison)

*Denotes a volunteer coach

Publications:

The Mercian -- Yearbook	Mrs. Susan Moore
The Mount -- Newspaper	Ms. Julia Stevens

Clubs/Organizations:

AIM (Alive in Mercy)	Mrs. Alice Jones
Art Club	Mrs. Marianne Nolley
Bee Club	Mrs. Marcella Melandri, Mrs. Marianne Nolley
Belle Raisers	Ms. Olivia Dumboski
Beta Club	Mrs. Robin Johnson
Book Club	Mrs. Missy Gazette
Chemistry Club	Dr. Tina Hendrickson
Concert Belles	Mrs. Chelsea Daughety
Diversity Club	Mrs. Alice Jones

Fire Marshals	Mrs. Nan Rindahl
French Club	Ms. Marly Jeffries
Green Club	Ms. Kara Tobey
IB Extended Essay	Mrs. Monica Mylonas
Interact Club	Mrs. Brenda Stevens
Investment Club	Mrs. Carrie Burkhead
Language Council	Mrs. Maureen Stover
Latin Club	Mrs. Maureen Stover
Liturgy Team	Mrs. Susan Phillips
Mercy Ambassador – Language Trip	Mrs. Marcella Melandri
Mercy Summer Corps	Mrs. Lou Ann Gieringer
Mock Trials	Mrs. Becca Kane*, Mr. Edward Oglesby*, Beth Pursley (Staff Liaison)
Model UN	Mrs. Mary Logan
Mountie Messengers	Ms. Annie McFadden
MSM Speech & Theater	Ms. Jenny Moses
Mu Alpha Theta	Mrs. Myra Davidson, Mrs. Teresa Chudy
National Honor Society	Mrs. Dee Dee Sprick
Odyssey of the Mind	Mrs. Monica Mylonas, Deborah Baldwin*
PAC (Political Action Committee)	Ms. Dumboski and Mrs. Jones
Prom	Ms. Olivia Dumboski, Ms. Marley Jeffries
Quiz Bowl	Mr. Eric Carden
SADD	Mrs. Oceanna McMahon
Spanish Club	Mrs. Ruth Pineda, Mrs. Devine Stribling
Spirit Council	*tbd*

General Services Contact Persons:

Academic Scheduling	Sr. Joan Pfauser (Ext. 112)
Books – Follett	Mrs. Sara Jones (Ext. 103)
Broadcasters	Mrs. Carrie Burkhead (Ext. 117)
Concurrent Credit	Mrs. Sara Jones (Ext. 103)
Donations/Contributions to School	Mrs. Kirsten Dickens (Ext. 320)
Facilities Rental	Ms. Kim McIntyre (Ext. 110)
Guided Study Program	Ms. Cameryn Miller (Ext.111)
Human Relations Students	Mrs. Susan Moore
Junior Service Learning	Ms. Julia Stevens
Library Services	Mrs. Alice Jones (Ext. 200)
Liturgy/Prayer Services/Retreats	Mr. Susan Phillips (Ext. 108)
Maintenance	Mr. Matt Martin (Ext. 270)
Mercy Summer Corps	Mrs. LouAnn Gieringer
Network Assistance	Mr. Robert Horn (Ext. 109) Mr. Joel Tanner (Ext. 260)
Registration/Admissions	Ms. Annie McFadden (Ext. 106)
Senior Service Hours	Mrs. Beth Pursley (Ext. 130)
Student Assistance Program	Ms. Amy Perkins (Ext. 113)
Student Job & Volunteer Opportunities	Mrs. Beth Pursley (Ext. 130)

Substitute Teachers	Barbara Day (Ext. 100)
Technology Integration	Mrs. Carrie Burkhead (Ext. 117)
Tuition	Mrs. Ashley Gunderman (Ext. 107)
Work Study Program	Mrs. Beth Pursley (Ext. 130)

Academic Department Chairpersons:

English	Mrs. Kathy Smith
Fine and Performing Arts	Ms. Jenny Moses
Guidance	Sr. Joan Pfauser
IB Program	Mrs. Sara Jones
International Language	Mrs. Maureen Stover
Life Skills	Mrs. Susan Moore
Mathematics	Mrs. Oceanna McMahon
Science	Dr. Tina Hendrickson
Social Studies	Mrs. Mary Logan
Theology	Mrs. LouAnn Gieringer

FACILITIES USE POLICIES AND PROCEDURES

EARTHQUAKE, FIRE, TORNADO, AND CRISIS DRILLS

In order to insure the safety of our students, Mount St. Mary Academy has developed both Emergency and Crisis Intervention Plans. Drills for emergency and crisis situations are held periodically, and drill procedures are posted throughout the building. Teachers and staff provide students with instructions and directions, and students are asked to follow those instructions for safety purposes.

HALL PASSES

Students are allowed outside of classrooms and/or homeroom only with an authorized pass. Authorized passes are generally issued only during the first five minutes and/or the last five minutes of class unless there is an emergency. Students are not permitted to sit in the freshman hallway before school but have access to the cafeteria. Students who gather in the sophomore, junior, and senior hallways are asked to keep a passage clear. Elevator use by students is limited to those with special needs. Passes for use of the elevator can be obtained from the Attendance Director. Students using the elevator without a pass will be issued a detention.

LUNCH/HOMEROOM TIME BLOCK

Juniors and seniors are assigned to the first lunch period. Freshmen and sophomores are assigned to the second lunch period. All students are required to leave their backpacks in their lockers or in their homeroom classrooms before going to the cafeteria for their assigned lunch period. Lunch time food deliveries are strongly discouraged. When necessary, such deliveries must be made through the Attendance Office. All students must attend homeroom opposite their lunch period. Mount St. Mary Academy has a closed-campus policy during lunch. No student is allowed to leave the designated eating areas during the lunch time without a pass. This includes going to cars unless accompanied by an adult. The library may be used during lunch if the student has obtained a library pass from the Librarian.

CAFETERIA

The cafeteria is typically open before school beginning at 7:00 A.M. and after school as well as during the lunch period. There is no adult supervision provided in the cafeteria before school. Students are required to sign in and out of the cafeteria with the after-school supervisor in the afternoons. The cafeteria is the designated area for food and drink. Students are not allowed to have food or drink in any other part of the building. Students eating or drinking in classrooms (other than those noted on the Weekly Bulletin as a meeting location) or the hallways are subject to food/drink fines.

McAULEY CENTER

The McAuley Center includes the gymnasium, two multi-purpose rooms, a fitness center and our Heritage Hall. Food and drink are NOT allowed in the multi-purpose rooms or the fitness center. Bottled water is allowed in these areas. Light refreshments are permitted in the lobby area and in the bleachers during athletic events, Mother/Daughter Rosary, Father/Daughter Mass, or other special events approved by the administration.

HOMEROOM

Each student is assigned to a homeroom. Students are expected to be in their homerooms when the second bell sounds and are to remain in the classroom for the entire homeroom period. The students are also expected to be quiet and attentive during homeroom announcements and to comply with the homeroom guidelines of the teacher.

The purposes of homeroom are as follows:

1. To serve as an information channel for administration and/or to facilitate transition from instructional periods to all-school events;
2. To facilitate the business and/or activities of the SFAC
3. To facilitate the business and/or activities of Campus Ministry
4. To offer students quiet study time.

ACTIVITY PERIOD

Activity period is a part of the B day schedule. Students are expected to be present for quiet, independent study, organizational meetings, and special assemblies or religious services. During this period, school organizations and committees meet.

COPIER

Each student will be issued a code to be used when copying. All copies are sent to the cloud and may be printed on designated machines. Charges will be incurred for excessive copies. The copiers in the Attendance Office, the Faculty and Staff Workroom, and the Guidance Office are not available to students.

LOCKERS

Each student is assigned a locker on a yearly basis. For the safety of all students' belongings, each student must keep it locked when not in use. Because lockers are the property of Mount St. Mary Academy, the school reserves the right to inspect lockers at any time. Any contraband found in lockers will be turned over to the proper authorities.

All students must put their backpacks into their lockers before their lunch period because **NO** backpacks are allowed in the cafeteria. Backpacks, sports bags and any other personal belongings are never allowed to be placed on top of the lockers. Sports bags must be left in the McAuley Center locker room. It is the personal responsibility of each student to clear her locker by the last day of school. Books and materials left in the lockers after the last day of school will be resold or given to organizations for the needy. Rubberized magnets may be used to post signs on lockers.

PARKING

Campus and campus-perimeter parking is limited and carpooling is strongly encouraged. Underclass students are discouraged from driving to school because neighborhood parking is very restricted. There are no assigned parking lots or slots. **All MSM student drivers are required to register any vehicle driven to school.** There is no charge for registering a vehicle; a $25 penalty will be assessed for failure to register. A Temporary Parking Permit must be

secured from the Main Office when driving a car different from the one registered. This permit is good for one week.

If any of the following rules are violated, a $25 fine will be assessed:

- Parking on the lot without a sticker or valid Temporary Parking Permit
- Parking in a "No Parking" space, reserved space or fire lane
- Parking in two spaces
- Blocking driveways or other parking spaces
- Parking in the faculty/staff lot
- Moving a cone and parking in a Junior Service Learning space

TELEPHONE

Because cell phone use is not allowed during the school day, any student needing to make a phone call may use telephones in the Attendance Office, the Main Office and/or the Guidance Office. Students are to use the phone in the Attendance Office to arrange to check out of school.

FACULTY AND STAFF WORKROOM

Common courtesy requires a student to knock and receive permission before entering the Faculty and Staff Workroom.

MSM LIBRARY USE POLICIES AND PROCEDURES

The library contains book and non-book materials to help students with their homework and course projects. It also contains the latest technology in software, CD-ROM, and the Internet. A full-time librarian is available to help students find and use the materials.

LIBRARY HOURS 7:30 A.M. - 4:00 P.M. Monday - Friday

LIBRARY DISCIPLINE
All students are welcome in the library provided they have a pass issued by the librarian. This pass must be issued prior to the designated time (including activity periods), or by the classroom teacher with prior consultation with the librarian. No pass is needed before or after school. Any student who behaves inappropriately during the school day will be sent back to her class. Any student who behaves inappropriately before or after school will be asked to leave.

LOAN PERIODS
All material taken from the library must be checked out. The loan period for circulating books is two weeks. The student must consult with the librarian and make special arrangements for reserve and reference books.

LIBRARY FINES AND PENALTIES
ALL materials taken from the library must be cleared with the librarian before student can take her semester exams. No student will be allowed to graduate or receive her year-end grades with outstanding items from the library.

LOST BOOK COST
If a student loses a book, then the student is responsible for replacing the book or paying for the book. If the book is still in print, the student can:

1. Purchase the book for the library at a local bookstore; or
2. Pay for the book. This cost would be the current cost of the book plus a $5.00 ordering fee.

Arrangements for the replacement or payment of lost books must be made with the librarian. No student will be allowed to graduate or receive her year-end grades with outstanding items from the library.

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

TECHNOLOGY MISSION

We are committed to promoting responsible and ethical use of computer and network resources for all students and faculty/staff at Mount St. Mary Academy. Students and faculty/staff are encouraged to use technology and the Internet as tools for lifelong learning. Students and staff can significantly expand their knowledge by accessing and using information resources, and by analyzing, collaborating, and publishing information.

SCOPE

The use of technology is a privilege, not a right. Access will be provided to those who agree to act in a considerate and responsible manner. Access to technology and Internet is provided for professional and educational purposes ONLY. The policies and procedures outlined in this document apply to all technology resources used at Mount St. Mary Academy. These include, but are not limited to: school computers, student laptops, cell phones, video and audio equipment, copy machines, printers and information storage devices.

POLICIES AND PROCEDURES

The policies and procedures are established rules that will ensure the successful use of Technology and the Mercy in Technology laptop program at Mount St. Mary Academy. Individual users of the school computer networks are responsible for their behavior and communications over those networks. Users are expected to use school resources in a considerate, ethical, moral, and legal manner. Users will comply with school standards and will honor the agreements they have signed.

Faculty and staff will monitor their students' technology use and will intervene if the resource is not being utilized properly. Even though MSM has an enterprise-grade firewall, web filter and email filter system in place, it is possible that users may find material on the Internet that is considered objectionable by guardians and parents. Students should report inappropriate access of material to a teacher or staff member immediately.

All Internet material is copyrighted, but the Fair Use doctrine allows a student to use it for an educational purpose. While you may use this material in a PowerPoint presentation for class assignments, you may not post the work on the Internet; posting is "publishing" and you may not publish copyrighted material.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers or student laptops will always be private. No e-mail is confidential, private, or personal. All Mount St. Mary Academy technology systems and information stored on them are subject to school supervision and inspection.

MSM reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, stored on computers, or stored on its system to law enforcement officials or others without prior notice. Any student who violates MSM policies or any applicable local, state, or federal laws is subject to disciplinary action, loss of technology

privileges, and may face legal prosecution. Violations will be referred to a school administrator for disciplinary or legal action.

MERCY IN TECHNOLOGY INITIATIVE

Mercy in Technology is a 1:1 teaching and educational initiative that will enhance learning, prepare students for the technologies in which they will need to be proficient upon graduation, and build leaders who are equipped to tackle future challenges. The focus of the Mercy in Technology laptop program at MSM is to prepare students by increasing their access to technology. The use of the laptops is a learning tool that will empower students to learn and provide technology integration into the curriculum.

Teachers may set additional requirements for computer use in their classrooms.

1. OWNERSHIP

The student is ultimately responsible for the use and care of the laptop. The school retains ownership of the laptop until the student completes her senior year. At this time, ownership of the laptop will be transferred to the student. If a student leaves prior to graduation, the remaining balance on the laptop will become due. The laptop and its remaining warranty will then be transferred to the student/parent/guardian. Specifically licensed software will be removed by the IT Department.

1.1 Marking/Defacing Laptop

As ownership remains with MSM through enrollment, students may not remove stickers, labels, serial numbers and other identifying items. Students are not allowed to draw on, mark, or otherwise deface laptops. If the labeling is accidentally removed, the laptop should be brought to the IT Department as soon as possible in order to have the labeling replaced. Students are allowed to personalize their cases.

2. SECURITY AND STORAGE

2.1 Password Protection

Each student will have her own personal log-on to her laptop. Passwords will initially be set up by the Network Administrator, but then the student will be required to change her password upon first log on. Students should keep passwords confidential at all times and should not share passwords with anyone but a parent. If a student feels a password has been comprised, she should change her password immediately. If she has forgotten her password, she should contact someone on the technology staff in order to have the password reset.

2.2 Storage at School

The storage of the laptop is the responsibility of the student. When not in use, the laptop should be stored in the provided laptop case or in a comparable storage case/sleeve. Students are expected to bring their laptop to each class, unless otherwise instructed. If laptops are not being used in a particular class period, then the laptop should remain in the storage case/sleeve and packed away in the student’s backpack or locker. The student should never leave her laptop unattended in any area of the school.

2.2 Storage after School

Laptops are to be taken home every day. Students participating in afternoon activities should keep laptops locked in lockers and pick up laptops after the school activity is completed.

3. TAKING LAPTOPS TO CLASS

Students should bring laptops to all classes, unless specifically advised not to do so by a teacher.

3.1 Ready for Use

Students are responsible for charging their laptops each evening. Laptops must be brought to school each day in a fully-charged condition.

3.2 Laptops Left at Home

If a student leaves her laptop at home, she must immediately notify her parents to bring the laptop to school. Loaner laptops will not be available for laptops left at home. Work may be printed from the student's Google Drive or from a USB drive on another school computer with permission from the student's teacher if the work is due before the laptop is delivered.

3.3 Laptops Undergoing Repair

Laptops purchased through MSM's Laptop program come with the accidental damage protection and technical support. Should a student computer require repairs, the technology staff will determine the length of time required for the repair. This determination will help establish the length of a time a loaner laptop will be provided to the student.

4. CARE AND MAINTENANCE

School laptops are tools to help students excel in school. They should be used only to further that goal. The laptops provided should be viewed in the same manner as any other tool used for school work. They are not for entertainment purposes.

General Precautions

- No food or drink is allowed while laptops are in use.
- Students should not force wires or connections in laptop ports because this could cause damage.

4.1 Summer Retention of Laptops

Beginning during finals week, the IT Department will begin accepting return of student laptops. All laptops must be turned in before the student leaves for the summer. This allows the IT Department time to repair, upgrade, install new software and generally refresh the laptop for the following school year. During this time, all existing information on the laptop may be deleted. Because of this, all work should be saved to the student's Google Drive so that it is automatically backed up. It is the student's responsibility to back up all of their documents and school work should they wish to retain it.

4.2 Screen Care

- Laptops screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

5. SOFTWARE ON LAPTOPS

The primary use of the laptop is for school use, so the laptop should be free of any software or application that may hinder the ability to use it in class. Anything that reduces the laptop's use in the classroom should be removed (this includes games, applications, filters, settings to connect to your home gaming system, etc.), and any software required for class must be accessible on the laptop.

5.1 Originally Installed Software

The software originally installed by MSM must remain on the laptop, be maintained in usable condition, and be easily accessible at all times.

Licensed software provided with all new laptops includes:

- Windows 7
- Microsoft Office 2010 Professional
- FortiClient Internet Filter and AntiVirus

Additional applications approved for use with school laptops:

- Audacity
- Java
- Adobe Reader
- LoggerPro
- CutePDF
- QuickTime
- Flash
- TI-Nspire handheld OS and student software
- Adobe Creative Suite

**The above software will not necessarily come pre-installed on the laptops but may be required by instructors at some point.*

In order to achieve consistency of software on student computers, the school may periodically re-load the software on the laptop. From time to time, the school may add software applications for use under specified criteria, such as for a particular year level or for a designated period of time. The licenses for this type of software may require that the software be deleted from laptops at the completion of the relevant unit of work. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that MSM has not exceeded its licenses.

5.2 Additional Software

It is the student's responsibility to be aware of additional software programs and files loaded onto her laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only the software licensed to her laptop is loaded onto her laptop.
- Violent games and computer images containing obscene violence or pornographic material are not allowed on laptops in any format. This includes games, music with vulgar lyrics or titles, pictures, word documents, etc.
- File sharing programs are NOT allowed on the laptops.
- Antivirus software other than that provided by the school is NOT allowed on the laptops.
- Any software that compromises or bypasses the network security, firewall, or content filter is NOT allowed on the laptops.

5.4 Procedure for Re-Loading Software
If technical difficulties occur or illegal software is discovered, the hard drive may be reformatted. Only authorized software will be re-installed. MSM does not accept responsibility for the loss of any data or applications deleted due to a re-format, re-load, or re-image.

5.5 Laptop Inspection
Students should be aware that laptops may be inspected at random.

6. ACCEPTABLE USE

Students, teachers, and administrators shall act ethically, legally, and efficiently when using laptops at Mount St. Mary Academy.

6.1 Privacy and Safety

- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or the passwords of other people.
- Do not open, use, or change computer files that do not belong to you.
- Do not go into chat rooms or send chain letters.
- Keep your passwords safe and do not leave your laptop unlocked or unattended.
- If a student inadvertently accesses a web site that contains obscene, pornographic, or otherwise offensive material, it is her responsibility to notify a teacher or staff member immediately.
- Students will respect the privacy of others. Use of another's computer, laptop or files, without permission of the technology staff or teacher is prohibited. Deletion or tampering with files not created or owned by the student is prohibited, unless the technology staff or teacher directs such deletion.

6.2 Legal Propriety
Compliance with trademark and copyright laws and all license agreements is mandatory. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is not tolerated. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

6.3 Email Etiquette

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No e-mail during class without teacher permission.
- MSM e-mail is subject to inspection by the school.
- Students and faculty/staff should correspond through MSM e-mail instead of personal email accounts like Yahoo, Gmail, etc.

6.4 Classroom Etiquette

- Students should bring laptops to all classes, unless specifically advised not to do so by a teacher.
- Students should abide by classroom rules regarding laptop usage.
- Teachers may direct students to close laptops or keep laptops safely stored in cases/backpacks if not being used during a class period.
- Students should only access applications as instructed by the teacher.
- Teachers have the right to monitor and limit computer usage in the classroom.

7. FILE MANAGEMENT

Students should save their work to their Google Drive. It is advisable to make folders according to period, subject, instructor, etc to keep work organized and easily accessible. Students should evaluate what organization method works for them. At the very minimum, MSM recommends sorting by subject.

8. BACKING UP WORK

Students are responsible the successful backup of all their school related files. Google Drive has been provided to students to use for backup purposes. Students can also use SD cards, external hard drives, or other web based storage systems for the backup of files. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Having a continuous, updated backup is extremely important. If the PC is damaged and needs to be either sent off for repair or on-site repaired by IT staff, the Hard Drive may need to be wiped to complete necessary repairs. As accidents will happen, it is important to remain backed up as often as possible. If student files are all saved into the Google Drive, it will be easier to maintain the backup as all important data will be saved to the cloud.

9. VIRUS PROTECTION

FortiClient has been selected as the anti-virus software protection for the laptops. This program will scan the computer drives for known viruses. FortiClient will also scan internet traffic to filter out and disable inappropriate content.

10. WARRANTY/LAPTOP COVERAGE

Laptops purchased through MSM will be covered by an accidental damage protection plan. These protection and support packages provide the most complete coverage and protection offered, but they do not cover the loss or theft of the laptop. Parents are encouraged to include the laptop with insurance coverage through their homeowner's/renter's policy or obtain an additional insurance policy to ensure the coverage of the laptop device.
It is the student's responsibility to ensure the laptop is in working condition. If for any reason, there is a mechanical or physical problem with the laptop conforming to the needs of the class; it is the student's responsibility to become compliant with those requirements. The student should bring the laptop to the Technology room and someone on the technology staff will coordinate any required Dell support as well as assist in resolving mechanical/physical issues. Please contact someone on the Technology staff if a laptop is lost or stolen to initiate the replacement process.

11. PRINTING

Printing is becoming less frequent as students and teachers can send materials digitally. If need arises, there are printers available to the students in the hallways. Students may have access to printers in the hallways before school, during breaks, and after school, or at other times with teacher permission.

12. TECHNOLOGY INFRACTIONS

Any misuse of technology will be handled on a case by case situation. Violations may result in loss of technology privileges at MSM, suspension, expulsion, fees and/or legal action. The Dean of Discipline, along with the Principal will determine the appropriate consequence for any misuse.

12.1 Hardware related violations include:

- Vandalizing, defacing, destroying, or removal of computer equipment, student laptops, carts, cables, accessories, etc.
- Unauthorized dismantling, disconnecting, or removing computer equipment.
- Misuse of computer hardware resulting in temporary or permanent damage to equipment.
- Parents will assume responsibility for the purchase of the laptop if the student leaves prior to graduation.
- All name and serial number/service tag decals should remain affixed to the laptop for the duration of the student's time at Mount St. Mary Academy.

12.2 Software related violations include:

- Unauthorized setting changes, including modification or removal of software, operating systems, or security programs.
- Intentional introduction of viruses, malware or any other destructive element.

- Installing unauthorized and/or unlicensed software (onsite documentation required).
- Inappropriate use of files including copying software and downloading files.

12.3 Computer ethics related violations include:

- Usage of computer for harassment or bullying.
- Usage of computers to convey or access any objectionable materials.
- Hacking or other illegal activities.

12.4 Internet/email related violations include:

- Visiting improper or inappropriate websites.
- Use of chat rooms, cyber cafes, etc.

Due to continuous technology advancements, MSM may institute additional restrictions and use guidelines throughout the school year. If it becomes necessary to amend the Technology Acceptable Use Policy, parents and students will be notified of the amendments. Any amendment instituted will also be posted on the school's website.

This document was developed in part from the Lausanne Collegiate School Laptop Policy.

"A" and "B" Day Schedules

	"A" Day	"B" Day
8:00 – 9:30	1st	5th
9:34 – 11:04	2nd	6th
11:10 – 11:37	1st Lunch (Seniors & Juniors)	
	1st Homeroom (Sophs & Frosh)	
11:43 – 12:10	2nd Lunch (Sophs & Frosh)	
	2nd Homeroom (Seniors & Juniors)	
12:16 – 1:46	3rd	Activity
1:50 – 3:20	4th	7th

"C" Day Schedule

8:00 – 8:48	1st
8:52 – 9:40	2nd
9:46 – 10:34	3rd
10:38 – 11:26	4th
11:32 – 12:04	1st Lunch (Seniors & Juniors)
	1st Homeroom (Sophs & Frosh)
12:10 – 12:42	2nd Lunch (Sophs & Frosh)
	2nd Homeroom (Seniors & Juniors)
12:48 – 1:36	5th
1:40 – 2:28	6th
2:32 – 3:20	7th

"B-ED" Day - Early Dismissal @ 12:50

8:00 – 9:30	5th
9:34 – 11:04	6th
11:05 – 11:19	Pass Time
11:20 – 12:50	7th

"B-5" Day - Activity/Assembly/Liturgy @ 8:00 a.m.

8:00 – 9:30	Activity/Assembly/Liturgy
9:34 – 11:04	5th
11:10 – 11:37	1st Lunch (Seniors & Juniors)
	1st Homeroom (Sophs & Frosh)
11:43 – 12:10	2nd Lunch (Sophs & Frosh)
	2nd Homeroom (Seniors & Juniors)
12:16 – 1:46	6th
1:50 – 3:20	7th

"B-6" Day - Activity/Assembly/Liturgy @ 9:30 a.m.

8:00 – 9:30	5th
9:34 – 11:04	Activity/Assembly/Liturgy
11:10 – 11:37	1st Lunch (Seniors & Juniors)
	1st Homeroom (Sophs & Frosh)
11:43 – 12:10	2nd Lunch (Sophs & Frosh)
	2nd Homeroom (Seniors & Juniors)
12:16 – 1:46	6th
1:50 – 3:20	7th

"B-7" Day - Activity/Assembly/Liturgy @ 1:50 p.m.

8:00 – 9:30	5th
9:34 – 11:04	6th
11:10 – 11:37	1st Lunch (Seniors & Juniors)
	1st Homeroom (Sophs & Frosh)
11:43 – 12:10	2nd Lunch (Sophs & Frosh)
	2nd Homeroom (Seniors & Juniors)
12:16 – 1:46	7th
1:50 – 3:20	Activity/Assembly/Liturgy

Mount St. Mary Academy
2015-2016 School Calendar Summary

August 18	School Opens: Welcome Back Day & Frosh Orientation
August 19	First full day of classes
September 7	Labor Day – school closed
September 25	Diocesan Professional Day – no classes for students
November 23-27	Thanksgiving holidays – school closed
December 15-18	1st Semester Exams
December 21-January 1	Christmas holidays – school closed
January 4	Classes resume
January 18	Martin Luther King Day – school closed
February 15	Presidents' Day – school closed
March 21-25	Spring Break – school closed
May 23-26	2nd Semester Exams
May 26	Last day of school
May 26	Graduation

5/7/2015

MOUNT ST. MARY ACADEMY
ALMA MATER

We all love St. Mary's,
The best school we know of.
We'll boost her and hail her
To heaven above.
She's our alma mater.
There's no other like her.
And all through life,
We'll pledge to her
Our loyalty.

St. Mary's so stately
In knowledge she's shining.
We'll always be pining
For her when we're gone.
We'll always remember
In May or September,
From day to day,
In work or play,
Our loyalty.

Goodbye to St. Mary's
The best school we know of.
You've given us friendship
And knowledge and love.
And though we'll be leaving,
We'll always believe in
The things that you've taught
For you've still got
Our loyalty.