

# Mount St. Mary Catholic High School

## STUDENT HANDBOOK 2020-21

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### MISSION STATEMENT

*The Mount is a faith community serving our students and their families with mercy, compassion and an exceptional Christ-centered Catholic education.*

*Leading. Serving. Living Mercy.*

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### SPONSORSHIP

Mount St. Mary Catholic High School is co-sponsored by the Archdiocese of Oklahoma City and the Sisters of Mercy (Mercy Education System of the Americas).

### STATEMENT OF VISION

The unique spirit of Mount St. Mary Catholic High School is created by blending three distinct traditions: the heritage of Catholic education, the pursuit of academic excellence, and the charisms and mission of the Religious Sisters of Mercy and the Catholic Archdiocese of Oklahoma City. We view human life as a journey on which faculty and students are companion travelers. Together we form a community of believers. We are committed to continually clarifying our vision within the context of the Catholic vision of education, the Mercy vision of education, and contemporary needs of education.

### HISTORY

In 1884, five Sisters of Mercy, at the request of Bishop Theophile Meerschaert, traveled to what was then known as Indian Territory to establish a school for young ladies at the Sacred Heart Mission near Shawnee. When fire destroyed the school in 1901, the Sisters decided to relocate to Oklahoma City on donated land on a hill overlooking what is now known as the Oklahoma River just south of downtown Oklahoma City. The cornerstone was laid on December 12, 1903, and young ladies arrived from across the United States to be educated at Mount Saint Mary Academy.

In 1950, at the request of Bishop Eugene McGuinness, the Sisters converted the all-girls academy to the co-educational Mount St. Mary High School. In 1959, a three-story wing was added to the north of the

original structure to provide more classroom space and an auditorium. In 1980, a gymnasium and parking lot were added in the southwest corner of campus.

Throughout the 1990s Mount St. Mary was a pioneer in education in Oklahoma City. In 1991 the school was the first in the area to implement an alternating block schedule which better prepares students for the type of schedule they will have in college. The school was also the first to have a fully integrated computer network. Other innovative programs developed at Mount St. Mary include "Oklahoma History Summer Session," an intensive summer class that takes students all over the state to visit historical sites, and our sophomore "Community Service Learning Program" that places 10th graders as volunteers in local community organizations.

In the spring of 2000, the Sisters of Mercy, St. Louis Region, and the Catholic Archdiocese of Oklahoma City entered into a co-sponsorship arrangement with regards to Mount St. Mary High School, making it the first and only Catholic high school in the country to be sponsored by both a religious order and an archdiocese.

In recent years, Mount St. Mary, the oldest high school in Oklahoma, has also undertaken a number of initiatives to enhance and improve its programming and services. In the 2004-05 school year we instituted Advanced Placement (AP) and pre-AP curriculum in all primary subject areas, and in 2005-06 we began our new PLUSS (Providing the Link to Unlimited Student Success) Program to help those with learning difference excel in a college-prep environment.

In January 2004, Mount St. Mary Catholic High School began providing English as a second language (ESL) classes to the Hispanic adult community of Oklahoma City, and in December 2003, the school celebrated its centennial with the kickoff of a \$6 million endowment campaign designed to secure the school's future for the next 100 years.

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## SCHOOL POLICIES

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### **ABORTION**

Mount St. Mary Catholic High School, as a teaching institution of the Roman Catholic Church, stands in opposition to abortion. The school seeks to create an environment in which a young girl who becomes pregnant can receive help in dealing with her situation. One way this will be done is through counseling. If the father is also a student at The Mount, he should also be included in the counseling. In this school environment, the student should feel strongly supported in bringing her child to term. If the school becomes aware that one of its students has willfully obtained an abortion, or has encouraged an abortion, that student may be dismissed from The Mount.

Any student of The Mount who might have encouraged the abortion is also responsible to the school and may also be dismissed.

### **ACCIDENTS**

Any accident on school grounds or at school-sponsored activities that results in personal injury and/or property damage must be reported to the office immediately. An accident report form submitted by a staff member will be placed in the student's file.

### **ACCREDITATION**

Mount St. Mary Catholic High School is organized according to the laws of the State of Oklahoma and the United States government as a private educational institution and is accredited by the Oklahoma State Department of Education, as well as the Archdiocese of Oklahoma City. Mount Saint Mary is a member of the National Catholic Education Association, Mercy Education System of the Americas, College Board, National Association of Secondary School Principals, National Student Assistance Association, AdvancED

Association (formerly North Central Association), and the Oklahoma Secondary Schools Athletic Association. The school and property are owned and operated by the Sisters of Mercy and the Archdiocese of Oklahoma City.

### **ACTIVITY PASS/STUDENT ID**

Each student will receive an activity pass that is in the form of a student ID. This ID/pass gives the student free admittance to all home athletic functions and reduced prices at other student activities. Replacement of lost activity pass incurs a fee of \$20. Passes are distributed after the first week of school.

### **ADMISSION FOLLOWING ABSENCE**

On returning to school, the student will report to class. **Arrangements must be made by the student with the individual teacher to make up any work missed while the student was absent.** (On the student's first day back in class, the teacher will assign a due date; failure to turn in work by the due date could result in a "zero.")

### **ADMISSION TO MOUNT ST. MARY**

Mount St. Mary Catholic High School will admit any young person meeting MSM admission requirements regardless of race, creed, or cultural background. Non-discrimination is practiced as a matter of philosophy, as well as policy. To be admitted as a student, that person and his/her parent(s) must subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school. A student will not be denied admission to the school because of a handicap unless this handicap seriously impairs the student's ability to complete successfully the school's academic program or unless the school cannot provide sufficient physical or educational care for the individual. Mount St. Mary Catholic High School retains the right to set local admission standards and policies. All incoming freshman students will be required to take the STS High School Placement Test.

The formal application process begins when Mount St. Mary Catholic High School receives any part of the student's school records.

School records are considered to be the academic transcript, behavioral, attendance, birth certificate & immunization records. The student will receive written verification of acceptance or notification if a problem with the student's admission has occurred. A student may be conditionally accepted to Mount St. Mary Catholic High School.

In cases where the admission is questioned, the applicant's information will be presented to the Administration. Admission denial can occur any time after the formal application process has begun. The student will receive written and/or verbal verification of admission denial.

Admissions procedures may be obtained from the MSM Advancement Office.

### **ANNOUNCEMENTS**

Announcements are to be submitted by 7:55 a.m. by the teacher or organization sponsor.

### **APPOINTMENTS**

Appointments with administrators, counselors, and faculty may be scheduled by students and parents between the hours of 7:30 a.m. and 3:30 p.m.

### **ASBESTOS**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. The Mount conducts inspections twice a year.

A copy of this plan is available with the school's Director of Campus Facilities if you wish to see it.

## ASSEMBLIES

Assemblies during the school day are **REQUIRED** functions for all students.

## ATHLETIC CODE OF ETHICS

All participants, as well as spectators, at athletic events are expected to conduct themselves in such a way that the Catholic Christian atmosphere fostered by Mount St. Mary Catholic High School will be portrayed. In the event that unsportsmanlike behavior occurs and/or persists, those involved may be removed from the event and barred from future events. The values of Mount St Mary Catholic High School must be displayed at all public events, as well as within the school.

**\*The Athletic Handbook is at the end of this Student Handbook.**

## ATTENDANCE

Students participating in co-curricular activities taking place outside of school hours must be present for 3 hours of academic class time during the school day of those activities. Exceptions to this rule may be granted by the Administration.

## ATTENDANCE POLICY

As an educational institution, Mount St. Mary Catholic High School is committed to excellence in course offerings and the development of well-rounded, responsible young people. Attendance at all classes is mandatory and expected of all students seeking the education The Mount guarantees. If it is necessary that a student be absent from class attendance, the legal guardian is asked to call the school before 8:00 a.m. to advise the school of the student's whereabouts. **A student accumulating an equivalent of 8 absences in any class (including sports classes) for a semester shall receive no credit for that course. This will be recorded as an "NC" on the student's transcript. When computing grade point average (GPA), a "no credit" translates as "F". The student is to remember that 2 tardies accumulate to equal 1 absence.**

**It shall be the duty of the teacher of Mount St. Mary Catholic High School in the State of Oklahoma to keep a full and complete record of attendance of and to notify the attendance officer of the absence from the school together with the causes thereof, if known; and it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the attendance officer concerning the cause of any absences of such child. It shall be the duty of the teacher to notify the parent, guardian or responsible person of the excessive absences of the student. If a student is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes.**

**Junior and Senior students are allowed 2 excused college visits per year. Documentation from the college is required upon return.**

Excessive absences in any course will result in the student not being allowed to attend field trips during the school day.

In some cases, the student will be required to make up the credit.

## ATTENDANCE REGULATIONS

**After students arrive at school, they are required to remain on campus until the conclusion of the school day or until the conclusion of a school-sponsored activity in which they are involved. Senior lunch privilege is the only exception to this.**

Daily attendance at class ensures explanation of subject matter and group interaction; no absence from class will ordinarily be permitted. **Family trips or requests for extensions of holidays shall not be honored as an excused absence.** Absences because of school-sponsored activities are the only excused absences. Absences for all other reasons will be regarded as unexcused. In cases of the student's extended absence due to severe illness, the absences may be excused upon verification of illness by documentation from the student's physician. **This documentation is to be filed with the school secretary within two weeks after the student returns to school following the illness.**

#### **Attendance for Academic Period activities and all-school Mass is required.**

Students may remain in the building after **4:00pm\* only** with direct faculty supervision, i.e. work grant students, club activities, or after-school study program. All students are expected to be out of the building by **4:00pm.\*** Students not under direct supervision of a faculty member should be picked up from campus by 4:00 p.m. Doors to the school will be locked at 4:00 p.m. **(COVID-19)**

#### **BULLETIN BOARDS**

Bulletin boards are located throughout the building to provide information and to display student work and projects. Other bulletin boards may be used with the permission of authorized personnel. **Signs are not to be hung on the walls or on lockers without the approval of sponsors and/or the Administration.** If approval is given, the signs must then be removed by the persons posting them once the activity/event has occurred.

#### **BULLYING/HARASSMENT**

Mount St. Mary Catholic High School disapproves of and will not tolerate harassment of any kind. Harassment can be categorized, but is not limited to the areas of sexual harassment, creating a hostile environment, hazing and physical assault. Harassment includes, but is not limited to, words, jokes, hazing and physical conduct, which are based on a person's gender, race, color, religion, age, disability, or other legally protected status. The Mount encourages a sense of moral responsibility out of respect for persons created by a loving God. Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It is present when employment or academic opportunities or benefits are linked with sexual conduct or when threats (stated or implied) are made. It may be present when unwanted, personally offensive, sexual attention unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment. Although these examples do not cover every situation that may constitute sexual harassment, they provide a general description of conduct that is unacceptable.

1. Any individuals experiencing harassment or unwelcome sexual conduct should report this as soon as possible to the school Administration.
2. Mount St. Mary Catholic High School follows Archdiocesan policy with regard to matters related to sexual harassment.
3. The Administration will investigate any and all complaints that are reported. The Administration will endeavor to handle these matters expeditiously in a professional manner so as to protect the offended individual. Failure to comply with this policy is considered a major violation of Mount Saint Mary's policy, and the Administration will impose disciplinary action it deems appropriate, including counseling, suspension, or dismissal, depending on the severity of the violation.
4. The organizational and educational climate and the supervision provided at the Mount are designed to prevent harassment by raising awareness of the value of the person because of each person's creative origin in God. This is supported by creating a school climate in which students and employees are safe to learn and work.
5. The Mount prohibits harassment, intimidation, bullying and threatening behavior by electronic communication, whether such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. "Electronic communication" means the communication of any

written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer.

## CAFETERIA

Students may purchase lunch in the school cafeteria or bring their lunch and eat in the cafeteria or outside. Cafeteria food may be eaten only in the cafeteria or outside. No food shall be eaten in any hallway or classroom.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer".

## CARE OF THE BUILDING

Students are expected to take proper care of the building, furnishings and equipment. Repairs necessitated by vandalism may be charged to class treasuries and/or the responsible individual(s).

## CELL PHONE POLICY

Students may carry a cellphone during school hours. Phones **must be turned off/muted/airplane mode** during school hours (7:55–3:10), excluding the lunch period. Earbuds and/or headphones are not allowed and will be confiscated and kept for the remainder of the school year. It is the prerogative of the teacher to allow cell phone/earbud/smartwatch usage for academic purposes. Students violating the cell phone policy will result in the phone being taken away and a \$10 fine AND a lunch detention will be assessed. The phone will only be returned to the student's parent and/or guardian who must pick up the phone from the Main Office. Phones will **NOT** be returned to the student. The student may choose to pay the \$10 fine or serve two hours of after school detention. **Second and subsequent offenses in the same semester will result in the student sitting in ISS (In School Suspension) for one day.**

**School-wide policy for test procedures\*:** Teachers will collect all students' phone(s) and smart watch(es) during tests. Devices will be returned to students after the test is over. The purpose of this policy is to support academic integrity. **(\*Students' phones will be placed in the student's backpack for the entire testing period.)**

## COMMUNICABLE DISEASE

Dedicated to developing wholeness of mind, body and spirit, Mount St. Mary Catholic High School seeks to provide an atmosphere where learning is primary. Since the presence of a communicable disease could seriously hinder the learning process, any student, teacher, or other staff member having a communicable disease will be dealt with on a case-by-case basis in accord with guidelines issued by both state and local health departments, as well as the Center for Disease Control. Above all, Christian compassion should be the guide for community support of those who are HIV positive.

## COMPUTERS

Responsible use of computers, printers, and all software/hardware is expected of all students. Negligence or direct violation of the following stipulations may result in loss of computer privileges.

1. Each student will be issued a unique login and pass code. This information should be considered confidential. Breach of this security is considered serious and should be reported immediately to the Administration.
2. Students are not permitted to use software from home or sources other than the school.
3. The only programs that can be run are the ones on student menus. For example, students are not allowed to download software from the internet.
4. The computer system and all information stored within are school property and may be searched

at any time.

5. Students are required to logout before leaving a workstation.
6. Students are not to tamper with computer hardware or software settings.
7. The computer system is only to be used for school related work.
8. Student email is for educational purposes only and should not be used for personal communication.
9. The Mount is not responsible for any student's personal laptop that is lost or stolen.
10. Unattended laptops will be taken and secured and will receive a \$20 fine. The laptop will be returned to the student when the fine has been paid.

All students and parents are required to read the "Guidelines for the Acceptable Use of Computers and Telecommunications" and sign an "Agreement for the Use of Computers and Telecommunications." The signed agreement from parents and students must be on file with the school.

Students who violate terms of the computer usage agreement are subject to loss of computer privileges for a specific time, In-school-suspension, out-of-school suspension or possible expulsion in severe cases. Consequences will be determined by Administration on a case-by-case basis.

**\*Computer Usage Agreement is part of the Student Handbook.**

## CONCURRENT ENROLLMENT

A senior who has completed or is currently enrolled in required courses for graduation, may, with permission from the Administration, concurrently enroll in a college course. The student will gain college credit for this course. The student must have a 3.0 GPA, score at least a 19 on the ACT, and be a student in good standing; i.e. strong attendance, good behavior. Students are required to enroll in a minimum of 4 MSM courses and at least 2 concurrent courses.

In order to maintain as positive and involved of a high school experience, students in the concurrent enrollment program are required to attend MSM school daily events (i.e., Mass, pep rallies, retreats, service retreats, etc.)

Coursework must be completed by the end of the semester in which the student is enrolled in the course. If the student fails a concurrent class, then the Administration will need to decide the consequences. Upon completion of the course, the college or university will provide a transcript of the grade received for the concurrent course to the Mount St. Mary registrar. This grade will become part of the student's permanent academic record and placed on the Mount St. Mary transcript. The grade will not impact grade point average or class rank and the course will not substitute for a course required for graduation. **If the student fails a concurrent class, the student will forfeit their opportunity to take future courses through the concurrent program.**

## CONDUCT

Students at Mount St. Mary Catholic High School are expected to behave in a manner that reflects the Catholic Christian values and philosophy of the school. **Conduct, whether inside or outside the school during anytime of the calendar year, that is detrimental to the reputation or values of The Mount, is inappropriate.** Dismissal, academic/disciplinary probation, In-School-Suspension or out-of-school-suspension may result.

## CONTRACTS

It is the belief of Mount St. Mary Administration and faculty that students have the capabilities and opportunities to be successful. In an attempt to identify and facilitate desired behavior or academic performance, the Administration may enter into a contract with a student. Terms of the contract will be determined after consultation with all involved entities and will be in effect for specific periods of time. Student progress with the terms of the contract will be monitored. Conferences with the student and/or parent to discuss progress, concerns, etc. will occur.

If a student cannot meet the terms of the contract or if the behavior/performance of the student is so severe that more serious action is called for, the student may be placed on disciplinary or academic probation, or dismissal from The Mount may occur.

## COUNSELING AND GUIDANCE

Mount St. Mary Catholic High School offers its students a comprehensive guidance service. The guidance program seeks to assist students in achievement of their personal capabilities. This program is accomplished through counseling students in the following areas: Personal Counseling, Course Selection, Support Groups, Personal Aptitude, Career Choices, Higher Education Opportunities and Job Opportunities. Personal counseling is provided for all students by the counseling department. We encourage students and parents to utilize this service when students and/or parents believe this is appropriate.

## CRISIS Response Team

A Crisis Response Team's role is to assist the school community during critical situations that may involve our students as well as their families.

The Response Team is comprised of the following members: Talita DeNegri (Principal), Whitney Faires (Assistant Principal), Brian Boeckman (Campus Minister Coordinator), Mallory Tecmire (College Advisor), Donna Williams (Guidance Counselor & College Advisor), Elle Muzny (Freshman Counselor).

## CUSTODIAL PARENTS

Mount St. Mary Catholic High School will not release records to non-custodial parents without official legal documents from custodial parents.

## DAILY SCHEDULES

The building is open Monday–Thursday from 7:00 a.m. until **\*4:00 p.m.** (Commons Area closes at 4:00 p.m. each day. See Library Policy on page 23.). On Fridays, the building is open from 7:00 a.m. until **\*3:15pm.** All students must be in supervised areas ( library, classroom, or Commons Area) after the last bell at 3:10 p.m. Parents are required to pick up their student(s) by **\*4:00** Monday–Friday. Should a student repeatedly remain after school after the closing of the building, parents will be notified and expected to make other arrangements for the safety of the student(s). This policy will be strictly enforced.

(\*COVID-19)

See [Bell Schedules](#)

## DANCES (Due to COVID-19, dances possibly may not be an activity we can offer to our students for the 2020-2021 school year.)

Dances for the student body may be held on special occasions with a maximum of one per month and with the approval of the Student Council and the Principal. In keeping with the standards for MSM, students and guests are required to dress and dance in a manner appropriate to the social occasion they are attending. The following guidelines are enforced for dances:

1. At least five faculty members are needed to chaperone the dance.
2. One police officer must be present at all times.
3. Anyone leaving the dance will not be readmitted.
4. Anyone leaving the dance must leave the grounds.
5. Thirty minutes after the dance begins, everyone will be asked to go into the dance or leave the grounds. Students arriving after 30 minutes will not be admitted to the dance.
6. Drugs, tobacco, and alcoholic beverages are strictly forbidden. Various non-invasive tests may be performed at random, i.e. breathalyzer tests.
7. Inappropriate dancing (i.e. grinding, slam dancing, moshing) will not be tolerated.
8. Student parking is restricted to the student parking lot. The circle in front of the school, the parking lot at 27th & Shartel, the north parking lot and the Sacred Heart parking lot are not to be used under

any circumstances.

9. All people attending the dance, including people who do not attend Mount St. Mary, are subject to these rules. Students are responsible for informing guests of these guidelines.
10. Students are to be picked up no later than 30 minutes after the end of the dance and should make proper arrangements. Should a student remain at school for an extended amount of time, he/she possibly forfeits the privilege to attend the school's next dance
11. **PERTAINING TO PROM:** Because the Prom is a more formal event, this dance is restricted to Juniors and Seniors. This includes students who do not attend The Mount. Students are required to arrive at the Prom no later than 30 minutes after the start of the dance. In order to leave prom prior to 30 minutes of the conclusion of the dance, the parent must have verbal contact with Administration prior to the student's departure from prom. If an MSM student is bringing a non-MSM student as a guest, he or she must have an "outside date" form signed and approved by the Administration. Guests must be at least high school age. Mount St. Mary reserves the right to deny attendance of any person.

Mount St. Mary Catholic High School's rules and expectations regarding dances promote Catholic Christian values that recognize the dignity and self-worth of each person. Dances should provide an opportunity for students to socialize in a supervised and safe environment.

#### Dance Attire and Accessories

- Dance Attire and accessories must be clean, neat, and follow the school's standards of modesty and appropriateness, to be determined by the faculty present.
- All bags, purses, jackets, or other hand-carried items are subject to inspection.
- The drug and alcohol policies of MSM will be enforced at all times. MSM may modify the dress requirement for a dance.
- No visible tattoos are allowed.

#### Items Not Allowed

- Ripped or torn clothing
- Any item or article of clothing which promotes alcohol, drugs, gangs, profanity, tobacco, or anything deemed inappropriate by the school, including tattoos.
- Girls: Halter tops, tube tops, tank tops with straps less than 1 1/2 inches, spaghetti strap tops that reveal the midriff or bare back, off the shoulder tops, tops that are deemed to be immodest
- Boys: sleeveless shirts, tank tops, baggy pants.
- Short shorts, athletic shorts, spandex pants or tights, dresses or skirts with slits above mid-thigh, skirts or shorts may not be more than 5 inches from the knee.

#### **Formal Dances**

Students are expected to wear formal or semi-formal attire. Girls will not be allowed to wear outfits with low or revealing necklines or midriffs showing. Backless dresses that drop below the waistline are not appropriate. Long dresses with slits or short dresses may not expose the upper thigh. Dresses made of transparent material may not be worn. No visible tattoos allowed.

Boys are expected to keep shirts buttoned and on at all times. No visible tattoos allowed.

Any MSM student or guest dressed inappropriately will be required to contact a parent or guardian to bring a change of clothes.

#### **Behavior at Dances and on the Dance floor**

- Students must arrive no later than 30 minutes after the dance has started. Those students that arrive after 30 minutes will not be allowed to enter the dance. Also, students are not allowed to leave the dance early unless a school administrator has spoken with a parent/guardian.
- Students and their guests must engage in acceptable and appropriate forms of dancing for a Catholic high school dance. The school reserves the right to determine the appropriateness of any attendee's form of dance.

- Students and their guests **MAY NOT** engage in the following types of dancing: "Freak" dancing, grinding, or dances that include any sexually explicit or suggestive dance gestures. Moshing, and slamming are not allowed.
- Offensive language is not acceptable.

Students in violation of any of these rules will face the following consequences: Parents of students will be contacted to pick up their child, guests will be asked to leave the dance, and the student will face disciplinary procedures as deemed appropriate by the school.

## DETENTION

Detention will be assigned as a disciplinary consequence. All students are expected to make arrangements to be in after-school detention on the assigned Monday - Thursday during lunch or after school. Failure to sit detention will result in In-School-Suspension.

## DIABETES MANAGEMENT IN SCHOOL ACT

1. Every diagnosed student with diabetes must have on file: ***Diabetes Medical Management Plan signed by a physician.***
2. When a school has enrolled a student with diabetes, the school will provide training for **two** adults for "Managing Diabetes in Schools". Information on these classes can be found on the State Department of Education Website under Health and Wellness.
3. A school will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring.
4. Each school will establish a local implementation plan appropriate for each student's needs.
5. The school will allow the diabetic student to manage his/her care, assessment, and treatment as needed while attending school and or activities. The school will provide a private area where the student may attend to the management of his/her diabetes.
6. **Liability Statement:** The school, employees and any other agent of the school will not be held liable while performing and or assisting in the diabetes management plan for individual students.

## Self-Administration of Anaphylaxis Medication

House Bill 2239 amends 70 O.S. § 1-116.3 to include adoption of a policy on or before September 1, 2008, that permits the self-administration of anaphylaxis medication by a student for treatment of anaphylaxis. This amendment expands previous legislation that directs local school boards to adopt a policy permitting the self-administration of inhaled asthma medication by a student for treatment of asthma. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is effective.

## DISCIPLINARY ACTION: ACADEMIC AND DISCIPLINARY PROBATION

All Mount St. Mary Catholic High School students are expected to behave in a manner that reflects our Catholic Christian values and philosophy and to abide by the school's rules and regulations. Conduct that is detrimental to the values or reputation of The Mount, whether inside or outside the school and considered inappropriate, the student may be subject to suspension, immediate dismissal, and/or academic/disciplinary probation. In such decisions, the common good of the school community will be considered, as well as the good of the individual person.

Incidents involving drugs and alcohol are considered so serious that a separate process exists for dealing with them. Students possessing, using, under the influence of, or distributing illegal drugs, drug paraphernalia or alcohol on the school grounds or at a school activity are liable to suspension and possible expulsion. The school reserves the right to incorporate the use of drug detection equipment and/or the services of drug detection personnel and animals without notice. **Parents and/or guardians are expected to abide by the state laws regarding consumption and distribution of alcohol and other drugs by**

## minors.

Academic or disciplinary probation may be used when a student's academic progress and/or behavior warrant special attention.

*Academic Probation* means that a specific achievement level e.g., a middle "C" must be achieved over a definite period of time, e.g., over a nine week period or over an entire school year. The conditions of the probation will include review mechanisms with the student to check the progress of the student. If the Student does not meet the minimum achievement level outlined in the conditions of the probation, he/she will be subject to dismissal.

*Disciplinary Probation* means that specific or general behavior is targeted for the special attention of the student. The probation includes a specific time period, e.g., over one quarter or semester or over an entire school year, during which time violations of the guidelines may result in immediate and summary dismissal from the school. Reviews of the student's behavior may take place by the Administration without informing the student but may be reported to the student to help in continued progress. Usually neither of these probations will be used unless there has been an effort to help the student through the Student Assistance Team. However, a student may be placed on probation entirely independent of prior Student Assistance Team involvement.

## DRESS CODE

Since school is the business of youth, it is expected that each student will follow the standards that are in keeping with Christian scholarship. We fully realize that the standards for Mount St. Mary Catholic High School are high in all areas including appearance. We hope all our students and parents share in the sense of pride derived from meeting these standards. Students at Mount St. Mary Catholic High School are required to dress in a neat, clean, and modest manner appropriate to the occasion they are attending.

## DRESS CODE FOR STUDENTS

All clothing should be neat, clean, modest, and fit properly and may not have holes and/or torn hems. Oversized or tight fitting clothing is not to be worn. **THIS INCLUDES LADIES' LEGGINGS.** Leggings are NOT to be worn unless an over-sized shirt covers the entire buttocks area. (No undergarments or undergarment lines should be visible, and no "form fitting" clothes should be worn.) All clothing, jewelry, adornment, and accessories should be appropriate and in good taste for a Catholic school setting. **Outerwear is to be MSM apparel.**

**If in doubt, don't wear it!**

**The following choices may be purchased from any department store:**

**Slacks:** Slacks must be a *relaxed fit*, or slim fit cotton twill, "**Docker style**" pant with either a pleated or flat front. They must have belt loops and reach at least to the top of the foot and must be worn at the waist. Fashion slacks such as cargo, hip huggers, skinny pants, jogger style or Capri pants are **not** considered uniform attire. Slacks must fit properly and may not have torn, split or purposely frayed or rolled hems. **Acceptable slack colors are: khaki, sand, navy, gray or black only. Slacks must be worn with a solid color belt, at the waist. Belts must be solid color. Chain belts or any other form of metal belts are not acceptable.**

**Skirts (Ladies):** Skirts must be a plaid skirt or pleated khaki, navy, black or gray skirt purchased from the MSM Spirit Shop ([www.mountstmaryspiritshop.org](http://www.mountstmaryspiritshop.org)) The hem must measure no shorter than the width of a \$1 bill or measure at the knee. Skirts may be worn with nude, navy, gray or black pantyhose, or solid colored knee socks in black, navy or white, or black leggings (with no lace trim) that go to the ankle. Leg warmers and loud or contrasting colors of pantyhose or socks are not acceptable. Pantyhose or opaque tights must be solid in make and color. No designs may be woven into the material.

**Shorts:** Shorts must be *relaxed fit*, cotton twill, "**Docker style**" walking short with a pleated or flat front

and with belt loops in khaki, navy or black. Shorts should be no shorter than \$1 bill width above the knee and no longer than \$1 width below the knee and must be worn at the waist. Shorts with outside cargo style pockets on the side are not considered uniform attire. **Shorts must be worn with a solid color belt, at the waist.** See above for acceptable belts.

**Socks:** No loud or contrasting colors that may cause distractions are allowed. Ladies may wear hose instead of socks with skirts and pants. **Leg warmers are not allowed.**

**Shoes:** Shoes **must** be low-heeled loafer, flat (ballerina-style) or tie shoe with a closed toe and back. The tie shoes may not be any higher than just above the ankle. Athletic shoes are acceptable. **Sandals, flip-flops, slippers, moccasin type, "Crocs", "Skele-toes", house shoes or clogs are not considered uniform shoes.** Boots may **only** be worn with uniform slacks, and the pants must be pulled down over the top of the boots. Ugg-type boots or Doc Martins are not to be worn with skirts or shorts. Leg warmers are also not allowed.

**Jewelry/Hats/Outerwear** – Hats and sunglasses are not to be worn in the school building. Students with pierced tongues, **noses** and/or pierced jewelry in any place but the ear will not be allowed to attend school or take part in any extra-curricular activities until the jewelry is removed. Visible tattoos are prohibited in school and when representing Mount St. Mary Catholic High School in any extra-curricular activity. Jewelry worn in excess will not be tolerated, e.g. many rings, multiple earrings (more than two per ear), hoop earrings greater than 1 inch in diameter, bar-bell earrings, excessive chains, leather/chain collars, etc. Outerwear may not carry the logo/advertisement of professional sports teams. (Any clothing, jewelry, or accessory that suggests or represents pictures of advertisements of musical groups/individuals, alcohol, nudity, sex, violence, drugs, profanity, tobacco, or anything contrary to the Catholic Christian philosophy will not be allowed.) No wallet chains will be allowed. No gloves will be allowed to be worn in the building.

**Hair/Makeup** – Hair should be a "natural" color (blonde, brown, black, auburn.). Hair should be cut and styled in a way that does not call undue attention to it, including Mohawks, etc. Young men with longer hair must wear it tied back. No "Man Buns" or braids! Students with hairstyles deemed inappropriate will not be allowed to attend school until the hair is appropriately styled. No facial hair is allowed for young men. For girls, head bands are allowed provided they are not a distraction. Make-up for young ladies should be in good taste and not distracting. No makeup is allowed for young men.

**Spirit Wear** – Certain days will be designated as "spirit days." On these days, students will be allowed to wear MSM school spirit clothing with appropriate jeans. (No jeans with excessive holes, or jeggings allowed). However, it was noted that a recommendation in this regard should originate in Student Council and should follow the established procedure for submission to the Administration.

**Jackets** – Jackets other than MSM jackets, and/or MSM fleece apparel should not be worn in the building and should be stored in student lockers. Jackets not in compliance with MSM policy will not be allowed.

**Sweatshirts** – MSM sweatshirts, hoodies, pullovers (crew neck), and spirit shirts purchased from the MSM Spirit Store ([www.mountstmaryspiritstore.org](http://www.mountstmaryspiritstore.org)), and other club or organizational sweatshirts, may be worn on **Fridays and Spirit Days only**. Students may wear a uniform sweater or jacket from the MSM Spirit Store or an MSM letter jacket, with their uniform shirt (Oxford or polo) or a half zip pullover (with the MSM crest) during the other days of the week.

**Polo Shirts:** White, navy, black, or gray; long or short sleeved available from the MSM Spirit Store ([www.mountstmaryspiritstore.org](http://www.mountstmaryspiritstore.org)). **All polo shirts must have the MSM crest. This item must be tucked in at all times, unless being worn by a young lady in a skirt. A solid white, gray, navy or black t-shirt may be worn underneath the polo shirt and must be tucked in at all times.**

**Dress Shirts:** Dress shirt options are a plain oxford cloth shirt, long or short sleeved, in either light blue or white. A solid white, gray, navy or black t-shirt **without any printing or logo** may be worn underneath the

oxford shirt. **This item must be tucked in at all times. All dress shirts must have the official MSM crest on the left pocket area.**

**Winter Apparel:** Soft-shell jacket in royal blue, navy, black, or gray with MSM crest, or MSM letter jacket (can be purchased from any athletic store.)

**Masks** Masks are to be school-appropriate and are not to be a distraction to the learning process. Masks are also not to express any political messaging.

### **DRESS CODE VIOLATION CONSEQUENCES**

If the uniform dress code is violated, students are expected to immediately repair the dress code infraction. In the event of an infraction, parents will be called to either bring a new set of clothing or to receive permission for the student to go home. Detention will also be assigned as a consequence to the dress code violation.

### **DRILLS (earthquake/fire/security/tornado)**

Fire and tornado drill procedures are posted throughout the building. The fire drill signal is one long continuous ring. Students are to leave the building quietly and follow directions issued by the instructors. Students should return to the building only when the official signal is given.

The tornado drill signal is announced over the intercom system. Students are to report to the basement hallway and follow directions issued by the instructors. Students should not move to any other part of the building until the official signal has been given. In the event of severe weather and tornado sirens are sounding in the local area, no one will be allowed to leave campus until severe weather sirens have stopped sounding and/or the weather station warnings have expired.

Fire and tornado drills will be held periodically as required by state school law.

### **DRUG AND ALCOHOL POLICY**

Incidents involving drugs and alcohol are considered so serious that a separate process exists for dealing with them. Students possessing, using, under the influence of, or distributing illegal drugs, drug paraphernalia or alcohol on the school grounds or at a school activity are liable to suspension and possible expulsion. The school reserves the right to incorporate the use of drug detection equipment and/or the services of drug detection personnel and animals without notice. **Parents and/or guardians are expected to abide by the state laws regarding consumption and distribution of alcohol and other drugs by minors.**

Contracted drug detection personnel are considered contracted security personnel employed by the school.

All Mount St. Mary students are expected to behave in a manner that reflects our Catholic Christian values and philosophy and to abide by the school's rules and regulations. Conduct that is detrimental to the values or reputation of The Mount, whether inside or outside the school and considered inappropriate the student may be subject to suspension, immediate dismissal, and/or academic/disciplinary probation. In such decisions, the common good of the school community will be considered, as well as the good of the individual person.

### ***MSM DRUG POLICY FOR STUDENTS***

Mount St. Mary High School has established the following drug testing policy for students to preserve the long-term welfare of the individual student and the entire school community, which are the greatest concerns, and central to the mission, of Mount St. Mary High School. Drug testing at Mount St. Mary High School is not in response to any perceived school-wide problem, and this policy is not to trap or punish students who use Illegal Drugs. Rather, drug testing is intended to prevent and address the personal and

social ills caused by drug dependence and to help students who have abused drugs to become drug free. In implementing this policy the administration of the Mount will continue a positive educational and counseling program for all students, and will afford any student with a drug problem the opportunity to get the help needed. Care will be taken to respect our students' right to confidentiality and to involve parents/guardians of the student in addressing drug abuse problems that are discovered. The Mount St. Mary administration reserves the right to dismiss immediately any student in the event of especially grave infractions of this policy or if this is determined to be in the best interest of the student body in general or the individual student in question. The cost of the random testing will be absorbed by the school while the cost of reasonable suspicion testing will be the responsibility of the parent/guardian.

All Mount St. Mary students are expected to behave in a manner that reflects our Catholic Christian values and philosophy and to abide by the school's rules and regulations. Conduct that is detrimental to the values or reputation of The Mount, whether inside or outside the school and considered inappropriate the student may be subject to suspension, immediate dismissal, and/or academic/disciplinary probation. In such decisions, the common good of the school community will be considered, as well as the good of the individual person.

**1. Consent Forms.** Parents and students are required to sign a Mount St. Mary drug testing Authorization and Release Form as part of the registration process. Failure to sign this form will result in non-admission into Mount St. Mary High School. Refusal to be tested after the Authorization and Release form has been signed will result in dismissal from Mount St. Mary High School.

**2. Testing.** A scientifically substantiated hair follicle Drug Use Test will be administered to all Mount St. Mary Students by the end of September. For the remainder of the school year substantiated drug use urine test will be administered to randomly selected students at The Mount. Each month from October through May, a fixed percentage of the student body will be selected randomly by the collection agency for testing. Mount St. Mary administration and faculty will play no role in the random selection of students to be tested. The drug test used is a four step process:

**a. (Urine) specimen collection:**

- Collections are not observed and are conducted by CRG Labs on site at the school.
- Split-sample collections with tamper evident seals on each bottle.
- Complete chain of custody form accompanies each specimen.
- The sample collector will verify the temperature and appearance of the specimen. If in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, the specimen will be rejected and treated as "refusal" to collect and policy consequences will be in effect.

**b. Initial Screening analysis:**

- Immunoassay screen used to identify true "negative" samples.
- Confirmation testing is performed on samples with "non-negative" screening results.

**c. Confirmation Testing:**

- Method: Gas Chromatography/Mass Spectrometry (GC/MS) performed at DHHS federally certified laboratory, results available 48-72 hours.
- Quantitatively identifies drug at the molecular level.
- Both the Initial Screen and Confirmation Test must be positive before the sample is considered positive.
- The unused portion of a specimen that tested positive will be preserved in the laboratory for a period of one year. Positive student records will be kept on file until the student graduates or two years after the termination of enrollment at Mount St. Mary High School.

**d. Medical Review Officer (MRO) review:**

- MRO is a physician with special training in drug testing.
- MRO will contact the student's parents to discuss confirmed positive laboratory results and verify prescription medications.
- If the student has a valid prescription medication that provides an alternative explanation for the test result, the MRO can rule the drug test "negative".

**3. First Verified Positive Test.**

- a. The principal will be notified of any verified positive test result [or tampered/ adulterated specimen] and a mandatory family conference will be held with the principal to determine next steps, such as recommending counseling, etc. At their own expense, a student or parent may request a second re-test of the same specimen at any federally certified testing laboratory of their choosing. If the re-test comes back “negative”, there are no consequences to the student. At this stage, all information remains confidential with the principal. No other member of the faculty, staff, or member of the student body will give or receive information regarding the results of student drug tests, and there will be no academic consequences, with the following exception:

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 sponsor will be notified by the principal of these results.

- b. Any student with a verified positive drug test will be subject to mandatory follow-up testing for three consecutive months, as well as being placed on a behavior contract with Administration. The cost of the follow-up testing will be at the expense of the student. If this condition is not met, the student will be dismissed from Mount St. Mary High School.
- c. After testing negative for three consecutive months, the student will be subject to the same random testing as the general student body.

**4. Second Verified Positive Test.** If a student receives a second verified positive test at any time during his/her years as a student at Mount St. Mary High School:

- a. The principal will be notified of a second verified positive test and a second mandatory family conference will be held with the principal.
- b. The student will be referred for mandatory drug counseling. The student’s guidance counselor will be notified by the principal in order to be a reference for appropriate programs, and the student will also be subject to mandatory follow-up testing for three consecutive months. The cost of the counseling and all follow-up drug testing will be at the student’s expense.
- c. If the student is an athlete, a member of a spirit group, or a member of the student government, the student is subject to the consequences outlined in their respective handbooks. The appropriate sponsor will be notified of these results.
- d. The student can also be subjected to additional consequences at the discretion of the principal. If these conditions are not met the student will be dismissed from Mount St. Mary High School.

**5. Third Verified Positive Test.** If a student receives a third positive test at any time during his/her years as a student at Mount St. Mary High School, he/she will be dismissed from school. The student may reapply for admission during the following academic year with confirmation of participation in counseling or drug treatment and a negative drug test of the school’s choosing. Readmission is at the discretion of the principal.

**6. Destruction of Test Files and Records.** Test results will not be placed in a student’s academic folder and will be destroyed upon the earlier of the student’s graduation from Mount St. Mary High School or two years after the termination of enrollment in Mount St. Mary High School.

**7. Self-Reporting/Parental Reporting.**

- a. In order to provide help for our students who may be using drugs, Mount St. Mary High School encourages self-reporting and parental reporting.
- b. Resources for parents are available upon request from the student’s guidance counselor.
- c. All instances of self-reporting or parental reporting will remain confidential; however, follow-up testing will be required as outlined above.
- d. Self-reporting or parental reporting does not constitute the first verified positive test result; however, the student will be subject to mandatory testing for three months beginning the month following the self-report or parental report.
- e. Students chosen for the random monthly testing process may not invoke the self-reporting option to

nullify the consequences of a verified positive test result.

**8. Suspicion of Drug Usage.** There are times when students are sent to the Principal's office due to Suspicious Behavior while on campus or at a school sponsored function. If the Principal has good reason to suspect that the suspicious behavior may be caused by drug use, the following will occur in order to ensure objectivity and protect the student from erroneous judgments:

- a. The student's parent(s)/legal guardian(s) will be contacted immediately and be required to pick up the student;
- b. The personal items of the student will be subject to search;
- c. If deemed necessary, drug testing will be required immediately at the testing facility used by Mount St. Mary.
- d. Reasonable suspicion is a logical conclusion based on experiences, observation and first-hand knowledge of a student's appearance, speech and/or behavior resulting in a sincere concern that a student may be involved with drugs and/or alcohol.

**9. Possession of Illegal Drugs.** Incidents of student involvement with Illegal Drugs during the school day, on the school grounds, at school sponsored functions off school grounds or at other school-related activities 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 Illegal Drugs or Drug Paraphernalia. The police may be contacted by the administration if illegal actions on school grounds warrant further investigation.

**10. Anonymity.** When a student seeks help for a friend or acquaintance, a request for anonymity will be honored.

**11. Definitions:**

- a. **Drug Use Test.** A scientifically substantiated method for detecting the presence of Illegal Drugs or metabolites thereof in a sample taken from the body of the person tested. The present policy employs a Drug Use Test of the student's urine. Other Drug Use Tests available examine samples taken from the hair, saliva or blood of the subject being tested.
- b. **Illegal Drugs.** For the purposes of this policy, "Illegal Drugs" are any substance that an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law and includes, but is not limited to, all scheduled drugs defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, including the following:
  - Any illegal mood altering substance, including alcohol, amphetamines, barbiturates, cannabinoids (marijuana), cocaine, opiates, phencyclidine (PCP), methadone, methaqualone, propoxyphene and benzodiazepines.
  - Any inhalant containing chemicals which though legal, are misused to huff or sniff, for instance paint, aerosols and correction fluids.
  - Any legal prescription or over-the counter drug used, possessed or distributed for unauthorized purposes.
  - Any illegal performance-enhancing drugs, such as anabolic steroids.
  - Any look-alike herbal of any kind.
- c. **Drug Paraphernalia.** Drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.
- d. **Possession.** The presence of the referenced substance on the student's person or in an item belonging or assigned to the student, such as--but not limited to--a backpack, locker, purse or car.
- e. **Suspicious Behavior.** The Office of National Drug Control Policy identifies the following behavior as cause for Suspicion of Illegal Drug use: 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 behavior. For the purpose of this policy, other reasons for suspicion include direct observation of illegal drug use, evidence of tampering with a drug test

and anonymous report from a credible source.

- f. **Under the Influence.** Having the referenced substance in the student's body or bloodstream.

*Approved 1/15/2008*

### **EARLY DISMISSAL POLICY**

In compliance with Archdiocesan Policy, **no phone calls, faxes or emails will be accepted as permission to release a student from school.** A written note must be presented to the school secretary by 7:55 a.m. on the day of the requested dismissal.

In the case of illness, the school will contact the parent/legal guardian and obtain permission for the student to leave school due to illness. (On returning to school that same day, the student must check in at the office. On returning the next day, if the student was at a doctor's appointment, a note must be given to the main office within one week.) A student must be in class **at least 65 minutes of an 80-minute class** in order to be classified as **present** for the class.

### **ELEVATOR KEY**

Occasionally a student may need use of the elevator. Elevator keys can be checked out through the Main Office with a \$25 deposit and are to be returned when no longer needed. Loss of key or failure to return the key will result in forfeiture of the \$25 deposit. Keys are obtained through our Campus Security Guard.

### **ELIGIBILITY**

Eligibility guidelines for active participation in any event sanctioned by the Oklahoma Secondary School Activities Association (OSSAA) are available from the school Administration, athletic director, and individual coaches/sponsors.

### **EMERGENCIES — SCHOOL DISMISSAL**

School dismissals due to weather or other emergency situations will be announced through local television media, as well as through our school telephone automated calling system. School announcements of any other school have no bearing on Mount St. Mary Catholic High School. In the case of emergency evacuation of the main building, students may be picked up at the gym area. If that is not accessible, students may be picked up from the Sacred Heart parking lot.

### **ENROLLMENT AND ACADEMIC SCHEDULING**

Enrollment is accomplished in the spring prior to the academic year. Teacher approval is specified for enrollment in particular courses. Before enrollment is officially accepted, parental approval of the student's schedule and the enrollment fee are required. The Administration arranges the schedule of each student according to the primary and secondary choices of the student, the ability of the student and course availability. All students must enroll in eight academic classes each semester.

### **EXPULSION**

In most cases a student expelled from Mount St. Mary Catholic High School may not attend any school activities.

### **FACULTY LOUNGE**

No students are permitted in the faculty lounge at any time.

### **FAILURES**

If a student receives an "F" for a semester grade, the student has failed that subject for the semester, receives no credit, and must make up the credit deficiency in an approved program. The Administration reserves the right to refuse re-admittance to any student. Seniors with an "F" or "NC" on the final transcript may not participate in graduation festivities. (**Senior Robing, Senior Breakfast, Baccalaureate,**

**Graduation)****FIELD TRIP**

**If the student is on the “F” list during the week of a field trip or school day sporting event, he/she may not be allowed to attend the field trip or event.**

**FINES**

Students should pay the fine within 3 days of the infraction.. Students may choose to sit detention after school instead of paying the fine. Each \$10 fine is equal to 2 hours of detention. Failure to pay the fine or serve detention will result in sitting in In School Suspension for one day.

**FOREIGN EXCHANGE STUDENTS**

The purpose of the foreign student exchange program at Mount St. Mary Catholic High School is to improve the student’s knowledge of the American culture and language through active participation in school life as well as improve our knowledge of foreign cultures. Foreign exchange students must be sponsored by a school approved sponsoring organization or living with family members. The student must be living in the home of the guardian who is approved by the sponsoring organization and the school. \$150 for an I-20 must be paid to the school before final enrollment of student is approved. All foreign exchange students must pay tuition in full before their first day of class.

Procedures for obtaining forms and other related information can be obtained from the Counseling Office.

**GANGS POLICY**

No student on or about school property or at any school activity shall in any way whatsoever speak or act in a way that shows evidence of membership or affiliation in a gang or cult.

## GRADING SYSTEM

The unweighted grading system used at Mount St. Mary Catholic High School will be based on the following scale:

GRADE	PERCENT	GRADE POINT	DESCRIPTION
A	90-100	4.00	Superior
B	80-89	3.00	Above Average
C	70-79	2.00	Average
D	60-69	1.00	Below Average
F	Below 60	0.00	Failing
S	n/a	0.00	Satisfactory

The cumulative grade point average is calculated using the above 4.0 scale. Courses involving accelerated subject matter are considered honors, Pre-AP or AP courses as appropriate. Sports classes receive letter grades as described in the Athletic Handbook. Each sport provides its own requirements for letter grades.

### Weighted Grading Option

Mount St. Mary students have the option of using a traditional grading/ranking system or a weighted grading/ranking system. Weighted rank and GPA are used for the purpose of scholarship, college applications, National Honor Society, Top 10, Valedictorian and Salutatorian. In an effort to encourage students to challenge themselves academically, the following weighted course formula has been implemented. For every semester of any weighted course students attempt (regardless of the grade they earn), they will have .018 additional grade points added to their unweighted cumulative GPA (1 divided by 56 semester courses required for graduation = .018).

Valedictorian, Salutatorian and Honor Rolls, class rank and NHS membership eligibility will be determined using the Weighted GPA.

## GRADUATION REQUIREMENTS

Twenty-eight credits are required to meet the minimum requirements for graduation and to receive a diploma from Mount Saint Mary High School. This includes:

English	4	American History	1
Theology	4	Government	½
Math	4	World Language	3
Science	3	Fine Arts	1
OK History	½	Speech	½*
World History	1	Rocket Experience	½
Personal Finance	½	Electives	3 1/2
Physical Education	½		
Geography	½		

**TOTAL 28**

\*Students completing three or more theatre arts classes may request a waiver for the Speech I requirement for graduation. Student must notify their counselor of their intent to request the waiver after completing the three theatre arts classes. The theatre arts classes that will fulfill this requirement are: Drama, Advanced Drama, Play Production or Musical Theatre.

**In addition, the student must have taken the ACT and the SAT test for graduation from MSM, with results reported by May 1st. (Due to COVID-19, for the 2020-2021 school year MSM will waive this policy.)** If a senior is receiving an “NC” or “F” in any class, he/she may not participate in Senior Robing, Baccalaureate, or Graduation ceremonies. No diplomas or official documents will be released if financial obligations exist.

Seniors are required to apply to at least 3 colleges or universities. An exception to this policy is if an MSM Senior is accepted to “early decision” **OR** if a student athlete “signs” with a college or university.

For more information on graduation requirements, refer to the MSM Curriculum Guide.

### HALL PASSES

Students are allowed outside of classrooms during class time only with an authorized pass on an emergency basis. Drinking fountain, phone, restroom, and locker needs should be taken care of during passing periods or lunchtime. **The use of hall passes is completely at the teacher's discretion. (For this school year, and so that we can manage the foot traffic in the halls due to COVID-19, teachers have been advised to limit as much as possible hall passes to the students.)**

### HOMECOMING COURT

In order to be eligible for football or basketball homecoming court queen, or attendant, the young lady must possess the following:

- Zero discipline issues during the current and previous semester
- Good attendance
- 2.5 GPA or above
- Must have a minimum of 4 school nominations **OR** must be in the top 8 nominations

### IMMEDIATE DISMISSAL

The Administration of Mount St. Mary Catholic High School reserves the right to dismiss a student at any time that the attitude or conduct of the student is judged to be contradictory or harmful to the Christian atmosphere and to the values of Mount St. Mary.

### IMMUNIZATIONS

- Immunizations are required for all **NEW** students for the 2020-2021 school year. Families with continuous enrollment in the Archdiocese of Oklahoma City prior to the 2018-2019 school year are accepted with their current immunization status.

Every new student enrolled in a Catholic school in the state of Oklahoma shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

The only exception to the foregoing requirement is a **medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma.\*** *Procedures for a Child Needing a Medical Exemption (or for students of continuously enrolled families prior to 2016-2017 school year)*

Parents are required to submit a waiver request for immunization exemptions in writing (Oklahoma Department of Health Form #216A). Parents are referred to schools to obtain the forms. A physician must sign medical exemptions. Parents should then return the entire form to the school. School officials must review the form to ensure that it has been properly completed, is legible, and signed. A copy of the form or statement must be kept on file in the student's cumulative record and a copy must be sent to the Immunization Service for approval.

Parents should be informed that their child might be excluded from school in the event of an outbreak of a disease for which their child is exempted.

Each exemption submitted to the Immunization Service is reviewed for validity and accuracy. If the exemption is determined to be invalid, the form or statement will be returned to the school along with a letter explaining the reason why the exemption is invalid. If the exemption is valid the form is returned to the school marked with an approval stamp. The Immunization Service does not keep a copy of the exemption certificate.

**Oklahoma's immunization law does not require a new exemption form to be filed every year.** It is the policy of the Immunization Service to accept exemption forms filed when the child entered the school system. Exemption forms should accompany children when they transfer between schools. Schools should not keep the exemption form of a transferring student. If a student transfers into Oklahoma schools from another state, an exemption form must be completed to comply with Oklahoma law. If an exemption form has been misplaced, a new form should be completed, but if an exemption form is on file, ***an additional form is not needed unless vaccine requirements change for the grade level of the child, such as when new vaccines are added for students entering the 7<sup>th</sup> grade to which the students does not have a previous exemption.***

If a parent needs a copy of a previously filed exemption form, they must obtain it from the school. If a copy of the original exemption is not available, the parent must complete a new form. The Immunization Service does not provide copies of previously filed exemption forms for parents.

The exemption process must be completed, approved and on file at the school prior to the first day of school or students will not be admitted.

\*See *Dignitas Personae* from the Congregation for the Doctrine of the Faith.

### **IN-SCHOOL SUSPENSION**

If a student is placed in In-School Suspension (I.S.S.), the student will report to the I.S.S. teacher by 8:00 a.m. and will stay until 3:10 p.m. The student will do school work provided by his/her teachers as well as doing campus community service work at the discretion of the I.S.S. teacher. The I.S.S. student is expected to turn in their phone to the I.S.S. teacher, study or work; no socializing is allowed. The I.S.S. student will receive their cell phone at the end of the school day.

### **INCOMPLETES**

A student who has been absent within the two weeks prior to the end of a grading period because of extended illness and whose work is incomplete may receive an "incomplete" on the transcript. Upon returning to school, it is the responsibility of the student to make up this work **within two weeks**. If the incomplete is not removed within the specified time, it will automatically be changed to the appropriate grade.

### **INFRACTIONS AND CONSEQUENCES**

The student has the option of paying a \$10 fine or sitting 2-hour detention for the following infractions:

1. Cell Phone Possession (parent/guardian must pick up)
2. Unattended Chromebook
3. Parking Infraction

**If the fine is not paid, or detention not served, the student will be placed in I.S.S. Excessive disregard of school guidelines, resulting in consistent infractions, will be considered a serious offense, and will be handled by the Administration, and could result in suspension.**

### **INSURANCE**

Mount St. Mary purchases student insurance for every enrolled student. Information is available through the MSM Business Office.

### **LIABILITY FOR UNSPONSORED OFF-SITE ACTIVITIES**

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus. Teachers, volunteers and staff take seriously conversations or information about potentially harmful activities or behaviors and are to report information to an administrator. Administrators will contact parents when concerned about students' behavior.

Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

## LIBRARY POLICY

1. The library is open from 7:30 a.m. until **\*4:00** p.m. each Monday - Thursday, and Fridays from 7:30 a.m. - 3:30 p.m. **(COVID-19)**
2. Books may be checked out for a period of two weeks and may be renewed once for a second two-week period.
3. A fine of 10 cents per day will be charged on all overdue books and materials.
4. Students are responsible for books checked out, overdue fines, or replacement costs if books or materials are lost. Semester exams may not be taken until a student's library obligation is resolved.
5. Students coming to the library before and after school, on a pass, or during lunch must come prepared to study, read, or work on school related research.
6. While in the library, the student is expected to display respect for the librarian, other patrons, books and materials, furniture, computers and equipment. This respect will be exemplified by following the rules of conduct posted in the library. Any student disregarding the rules will be expelled from the library and could relinquish library privileges for the nine-week period. Repeated disregard of library rules could bring about complete loss of privileges in the school library.
7. Students are to follow the determined protocol for use of technology hardware.

## LOCKERS **(For this school year or until it can be determined, lockers will not be used.)**

Each student is responsible for the locker assigned to him/her at the beginning of the year. Students are to keep the assigned locker all year. **Lockers are to be kept locked at all times.** Because lockers remain the property of Mount St. Mary Catholic High School, the school reserves the right to search them at any time. The school is not responsible for loss of books, notebooks, purses, cell phones, etc. from lockers, whether they are locked or unlocked. Money, jewelry, and other valuable items should never be placed in lockers. A student having a problem with his/her locker should report it immediately to the main office. At the end of the year when the student checks out of his/her locker, if the locker is damaged or dirty, a fine of at least \$25 will be assessed equal to the cost of repair and/or replacement. If anything is placed on the locker door, it must be with one sided tape, or masking tape only. Also, pencils must not be placed in the lock to keep the locker open (doing so may damage the locker).

## LUNCH DETENTION

Students will be required to serve lunch detention for dress code infractions, cell phone infractions, and as a disciplinary consequence. Skipping lunch detention requires serving an additional lunch detention. For every 3 lunch detentions a student is assigned, they are required to serve 1 hour of after school detention.

## MARRIED STUDENTS

Because the Catholic faith looks on marriage as a sacrament which demands the total and complete commitment of mature adults, Mount St. Mary Catholic High School discourages marriages of its students as contrary to The Mount's environment, which is designed to serve the needs of maturing young men and women.

In the event that a student has married, that student will be required to adhere to any requirements as determined by the Principal. One of the purposes of this counseling is to assist the Principal and the student concerned in determining how the best interest of the student and the school can be served if he/she continues at The Mount. (6210.9 Archdiocese) (BOT #S-4)

## MASS AND PRAYERS

**Students are REQUIRED to attend all school Masses, retreats, and liturgical services.** Behavior at Masses and during prayers and other liturgical services should reflect the respect and seriousness that the Mount St. Mary faith community associates with these activities. Students are expected to be attentive during these services and quiet when entering and leaving the place where they are celebrated. **Gum chewing is not permitted during Mass or other liturgical services.**

## MENINGOCOCCAL DISEASE AND VACCINE

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk 11- through 15 years-of-age.

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

## NATIONAL HONOR SOCIETY

Membership in the Mount St. Mary Catholic High School Chapter of the National Honor Society is based on scholarship, leadership, service, and character. The Mount follows the guidelines and criteria of the national organization. Membership is open to sophomore, junior, and senior students who qualify. When the cumulative grade point average of 3.50 has been satisfied, candidates are required to complete a student activity information form on which co-curricular and community activities, leadership positions, work experience, recognition, and awards that have been accomplished during high school are listed. The selection of membership in the National Honor Society is determined by members of a Faculty Council. Regulations of the national organization prohibit an NHS sponsor of participating in the candidate selection process. National Honor Society members must maintain the standards by which they were selected and meet other obligations as determined by the chapter and its sponsor.

Dismissal from National Honor Society shall be in accordance with the Constitution of the National Honor Society, as follows:

- The procedure for dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.
- Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.
- In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.
- For purposes of dismissal, a majority vote of the Faculty Council is required.
- The decision of the Faculty Council is final.
- The National Council and the NASSP shall hear no appeals in dismissal cases.  
(NHS Handbook, 15th edition)

**National Honor Society (NHS)** is more than just an honor roll. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of: **Scholarship, Service, Leadership, and Character**. These criteria for selection from the foundation upon which the organization and its activities are built.

**Scholarship**: Students who have a weighted cumulative grade point average of 3.5 or better meet

the scholarship requirements for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

**Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

**Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

**Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

All membership selection for individual students is handled through the local school chapter.

### **MOUNT ST. MARY CATHOLIC HIGH SCHOOL CRITERIA FOR NHS SELECTION**

Based on a point system – 20 total points possible and must have 16 points after the Faculty Council reads the applications.

- Scholarship – students receive 5 points automatically when they meet the GPA requirement
- Service – students receive up to 5 points
- Leadership – students receive up to 5 points
- Character – students receive up to 5 points

The Faculty Council shall consist of at least five voting faculty members. The chapter adviser shall be an ex-officio, non-voting, member of the Faculty Council. No principal, assistant principal or NHS sponsor may be included on the Faculty Council.

Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school the equivalent of one semester.

The national minimum standard for scholarship shall be a weighted cumulative scholastic average of at least 3.5 or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.

The selection of each member to the chapter shall be by a total number of points (see above) of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

### **NON-DISCRIMINATION POLICY**

Mount St. Mary Catholic High School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission.

### **NOTE TO ADULT AGE STUDENTS**

Mount St. Mary Catholic High School will enforce the same rules on all students, regardless of their age.

### **ORGANIZATIONS**

Membership in school clubs is recommended. Students are encouraged to consider club membership in order to afford themselves opportunities to grow intellectually, spiritually, socially, and physically. However,

the number of organizations to which a student belongs is determined by the individual's ability to participate actively while remaining in good academic standing. Students are required to follow policies and guidelines of individual organizations of which they are a member. Suspensions from active participation may be imposed by the Administration for appropriate periods throughout the school term for academic or disciplinary reasons.

New organizations may be chartered upon the written petition of one teacher and five students. Any organization applying for a new or renewed charter must submit its constitution, bylaws, list of any rules and regulations, updated list of members, name of sponsor, connection to Mercy Values, Critical Concerns, and Catholic Social Teaching, and any other pertinent material such as organizational emblem and colors. Organizations not chartered by the Student Council may not conduct any activities.

## PARENT COOPERATION

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

## PARKING

Students driving a car to/from school must purchase a parking permit at the beginning of the year. Parking permits are \$10 and must be purchased from the Main Office and are valid for the student's tenure at MSM. If the student changes cars, updated information must be provided to the Main Office. The permit must be displayed appropriately at all times (random permit checks will be conducted). The only authorized area for student parking is the student parking lot. Students may only use one parking space. Any student taking up more than one parking space will incur a \$10 fine. Use of the drive to the back entrance and the upper parking lot is unauthorized. The parking lot is considered an unauthorized area for all students during the school day. Seniors with off campus privileges are not to use the parking lot as a gathering point. Handicapped parking areas are reserved for handicapped persons. Any student parking in a handicapped parking space will incur a \$10 fine. Student vehicles may be searched at any time by school personnel and/or contract security. Replacement permits are \$25.

## PERSONAL PROPERTY/THEFT

It is the responsibility of each student to safeguard his/her personal possessions (books, coats, money, etc.). Sharing locker combinations with other students, leaving your locker unlocked, or presetting your combination negates the security of the locker. **Mount St. Mary Catholic High School does not assume responsibility for the recovery or replacement of lost, stolen or damaged personal property.** A student who steals from another member of the Mount community is subject to **disciplinary action as deemed appropriate by the administration with probable expulsion, plus prosecution under full extent of the law.**

## PET POLICY

Individuals with a documented need for a service animal or service animals as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of animals encourages the learning process or specific, Church sponsored pet blessings. Pets or other animals are not allowed on any school field trip or other school sponsored event, including school-sponsored social events.

## PLAGIARISM

Plagiarism is considered a serious violation of MSM values and standards. The Mount utilizes a web site called "Turnitin" to check possible plagiarism. Consequences for plagiarism will be determined on a case-by-case situation by Administration.

## **PREGNANCY**

Mount St. Mary Catholic High School is committed to providing an environment in which each student can experience support, understanding, and compassion. In consideration of the good of a student who becomes pregnant, the Principal and the school counselor will meet with the student and the parent(s) or guardian(s). The student may remain in school at The Mount as long as she, her parents or guardian(s), and the Principal feel it is in her best interest and the best interest of the school to do so. If the decision is for the girl to temporarily continue her education apart from the school, and she is about to graduate, she may receive her diploma at graduation provided necessary requirements are met.

During the pregnancy, counseling will be required for the girl and also for the father of the child, should he be a Mount student. The counseling will be provided in an atmosphere of respect and trust for the student(s), so that participation is honest and confidential. Financial obligation for this counseling lies with each individual student and his/her family.

## **PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS**

For the safety of all our students, prescription medication on the MSM campus must be held in the main office. Please note that "campus" includes the parking lot, as well as student lockers, book bags or other personal items. This does not apply to asthma inhalers, Epi-pens, insulin, prescription eye or ear drops. If your student must take prescription medication during the day, we ask that the bottle, which includes the doctor's name, type of medication, and prescribed dosage be brought to the main office before school. If during the school day, your student needs to take that medication, he/she must go to the main office and ask for the medication. Effective September 1, 2008 the State of Oklahoma passed House Bill 2239 – Self-Administration of Anaphylaxis (Asthma) Medication as follows:

- a.) The parent or guardian of the student must authorize in writing the student's self-administration of medication;
- b.) The parent or guardian must provide to the school a written statement from the physician treating the students that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication;
- c.) The parent or guardian must provide to the school an emergency supply of the student's medication to be administered.
- d.) The school should inform the parent or guardian, in writing, that the school and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the students.
- e.) The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- f.) A student who is permitted to self-administer asthma medication shall be allowed to possess and use a prescribed medication for the condition, as all times.

All other non-prescription medicine must be sent to the main office in an unopened bottle with their name on it, along with a signed note from the parent/guardian giving permission to administer the non-prescription medication.

## **PROBATION — ACADEMIC**

A student who fails one or more courses at the end of a grading period may be placed on academic probation, an action taken by the Administration. The conditions of academic probation are specific to each student's circumstances. Usually a student will be required to achieve a specified level by the end of the semester although the probation can extend to the entire year. All students admitted to The Mount are on academic probation for the first semester. In some cases specific conditions will be clearly stated by the Administration. When a student is placed on probation, there are periodic reviews with the student of his/her academic achievement. When a student, for an extended period of time, (e.g., 2 successive semesters) achieves above the minimum standard set by the probation, that student may have the probation removed.

## PUBLIC DISPLAY OF AFFECTION

No prolonged or inappropriate display of affection is allowed between couples on campus or at Mount St. Mary Catholic High School sponsored activities. Offenders will be dealt with by the Administration.

## RECOURSE

The Principal is the final recourse for all disciplinary situations.

## RECREATIONAL AREAS

Certain areas of the building and campus are designated as recreational areas. These areas are the Commons Area and the south campus.

## RESIDENCY

Students of Mount St. Mary Catholic High School must be living in the home of the parent(s) or legal guardian(s). Exceptions to this guideline may be approved by the Administration.

## RETREATS

**All students are required to participate in class retreats and the All-School Retreat.** All students are excused from their regular classes to participate in the school-sponsored retreats. Any student choosing not to participate in the required class retreats will receive an unexcused absence for an A day and a B day and should not come to school.

Junior and Senior men and women may choose to participate in a weekend KAIROS retreat. This retreat is a group experience with students from Mount St. Mary Catholic High School and Bishop McGuinness High School.

## SAFETY

Mount St. Mary Catholic High School reserves the right to inspect all school and/or personal property brought to school. The school retains the right to and will search and seize drugs, weapons, and other contraband when there is reasonable cause to suspect that such contraband is in the possession of a student. Such possession is in violation of the rules, regulations, and policies of Mount St. Mary Catholic High School. Students who possess such contraband will be subject to discipline and expulsion. **Lockers are school property which the school expressly retains the right to search at anytime. Vehicles on school property are also subject to search.**

## SCHEDULE CHANGES

The scheduling process is of such a serious nature that both legal guardian and student are encouraged to take the needed time to consider course choices. Ordinarily there should be no changes. However, if a change is requested, the Administration reserves the right of final decision regarding any schedule change. **Student/parent initiated schedule changes cannot be made after the first 10 school days into a new semester.**

Students wishing to transfer to another course should do so within the **first two weeks of the course**. To drop an Honors, Pre-AP, or AP course, students must have permission from parent(s), teacher, counselor, and principal.

**A \$25 charge is incurred by the student for student/parent initiated schedule changes.**

## SEMESTER EXAMINATIONS

All academic core courses have a comprehensive final exam each semester. This exam will count as 20% of the final semester grade. No finals may be given before regular exam dates.

A senior **may** be exempt from second semester examinations in courses **if**:

1. The student has received a grade of "A" in the course for the second semester;
2. The student has not accumulated 4 absences in that course during the second semester. School

activities are the only exception. Tardies accumulate into absences: 2T=1Ab;

3. The student has received a satisfactory (S) conduct grade in the semester, and;

**This exemption may not apply to all courses and is at the teacher's discretion.**

## SENIOR GRADUATION

Each fall representatives from Jostens Graduation Service visit The Mount in order for our seniors to finalize their cap and gown orders (part of the graduation fee at the beginning of school), and order graduation announcements. Cap and gown are required for the senior to participate in all graduation ceremonies. Students are not required to order graduation announcements. **Any Senior student with an unresolved "F" or "NC" on his/her final transcript will NOT be allowed to participate in any of the graduation events, unless approved by the Principal. Seniors are also required to take the ACT and the SAT test prior to graduation, with test scores reported before May 1<sup>st</sup>. Failure to adhere to this policy will prohibit a Senior from participation in any graduation event.**

## SENIOR LUNCH PRIVILEGE (At this time due to COVID-19, Seniors will not have off-campus lunch privileges.)

With written consent from the legal guardian, senior students may go off campus for lunch. These students are expected to return to campus in time for their next class. During a nine week period, if a student is tardy three times to any class following lunch, the student loses their off campus lunch privilege for one week. A repeat problem of an additional three tardies will result in the student losing his/her off campus lunch privileges for the remainder of the nine week period. Off campus lunch purchases may not be consumed in the cafeteria.

## SENIOR STUDY

If minimum requirements for graduation are fulfilled, students enrolled in four or more Pre-AP and/or AP courses may be granted permission by the Administration to enroll in one Senior Study per semester. The student will be assigned to the library and/or teacher during Senior Study time.

## SERIOUS OFFENSES

Mount St. Mary Catholic High School exists for Christian learning. Therefore, the proper atmosphere must exist in order for this learning to take place. As a school community, we believe the following attitudes and behaviors harm the learning process and, therefore, will not be tolerated:

1. Disrespect toward faculty, staff members, and/or other students.
2. Consistent neglect of school policy and/or guidelines.
3. Insulting, vulgar, obscene language or behavior.
4. Behavior which disrupts the learning possibilities of other students.
5. Behavior which endangers people or property.
6. Consistently being unprepared for class.
7. Cheating (including homework), plagiarism.
8. Stealing.
9. Skipping class.
10. Leaving campus without permission.
11. Vandalism.
12. Fighting.
13. Excessive fines.
14. Hazing/bullying.
15. Smoking (tobacco, vaping, electronic)

**\*Some serious offenses will result in In-School-Suspension and/or immediate suspension from school and will not be handled with progressive discipline.**

The appropriate staff member will discuss the problem with the student, and the natural consequences of the student's behavior will be applied. Administration and parents will be notified when necessary.

Consistent violation of the above listed behaviors and attitudes may lead to a parent conference, suspension, probation, or expulsion. Detention or ISS may be assigned to the student as a deterrent to continued inappropriate behavior.

### **SEVERE WEATHER CONDITIONS**

In case of severe weather, Mount St. Mary Catholic High School will have an announcement made over KFOR (4), KOCO (5), or KWTW (9) television stations concerning the closing of school. Do not assume that once other schools have announced closings that Mount St. Mary will necessarily follow suit. If time allows, the school will also utilize the automated calling system as well as send emails and texts to the numbers listed on the Student Data Form.

### **SERVICE ANIMALS IN SCHOOL**

The Catholic Schools of the Archdiocese of Oklahoma City are committed to providing support for students or staff who require the assistance of a service animal to aid with their major daily living activities that are substantially limited by a physical or mental impairment. It is the intent of this procedure that Administration, Principal, and school staff work in partnership with parents/guardians should a student or staff member with a disability require a service animal. However, there is no right of universal access to all service animals. The allowance of a service animal may be denied based upon an individualized, objective assessment of the associated hazards and risks. (*See infra* for a list of the main factors that will be included in such an assessment.)

#### **Service Animal Defined by Title II and Title III of the ADA**

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Emotional support animals, comfort animals, and therapy dogs are NOT service animals under Title II and Title III of the ADA.

Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. The work or tasks performed by a service animal must be directly related to the individual's disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor's letter does not turn an animal into a service animal.

Examples of animals that fit the ADA's definition of "service animal" because they have been specifically trained to perform a task for the person with a disability:

- Guide Dog or Seeing Eye® Dog<sup>1</sup> is a carefully trained dog that serves as a travel tool for persons who have severe visual impairments or are blind.
- Hearing or Signal Dog is a dog that has been trained to alert a person who has a significant hearing loss or is deaf when a sound occurs, such as a knock on the door.
- Psychiatric Service Dog is a dog that has been trained to perform tasks that assist individuals with disabilities to detect the onset of psychiatric episodes and lessen their effects. Tasks performed by psychiatric service animals may include reminding the handler to take medicine, providing safety checks or room searches, or turning on lights for persons with Post Traumatic Stress Disorder, interrupting self-mutilation by persons with dissociative identity disorders, and keeping disoriented individuals from danger.

- SSigDOG (sensory signal dogs or social signal dog) is a dog trained to assist a person with autism. The dog alerts the handler to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping).
- Seizure Response Dog is a dog trained to assist a person with a seizure disorder. How the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance to sit down or move to a safe place.
- Diabetic Alert Dogs that are trained to alert diabetic owners in advance of low (hypoglycemia) or high (hyperglycemia) blood sugar events before they become dangerous.

**Procedures:**

Decisions regarding the implementation of the use of a service animal into the school environment are made on a case by case basis in consultation with all Stakeholders (e.g. Principal, Classroom teachers, and parents/guardians). A protocol will be developed at the school level to address the staff, student's, school's, and the service animal's needs. Issues to be addressed would include the responsibility for handling, toileting and clean up, feeding, and transportation of the service animal to and from school. The protocol will also address the integration of the animal into the school system, the education of the staff and student body as to the role and expectation of the service animal, and balancing the needs of the student or staff seeking the use of the service animal and the needs of students or staff who have animal hair allergies or who exhibit fears of animals. A service animal will be excluded if it is a breed of animal prohibited by law.

**Responsibilities:**

1. The provision of a certified professionally trained animal is the financial responsibility of the parents/guardians.
2. The provision of a fully trained animal handler is the financial responsibility of the parent if an animal handler is required.
3. The provision of all food, water, and waste clean-up/disposal materials is the responsibility of the parent/guardians.
4. The immunization of the animal against diseases is the financial responsibility of the parent/guardians. Parents/guardians must provide to the Board/school proof that the personal assistant animal's vaccinations are current.
5. The parents/guardians will provide the school with up-to-date vaccination and health records.

The school can require the removal of the service animal if the animal is out of control and the animal's handler does not take effective action to control it, the animal is not housebroken, or the presence of the animal poses a direct threat to the health or safety of others. A non-exhaustive list of factors that may be considered under this element are that the service animal:

- is unclean, not well-groomed or has an offensive odor.
- urinates or defecates in inappropriate locations.
- solicits attention, visits or annoys students or school personnel.

- vocalizes unnecessarily; i.e., barking, growling, or whining.
- shows aggression towards people or other animals.
- solicits or steal food or other items from the students or school personnel.
- interferes with the educational program of any student.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

The owner or handler of the service animal is responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program focuses attention on any student who is unable to achieve his or her potential due to an academic, physical, psychological, or social problem. It offers the student the means to cope with the problem. Each student is treated on an individual basis. In some cases, when specific behavior or achievement deserves special attention, a contract outlining specific behavioral patterns may be used to emphasize the importance and benefits of behavioral change. Students are given the opportunity to participate in appropriate discussion groups. Group selection and participation are choices made by the individual student. Discussion groups may meet during the school day.

### **STUDENT COUNCIL**

The Student Council is a student government group deriving its powers from the Administration with the responsibility of positively influencing all students at Mount St. Mary Catholic High School. The Student Council provides leadership for the student body, coordinates school activities, and discusses concerns with the faculty and Administration. Membership includes the Student Council officers, the sponsor of the Council, and class officers. The Student Council meets regularly and makes decisions with the approval of the Administration. A designated sponsor acts as a liaison between the students and the Administration. Student Council meetings are open to any student or faculty member. Only Student Council members may vote.

### **STUDENT INFORMATION ACCESS**

Student information shall not be made available to military recruiters, college campus recruiters, or other requests without written consent from a parent/guardian.

### **SUICIDE INTERVENTION**

If any school employee or student becomes aware that a child has implied, stated, written about, or discussed (including electronic communications) possible suicidal desires or gestures, the parent or guardian will be immediately notified and the MSM Crisis Response Team may become involved.

### **SUMMER SCHOOL**

Only courses offered at Mount St. Mary during the summer may be counted for credit. Online courses that are accredited by the State of Oklahoma may also be considered, with Administration approval.

### **SUSPENSION FROM SCHOOL**

If a student is suspended for one day, the student will **NOT** be allowed to make up the missed work for credit. Suspension does count as an absence. Suspension from classes causes the student to forfeit attendance at **all** school related functions until the student is readmitted and a meeting is held with Administration. If a student is suspended for an extended length of time, terms of the suspension will be

outlined at the time of suspension by the Administration.

### **TARDINESS**

Students are considered tardy for academic classes if they are not in their classrooms when the final bell sounds. A student who is tardy must report to the main school office and obtain an admit slip in order to be admitted to class. Each time a student is tardy, they will be assigned a lunch detention. Students must be present for **65 minutes of an 80-minute class** in order to be classified as **present** for that class. **Two tardies will equal one absence.** Upon the equivalent of eight absences per semester, the student will receive “no credit” (the course grade will be computed as an “F” when figuring GPA), and the time will be made up in after school detention. A pattern of consistent tardies is considered a serious concern.

### **TECHNOLOGY “GADGETS”**

Laser pointers, video games, headsets (including earbuds and “Beats”), and other electronic gadgets **may not** be used in the building during the school day. They will be confiscated by the faculty, given to Administration, and released back to the student at the end of the school year. Any item that is confiscated a second time will be released to a parent/guardian only.

### **TELEPHONE**

Classes **will not** be interrupted for messages or deliveries during the school day. Students may use the office phone for any outside calls. Calls should be made only during passing period, lunch time, or before or after school. **Non-emergency 911 calls made by students from a school phone and/or cell phone may be grounds for expulsion.**

## TESTING PROGRAM

Various standardized tests are available to each student to assist in making decisions on enrollment together with educational and vocational plans. The testing program may include:

Seniors:	American	College	Test	(ACT)
	Scholastic Aptitude Test (SAT)			
Juniors:	American	College	Test	(ACT)
	Scholastic	Aptitude	Test	(SAT)
	Preliminary	Scholastic	Aptitude	Test (PSAT)/NMSQT
	Armed Services Vocational Aptitude Battery (ASVAB)			
Sophomores:	Preliminary	Scholastic	Aptitude	Test (PSAT)
	PreACT			
Freshmen:	Preliminary Scholastic Aptitude Test (PSAT9)			
	Aspire			

Students may register online for the ACT exam at [www.act.org](http://www.act.org). The school registration code for the **ACT** is **372-675**. Students may also request official testing assistance for AP and SAT exams at [www.collegeboard.org](http://www.collegeboard.org). The PSAT is required of all freshman, sophomore and junior students. **The ACT and SAT are required for graduation. Failure to take the ACT and SAT test with test results received by May 1<sup>st</sup> will result in the student not being allowed to participate in Baccalaureate and Graduation ceremonies. (For this school year due to COVID-19, this policy will be waived.)**

## TEXTBOOKS

Textbooks may be purchased or rented through Follett Books ([www.msm.bkstr.com](http://www.msm.bkstr.com)) OR other online book companies and are the responsibility of the student. Students must write their name in all books. Students that are missing a book should check the lost and found in the main office.

## TITLE IX STATEMENT

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

## TOBACCO PRODUCTS (INCLUDING ALL VAPING DEVICES)

Patrons of Mount St. Mary Catholic High School are expected to abide by the state & federal laws regarding possession, consumption, and distribution of tobacco products.

The use of tobacco has been shown to be linked to illnesses, even death, and federal and state law prohibits smoking in any indoor facility, or on the grounds thereof, which is used to provide education services to children.

Mount St. Mary Catholic High School is a 24/7 tobacco-free campus in order to provide a safe environment for all students, staff and visitors. This ban on smoking, chewing, or use of all tobacco products (cigarettes, cigars, pipe & tobacco, and any other kind/form of tobacco including electronic cigarettes and vapor products with or without nicotine, or products packaged for smoking or the simulation of smoking) is in effect 24 hours a day, 7 days a week. The policy applies to all students, staff, and visitors to Mount St. Mary Catholic High School while on school property and at all school sponsored activities. The policy also applies to everyone providing service to our schools and to all vehicles used by the school for transporting students, staff, visitors or other persons. 24/7 Tobacco-free signage will be posted on the campus to communicate the policy to students, staff, and visitors.

School property is defined as all property owned, leased, rented, or otherwise used by MSM including but not limited to the following:

- a.) All interior portions of any building or other structure used for instruction, administration, support

services, maintenance or storage.

- b.) All school grounds over which the school exercises control including areas surrounding any building, athletic field, as well as all recreation and parking areas.
- c.) All vehicles used by the school for transporting students, staff, visitors or other person.

Student use of any type of tobacco, including vaping products, is not permitted. Tobacco products found in a student's possession will be confiscated. Consequences for possessing/using tobacco products are detention, suspension (number of days determined by the Administration) or expulsion.

Patrons of Mount St. Mary are expected to abide by the state and federal laws regarding possession, consumption, and distribution of tobacco products.

## **TRANSFER STUDENTS**

All students who transfer to MSM will be accepted conditionally and will be placed on probation. Willfully withholding significant information about the student's reasons for transferring to the Mount will result in dismissal. At or before the end of the first semester of attendance, the student will be evaluated in the areas of academics, discipline, attitude, and behavior. In consultation with the Student Assistance Team, the Administration will decide if continuance at the Mount is in the best interest of the particular student and of the school community as a whole. Ordinarily, we do not accept a student transfer for only the senior year.

## **TRANSPORTATION OF STUDENTS TO CO-CURRICULAR ACTIVITIES**

Mount St. Mary Catholic High School supports and encourages student participation in a wide variety of co-curricular activities. Because it is the responsibility of the school to transport students to school-sponsored activities, teachers transport students **to and from** school-sponsored activities in a school bus. Teachers may not transport students in their own vehicle, unless it is a medical emergency and no other means of transporting the student is available. An administrator should be contacted immediately if this situation occurs. In certain cases, with written parent permission and a copy of insurance verification, a student may be allowed to drive him or herself, with the administration's approval. No student may drive a school vehicle.

## **U.S.D.A. NON-DISCRIMINATION STATEMENT**

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer".

## **VALEDICTORIAN AND SALUTATORIAN**

**The honor of valedictorian and salutatorian is awarded to the seniors who have the highest cumulative grade point average for the four years (8 semesters) using the weighted grading scale. If a student receives a "D" in any class he/she will not be eligible for valedictorian or salutatorian status.** If two or more students tie for the position of valedictorian, they will be awarded the honor. The student or students with the next highest GPA will be named salutatorian.

Valedictory and salutatory honors will only be awarded to students who have completed a minimum of three years (6 semesters) of academic coursework at The Mount.

**The academic top ten seniors will be determined by cumulative grade point average for the four years using the weighted grading scale.**

## VISITORS

Mount St. Mary Catholic High School is a closed campus. There will be no visitors for students during lunch or any time during the school day. Students requesting visiting privileges must meet all of the following criteria:

1. Are prospective students of The Mount;
2. Parent or guardian has contacted the Advancement Department;
3. Received an orientation to The Mount;
4. Has been approved by Administration prior to their visit.

All visitors (including parents and guest speakers) should check in at the Main Office. Doors will be locked during school hours.

## WEAPONS

Schools should be an example of observance and respect for law. It is our intent to be in compliance with the goals of federal and state laws concerning safety in schools. The presence of weapons poses a serious threat to the safety and well-being of students, staff and visitors. Therefore, possession, threat of a weapon, or use of a weapon in a school building or a vehicle on school grounds before, during, or after school or at any school-sponsored activity is subject to administrative and/or legal action. All dangerous and/or illegal weapons shall be taken from the person and reported to the pupil's parents or appropriate persons. Confiscation of weapons shall be reported to the police. Appropriate disciplinary and/or legal action may be pursued by the Administration.

Weapons under the control of law enforcement personnel are permitted. The Administration may authorize persons to display weapons that are registered and handled in a legal manner for purpose of education or the community use of school facilities. The Administration may prescribe the special conditions or procedures to be followed before giving authorization. The Principal is the final recourse in disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

Weapons are defined as, but not limited to rifles, guns, knives, razors, air pistols, karate sticks, metal knuckles, toy or look-alike weapons, cigarette lighters, combustible fluids or materials, chains, or other objects that by the manner in which they are used or are intended to be used, are capable of inflicting harm. For the purpose of this policy, any student who aids, assists, or participates with other students may also be subject to disciplinary action.

## WITHDRAWAL FROM CLASS

Withdrawal from a class is rare and is only permitted with Administrative approval. If it is necessary for a student to withdraw from a class, a "WF" will be recorded on the permanent record with no credit granted and an "F" figured into the GPA. As with schedule changes, a \$25.00 charge **is incurred by the student.** **Student athletes that drop a sports class with receive a "C" as final grade.**

**WITHDRAWAL FROM MOUNT ST. MARY CATHOLIC HIGH SCHOOL**

In order for a student to transfer to another institution, the legal guardian must initiate the action, and the Principal must approve the transfer before records will be released and all financial obligations must be met.

The student must follow procedures outlined in the Student Transfer-Withdrawal form, which is available in the main office of the school. This form must be completed by school officials before the student may officially withdraw and before records will be released. **In addition, all financial obligations must be met before any records will be released.**

*\*\* Information included in this handbook is subject to change. \*\**

## FINANCIAL

### FACTS TUITION MANAGEMENT PROGRAM

All families except those that make full payment in advance are required to participate in the FACTS Tuition Management program. Tuition will be collected on a 12 month or 10 month basis.

### FEES AND TUITION

Fees and tuition payments for Mount St. Mary Catholic High School are set annually by the Board of Trustees. Enrollment in Mount St. Mary Catholic High School is not considered complete until the registration fee, enrollment forms, and the tuition agreement have been received by the business office. (BOT #F-1)

### INCOMING 9th GRADERS

- At enrollment time, if a potential student's family is not current with the elementary school, MSM will not accept official documents until family is current.
- If full tuition is not completely paid to the elementary school, MSM will not allow potential student to attend classes.

### DELINQUENT ACCOUNTS

*Because Mount St. Mary Catholic High School is a learning environment where personal responsibility is valued and taught, the board of trustees, at the recommendation of the finance committee, annually determines policy to deal with delinquent financial accounts. Should an account be delinquent beyond thirty (30) days, a student may be asked to leave school and records and transcripts held until payment is received. If arrangements have not been made for msm to be paid the delinquent accounts, the school may turn them over to a collection agency.*

**No senior will receive his/her diploma or a final transcript until all financial obligations are met. No siblings will be admitted to The Mount until prior financial obligations are met.** In the event of a financial obligation:

1. No records will be released.
2. Access to PowerSchool is locked.
3. If after an extended period of time arrangements have not been made for MSM to be paid for tuition and fees that are in arrears, the school will turn over all financial obligations to a collection agency.

Extenuating circumstances can always be discussed with the Administration should such a need arise.

### WORK GRANT PROGRAM

A Work Grant Program is provided for families qualifying for tuition assistance. Information on the Work Grant Program may be obtained from the Financial Officer. In the event a student is dismissed from The Mount or withdraws from The Mount, Work Grant awards will not be reimbursed to the student and/or family.

**\*\* Information included in this handbook is subject to change.**

## COUNSELING AND GUIDANCE PROGRAM PLAN

### General Introduction

Mount St. Mary Catholic High School has a rich history of providing fine academics, highly qualified faculty and staff, a multitude of extra-curricular activities and many community service deeds performed in our Catholic college preparatory academy.

We expect our students to meet the goals that they have set for themselves and realize that each journey begins with the first step. Our Mount St. Mary students will hopefully be able to benefit from everything our school has to offer by becoming active learners in the process with our abundance of programs established and currently available. Let's make each school year a memorable one taking pride in our academic, spiritual and personal enrichment.

### GUIDANCE CURRICULUM OVERVIEW

#### 1. Consultation/Referral

The counselor serves as a consultant to teachers and a resource for parents who desire assistance with issues regarding the welfare of their child. Students are encouraged to schedule an appointment to speak to the counselor for necessary guidance. The school counselor at times may serve as a mediator or liaison in meetings between school personnel, students and parents. Lastly, the school counselor evaluates the need for supplementary services; she or he will make an appropriate referral if necessary. We provide referrals to highly trusted and valuable institutions within our community.

#### 2. Social Interest/ Student Issues

The school counselor's number one priority is to be an advocate for students. The counselor operates as a motivator that encourages a climate of cultural unity and social responsibility. The counselor is able to present many prevention activities and operate effectively in times of intervention. The counselor provides brief individual counseling and some group counseling situations pertaining to academic related issues student may periodically encounter.

#### 3. Testing/Assessment Methods

The school counselor is considered the chief test coordinator who prepares students to excel to their full capacity on pertinent tests. The school counselor is responsible for the coordinating, compiling, proctoring and offering explanation of standardized tests mandated for the state and nationally. The counselor is able to adhere to appropriate testing guidelines, interpret test results and compile information utilizing results for school improvement plans.

#### 4. Career Preparation/Development

The school counselor will assist students in the development of a plan of study. Students will be given the opportunity to explore varying career fields, job shadow, and attend college sponsored events. The counselor will guide students in creating a high school schedule of classes that will correspond with post-secondary endeavors.

### PROGRAM GOALS

**Program Goal #1:** Enhance the students' academic development.

#### ACTIVITIES

1. Coordinate specialized testing (ASVAB, ACT, SAT, PSAT, ASPIRE, PSAT9, PRACT).
2. Formulate a master schedule to ensure that curricular offerings satisfy graduation and state requirements as well as college curricular requirements. Inform freshmen and sophomores of Oklahoma's Promise (formerly OHLAP) requirements.
3. Consult with students regarding course selections, placement, and educational planning.
4. Work with parents and teachers to identify at-risk students and provide for their special needs

through the Student Assistance Program.

5. Work with teachers and parents of gifted students to identify and provide for their special needs through Honors, Pre-AP and AP courses.
6. Communicate with parents regarding student progress and achievement.
7. Establish and maintain effective communication between school, parents, and community.

**Program Goal #2:** Assist students with their career development.

#### ACTIVITIES

1. Promote awareness of personal interest and preferences as they relate to the world of work.
2. Explore and evaluate personal interests and aptitudes through interest inventories.
3. Provide individual guidance to those students with special needs who may have limited career choices.
4. Provide parents and community with information relating to academic and career choices and on-going educational opportunities.

**PROGRAM GOAL #3:** Increase the students' personal and social development.

#### ACTIVITIES

1. Work individually with students experiencing personal problems.
2. Counsel individual students unable to conform to the school environment or classroom expectations.
3. Provide individual or group guidance activities regarding peer relationships, family relationships, divorce, self-esteem, and positive self-image.
4. Provide individual or group guidance activities concerning social problems such as substance use and abuse, suicide ideation, eating disorders, self-mutilation, mental and emotional health, and personal health.
5. Make appropriate referrals to other specialized persons, clinics and agencies in the community in reference to students at-risk.

## COLLEGE AND CAREER PLACEMENT

- Develop a Counselor's Corner on the school web site to disseminate scholarship and college information, so students as well as parents can keep abreast of current information and due dates.
- Make the requirements for each major at Oklahoma colleges available to students to see what courses are required, so they can plan their high school classes to meet these requirements. Consult with students regarding course selections, placement, and educational planning.
- Promote College & Career Days available for juniors and seniors at local colleges and universities. Provide students with information and services offered by our school and outside agencies/ resources. Make juniors and seniors aware of the opportunity for 2 excused absences per year during their College Days visits.
- Provide opportunities for college, career and military personnel to set up booths or conduct meetings designed to inform students about college and/or career opportunities.
- Let students know about Letters of Recommendation availability and requirements. Provide students with information about résumés and filling out applications for scholarships and employment.
- Make *Occupational Outlook Handbook* from the U.S. Department of Labor available to all students to receive career information. Go to [www.bls.gov/oco/](http://www.bls.gov/oco/)
- Provide information about careers in the military by making ASVAB and the book *Military Careers* available to all students. Go to [www.militarycareers.com](http://www.militarycareers.com)
- Establish rapport with area recruiters and provide them time to meet with students.
- Provide students with interest inventories to help them with career decisions. Use ASVAB scores for career exploration. Use the PLAN test to understand the world of work and how it relates to our students.
- Develop strategies for career exploration and decision-making.

## Testing

- **ACT** (American College Test) is required for acceptance by most colleges and universities in Oklahoma. The acceptable ACT score is 24 for the University of Oklahoma, whereas Oklahoma State University requires a 23. Most other colleges and universities in Oklahoma require a 19. All Mount St. Mary students are required to take the ACT.
- **SAT** (Scholastic Aptitude Test) is generally not required by Oklahoma colleges and universities, but is necessary for many students planning on attending school outside of Oklahoma. All Mount St. Mary students are required to take the SAT test.
- **PSAT** (Preliminary Scholastic Assessment Test) is available for students. All juniors, sophomores and freshmen are required to take the PSAT9.
- **ASVAB** (Armed Services Vocational Aptitude Battery) is an aptitude test that is administered by trained test administrators from the Federal Government. Mount Saint Mary High School makes the decision about when and where the ASVAB will be given. The ASVAB takes about 3 hours and is free of charge to the school and students. Scores will be provided and explained by the same group. Students also receive a copy of *Exploring Careers: The ASVAB Career Exploration Guide*.

## ATHLETIC HANDBOOK

In order to participate fully in the athletic program of Mount St. Mary High School, it is important that the following guidelines are understood and followed. We ask that not only the prospective athletes read these pages, but also the parents so that cooperation of the parents and the school will be maximized.

### EXPECTATIONS OF AN ATHLETE

1. An athlete must strive to be a good citizen of the school and community.
2. Athletes are expected to conduct themselves as Christian ladies and gentlemen.
3. An athlete should be conscious of the fact that his or her conduct reflects on the school, the team, and the Athletic Department. Detrimental conduct could lead to suspension.
4. Athletes should be leaders and help to foster good conduct. They should show respect to fellow students, faculty members, administration, game officials, opposing players, coaches, and fans.
5. Athletes will maintain proper standards of behavior in class, on the school grounds, and during any athletic competition.
6. Athletes must observe school policy concerning attendance.
7. With the intent to promote team uniformity, athletes will observe good grooming habits, and will not call undue attention to themselves by their physical appearance.
8. On game day, all athletes will dress up according to the guidelines established by the head coach in each sport, meeting with the approval of the Athletic Director and Principal. In this way, they will show pride in themselves, their sport, and their school.
9. Athletes will travel to and from all contests in transportation provided by the school. On occasion, an athlete may be released to his or her parent(s), provided the parent receives this release from the coach.
10. An athlete on suspension by the school is also suspended from any athletic contests until reinstated by the school and cleared by the administration. The consequence of any suspension is at the discretion of each coach.
11. Athletes must attend all practices unless excused by the coach or unless he/she is absent from school.
12. Practice will be held every school day unless otherwise notified. Holiday practice schedules will be released for appropriate seasons.
13. No athlete may leave practice unless released by the coach.
14. The coach will designate proper practice attire.
15. The consequence of being tardy will be dealt with at the discretion of each coach.
16. Locker rooms will be treated with respect and kept clean. Gear will be stored properly and properly cared for during the season.
17. Proper care and respect for facilities should be given when playing at another school.
18. Athletes are responsible for all equipment and uniforms issued to them.
19. All equipment and uniforms must be returned to the coach clean and in proper condition at the end of the season or upon athlete's leaving the school or team. All equipment and uniforms must be turned in prior to the athlete going to their next sport.
20. All equipment and uniforms not returned or in unusable condition will be paid for by the athlete to whom the equipment was originally checked out.
21. Athletes will not use tobacco in any form, which includes smoking, chewing, and dipping at any time.
22. Athletes will not use any type of drug or alcohol at any time.
23. The infraction of these rules carries with it the immediate suspension or dismissal from the team, depending upon the discretion of the head coach.
24. If the infraction of these rules occurs during school time or at a school-sponsored event, the Drug and Alcohol Policy of Mount St. Mary High School shall also be applied by the administration.

### Eligibility

According to the Oklahoma Secondary Schools Athletic Association (OSSAA), the following guidelines are

set:

### **RULE 1 - AGE, PHYSICIAN AND PARENTS' CERTIFICATE**

**Section 1:** Any student who reaches his/her nineteenth birthday before Sept. 1 will not be eligible for athletic competition. **Non-athletics:** Any student who reaches his twenty-first birthday before September 1 will not be eligible.

**Section 2:** No student shall be eligible to represent his/her school in athletics until there is on file with the principal a physical examination and parental consent certificate. The form used shall contain the information on the standard OSSAA form. Other forms may be utilized, by the physician, physician's assistant, or the advanced practice nurse, if the information contained is compliant with the information on the OSSAA form. Any other information, depicting the athlete's previous history, can be added to this form for the purpose of clearance for athletic participation. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations. Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the pupil participates in any organized athletic practice session including contest participation.

### **RULE 2 - ATTENDANCE**

A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.

### **RULE 3 - SCHOLASTIC ELIGIBILITY**

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs.

#### **Section 1. SEMESTER GRADES**

- a. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. For block schedules that offer 8 or more credits during an 18-week grading period, a student must earn 6 credits counted toward graduation during that 18-week grading period.
- b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

#### **Section 2. STUDENT ELIGIBILITY DURING A SEMESTER**

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### **Section 3. SPECIAL PROVISIONS**

- a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work at the end of the semester.
- c. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.

### **Section 4. SPECIAL EDUCATION STUDENTS**

Special who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, be accepted as eligible under this rule.

## **RULE 4 - CONDUCT OF STUDENTS**

### **Section 1.**

- a. A student who is under discipline or who is suspended from school or an activity shall be ineligible until reinstated by the school principal.
- b. A student who is disqualified during a game or contest because of a flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal. It is recommended that a disqualified student forfeit the right to participate in at least one contest before he/she is reinstated by the principal. A student whose flagrant or unsportsmanlike conduct consists of fighting, cursing or using foul language toward a game official will be automatically suspended from participating in a minimum of the next two regularly scheduled games or contests on the same level of competition that his/her team plays. Fighting is defined, but is not limited to, any player or non-player (bench personnel) striking an opponent with arm(s), leg(s), foot (feet), or other object(s), attempting to strike an opponent with arm(s), leg(s), foot (feet), or other object(s) regardless if there is contact with an opponent, biting, or instigating a fight by committing an act(s) that causes an opponent to retaliate by fighting related to an OSSAA sponsored activity in which the players and non-players are participating. A player or non-player who retaliates by fighting is in violation of the fighting rule. The fighting rule will apply to pre-contest and post-contest sponsored activities. It is mandatory that all head coaches remind his/her team that fighting during the post game hand shaking ceremonies or conducting themselves in an unsportsmanlike manner after the game will be severely penalized. The head coach and team will be subject to additional suspension penalties beyond the normal penalties imposed on fighting and unsportsmanlike acts that occur during the contest. Injuries have occurred because of fans climbing over walls and fences, being trampled, or partaking in dog-pile celebrations, etc., at the conclusion of a contest. The celebration by fans, players, or coaches acting in an unsportsmanlike manner (example: pouring water on the coach) after a contest will result in possible penalties imposed against the school. School administrators should be aware that if their student body and fans come onto the playing area after a contest, penalties may be imposed.

Any substitute or team member, who leaves the team bench (football player leaving the team box, baseball or softball player leaving the dugout, basketball player or wrestler leaving the team bench, etc.) and enters the playing area during a fight or any other serious unsportsmanlike act, shall be ejected. Those players or team members identified by game officials, school administrators, or videotape will be suspended a minimum of one game if they were not involved in the altercation and a minimum of two games if they were involved in the altercation. This rule applies to both regular season and play-off games. The suspension applies to individuals/teams on the same level of competition; i.e., varsity to a varsity game, junior varsity to a junior varsity game, etc. Any additional penalties by the National Federation Rule Book and the OSSAA Rules and Regulations Handbook would also apply. The rule would apply to all OSSAA sponsored activities. Any student involved directly or indirectly for fighting or

any other serious unsportsmanlike act a second time during the season shall be suspended for the remainder of the season.

c. Students ineligible under (a) or (b) are not eligible until reinstated by the principal after the minimum penalty is enforced.

d. A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Secretary for review with the Board of Directors.

e. If a student who is ineligible under (a) or (b) transfers, the principal shall notify the principal of the receiving school (School Law, Section 488.3). The receiving school must require an OSSAA New Student Form (OSSAA Rule 9) to ensure compliance with this section.

f. Any student currently suspended from an activity or expelled from school who enrolls in another school will be ineligible for the duration of the original suspension or expulsion or until reinstated by the OSSAA Board of Directors.

## **Section 2.**

No person shall enter a contest under an assumed name.

## **Section 3.**

Any pupil who is a member of a gang, or secret society in violation of the State Law of Oklahoma is not eligible. Any school violating this rule will be subject to suspension for a period of one year.

## **Participation**

According to the Oklahoma Secondary Schools Athletic Association (OSSAA), the following guidelines are set:

### **RULE 7 - PARTICIPATION**

#### **Section 1.**

a. A student shall not be eligible after attending eight semesters in grades nine through twelve. Attendance for part of fifteen separate days or participation in an interscholastic contest during a semester shall be regarded as a semester under this rule.

b. No pupil shall be permitted to participate in interscholastic sports activities during more than four academic years nor shall any student participate during more than three academic years after attending two semesters in the ninth grade.

c. A student shall be considered as having participated when he/she represents his/her school in an interschool game, contest, or meet as a member of the varsity, junior varsity, B team, etc. A student in uniform with his/her team shall be considered as having participated.

d. An interschool scrimmage is considered to be a meet or contest.

#### **Section 2.**

a. A transfer student must be eligible under another state's rules in all areas to be eligible in Oklahoma.

b. A student participating in high school without completing the eighth grade is not legal. Illegal participation subjects the school to penalty and time is deducted from the student's period of eligibility in high school unless previously approved by OSSAA.

#### **Section 3**

Participation in junior high school athletics by students in the ninth grade shall count as one year against the high school period of eligibility. A ninth grade student is to be charged with high school participation if he/she plays on either the junior or senior high team (See Section 1).

#### **Section 4.**

No person who has taken part in any athletics of a school of college standing shall be eligible to be a member of any athletic team in this Association: junior colleges, normal and technical schools being included in schools of college standing. Any schools regularly competing with colleges shall be considered schools of college standing.

#### **Section 5.**

After a student participates as a representative of a school in an elimination game or contest of a championship series sponsored by the Association, he/she will not be eligible to compete in that series of games or contests as a representative of any other school.

#### **Section 6.**

a. Illegal participation shall require a student to deduct at least an equal amount of participation once the

student becomes eligible.

- b. In addition to the above, the Mount St. Mary High School Athletic Department has the following guidelines concerning participation:

### **MSM Policies**

1. Boys and girls may only participate in the sports specified for them as listed:

<b><u>Boys</u></b>	<b><u>Girls</u></b>
Cross Country	Cross Country
Football	Volleyball
Basketball	Softball
Baseball	Cheerleading
Soccer	Basketball
Tennis	Soccer
Track	Tennis
Golf	Track
Swim	Golf
	Swim

2. A student may not enter a sport or program after one week of practices has occurred, barring some legitimate extenuating circumstances.
3. An athlete who is participating in one sport or is a Cheerleader and quits may not report to any other sport until that sport has finished its season unless approval is given by the Athletic Director. The student could also earn a "C" for that sport.
4. In order for an athlete to participate in a game, the athlete must be present for one-half of the academic school day. This rule does not include school-sponsored activities.
5. ALL athletes must complete and sign the following MSM paperwork before they will be allowed to participate:
  - a. Permission to Transport
  - b. Code of Conduct
  - c. Insurance Information
  - d. Emergency Medical Form
  - e. Concussion and Head Injury Acknowledgement (pursuant to Oklahoma Statute Section 25-155 of Title 70)
  - f. Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Acknowledgement (pursuant to Senate Bill 239 – Chase Morris Sudden Cardiac Arrest Prevention Act)
  - g. OSSAA Physical Examination and Parental Consent Form
6. **REQUIREMENTS OF LETTER AWARDS**
  - a. The lettering of any player injured or otherwise, is at the discretion of the Coach and the approval of the Athletic Director.
    - b. To earn the MSM Letter, an athlete must:
      - Meet all the eligibility requirements.
      - Participate for the entire season.
      - Exhibit good sportsmanship.
      - Follow all rules.
      - Have regular attendance at practice sessions.

**Athlete-Parent-Guardian Sudden Cardiac Arrest Symptoms  
and Warning Signs Information Sheet  
and Acknowledgement of Receipt and Review Form**

**What is sudden cardiac arrest?**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

**How common is sudden cardiac arrest in the United States?**

While studies have shown sudden cardiac death among young athletes is very uncommon, SCA is the #1 cause of death for student athletes.

**Are there warning signs?**

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting or seizures during exercise;
- unexplained shortness of breath;
- a racing heart;
- dizziness;
- chest pains; or
- extreme fatigue.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

**What are the risks of practicing or playing after experiencing these symptoms?**

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

**Can you screen for cardiac abnormalities?**

The annual sports pre-participation physical examination includes a personal and family health history to screen for symptoms or warning signs of SCA.

An electrocardiogram (ECG) and echocardiogram (ECHO) are noninvasive and painless options. However, these procedures may be expensive and are not currently advised by the American Academy of Pediatrics and the American College of Cardiology unless the pre-participation examination reveals an indication for these tests.

**Senate Bill 239 – The Chase Morris Sudden Cardiac Arrest Prevention Act (the Act)**

The Act is intended to address any sport sanctioned and offered in grades 7 through 12 by a school district in order to keep student-athletes safe while practicing or playing. The requirements of the act are:

- All student-athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- Schools may also hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, pediatric cardiologists and athletic trainers.
- In order to coach an athletic activity, coaches are required once each year to complete an approved SCA training course offered by a provider approved by the Oklahoma State Department of Health.

**Removal from play/return to play**

- Any student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- Any student who is removed or prevented from participating in an athletic activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a healthcare provider. Health care provider is defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice a health care or healing arts profession or who administers health care in the ordinary course of business (such as a physician, physician assistant, advanced practice nurse, or cardiologist).

## **CONCUSSION/HEAD INJURY FACT SHEET PARENTS/GUARDIAN**

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding”, “getting your bell rung” or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If you child reports any symptoms of a concussion or if you notice any symptoms yourself, seek medical attention right away.

### **WHAT ARE THE SYMPTOMS REPORTED BY ATHLETES?**

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

### **WHAT ARE THE SIGNS OBSERVED BY PARENTS/GUARDIANS?**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Cannot recall events prior to hit or fall
- Cannot recall events after hit or fall

### **HOW CAN I HELP MY CHILD PREVENT A CONCUSSION**

- Ensure they follow
- Make sure they use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards – IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)
- Learn the sign and symptoms of a concussion.

***IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!!***

See also [MSM Concussion Management Policy](#).

## HEAT ILLNESS POLICY

See [MSM Heat Illness Policy](#) document.

## GUIDELINES FOR THE ACCEPTABLE USE OF COMPUTERS AND TECHNOLOGY

We are pleased to offer students of Mount Saint Mary High School (The Mount) access to a variety of technology resources, including internet access and Chromebooks. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of educational resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their student(s) should follow when using media and information sources. The Mount will make every effort to protect all users from any misuses or abuses of the information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Students who use school property (not limited to devices and/ or internet access) in an illegal manner will be referred to local authorities.

Listed below are the provisions of this contract. If any users violate these provisions, access to the information service may be denied and the user may be subject to disciplinary and/or legal action.

### INTERNET RULES

1. The internet is to be used for scholarly research and productivity. The Mount reserves the right to monitor the internet usage of all students through specialized software reporting as well as other means available to teachers and administration. Because the Chromebook is property of The Mount, all activity on the Chromebook is monitored, whether the student is on or off campus.
2. The basic standard of behavior when using an electronic resource is the same standard of behavior that is outlined in the Mount Saint Mary High School Student Handbook. General school rules for behavior apply. Individual users of the internet are responsible for their behavior and communications over the internet. It is presumed that users will comply with school standards and will honor agreements they have signed.
3. Student use of the internet must be in support of education and research and consistent with the educational objectives of Mount Saint Mary High School. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material by trade secret.
4. Access to the internet is given to students who agree to act in a considerate and responsible manner. The individual user is personally responsible for this provision at all times when using the electronic service.
5. Use of the school's computing resources for non-school related activities will not be allowed.
6. Within reason and in keeping with Mount Saint Mary High School philosophy and guidelines, freedom of speech and access of information will be honored. During school hours, teachers will guide students toward appropriate materials.
7. No computer programs (executables), mp3's, pornography, or copyrighted material may be distributed over the network. This rule also prohibits sending files through email. Students should not download copyrighted MP3's or non-shareware programs, games, and/or any programs not supported by Mount Saint Mary High School.
8. Attempts to circumvent, impede, or dismantle security measures or filtering services may result in disciplinary action and/or the loss of internet privileges.
9. The Mount makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Mount will not be responsible for any damages the user suffers while on this system. These damages include loss of data as a result of delays, non-deliveries, missed deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The Mount specifically denies any

responsibility for the accuracy of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

## PRIVILEGES

1. Access to the electronic information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Access entails responsibility. School Administration will decide what is appropriate use and the Administration's decision will be final. The Administration may close an account at any time if necessary. Staff of The Mount may request that the school Administration deny, revoke, or suspend specific user accounts.
2. Every student will be issued a username and password and an internal school email account. Teachers and school officials who need to communicate with the student will use this account. Students are reminded to check their school email accounts.

## NETWORK ETIQUETTE

- All users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:
- BE POLITE. Communications on the network are often public in nature. General school rules for communications apply. Do not get abusive.
- USE APPROPRIATE LANGUAGE AND/OR GRAPHICS. Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language, and/or graphics. Illegal activities of any kind are strictly forbidden.
- HARASSMENT. Harassing, insulting, or attacking others will not be tolerated.
- BULK EMAILS. Bulk emails should not be sent. This includes chain letters, advertisements, or any other messages that includes many different recipients without their consent. Any email being sent to the entire school or entire class must be approved beforehand by school administration.
- PRIVACY. Do not reveal your home address or personal phone numbers of yourself, students or colleagues.
- DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others. Users shall not play games or use the computer resources for non-academic activities. Likewise, students may not download large files over the internet.
- VANDALISM. Vandalism is defined as any malicious attempt to harm or destroy the equipment and/or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism may result in the loss of computer services, disciplinary action, and legal referral.

## TIPS TO REMEMBER:

- Only post things you would want everyone to know. Ask yourself – “Is this something I want everyone to see?”
- Do not share personal information – “Could someone find me with this information?”
- Think before you post – “What could be the consequences of this post?”
- Know who you're communicating with – “Who is going to see this and how are they going to interpret my words?”
- Consider your audience – “Do I have a good reason/purpose to do this?”
- Know how to give constructive feedback – “What will I cause by writing this post?”
- Treat other people the way you want to be treated – “Would I want someone to say this to me?”
- Use appropriate language and proper grammar and spelling – “Would I want this post to be graded?”
- Only post information that you can verify is true – “Is this inappropriate, immature, or bullying?”

## SECURITY

1. **SECURITY.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the System Administrator at once. Never demonstrate the problem to other users. Never use another individual's account. Likewise, never share information about your account with another user. Any user identified as a security risk will be denied access to the information system. The school reserves the right to institute additional disciplinary consequences or monetary fines should it be deemed necessary.
2. **STORAGE.** Computer storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on computers or school file servers will always be private.

## PRIVACY

1. **PRIVACY.** The computers are the property of Mount Saint Mary High School. Additionally, the school retains the right to look at a student's documents or email if there is a reasonable suspicion that the computer is being used inappropriately or dishonorably.
2. Mount Saint Mary High School has a strong Acceptable Use Policy for computer work done while a student is at school or participating in a school function, a policy which monitors all computer use from the school campus or communications related to school classes or activities done from any school computer.
3. Mount Saint Mary High School sometimes does become involved in student internet use issues that have happened using computers off the school campus and outside of school time in the following situations:
  - a. The school becomes aware of slanderous, hurtful, harassing comments in student communication about another individual, especially one in the Mount Saint Mary High School community. Fundamentally, such conduct is unlawful and unethical.
  - b. The school becomes aware of improper communication between personnel and students or parents. Interactions between personnel and students or parents must all happen within the jurisdiction of monitored and supervised resources, such as email.
  - c. The school becomes aware of unethical or illegal activity in which a student might have been involved through an electronic source. In such cases, usually the school administrators meet with the student's parents, provided the claim appears viable.
  - d. Mount Saint Mary High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the students to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.
  - e. Mount Saint Mary High School does not, however, actively monitor student use of technology (internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

## PERSONAL WEBSITES AND BLOGS

Students who develop and maintain personal websites and/or blogs, including but not limited to social media sites, and who identify themselves at students at MSM must keep in mind they are representing the school in a public forum. Any personal site which contains the name and identity of the school must not contain personal information about the student, inappropriate images or vulgar language which would contradict the values of the school as stated in the school's mission statement. The following recommendations are made to students with personal websites and/or blogs:

- Since websites/blogs are available to anyone at any time, a student should not post personal information that he/she does not want everyone to see and be aware of, including parents, college recruiters, and strangers.

- Whenever possible, students are encouraged to use a privacy feature that ensures that only those people whom the student approves may have access to the website.
- Students are advised to be very careful about taking surveys which ask them to reveal personal details about the student's personal life that should not be information available to the entire public at large. Mount Saint Mary High School encourages all students to use the internet for its educational potential, but to be very careful of its many traps and opportunities for unhealthy and dangerous activity. We are concerned about the safety and reputation of all our students. When inappropriate websites and/or blogs created and maintained by MSM students mention the school's name and/or use a school logo, the school can and must hold the student responsible for its content. The school may take the following actions:
  1. Call the student in for a conference to request that he/she modify the website/blog and/or take the school's name and/or logo off of the website.
  2. Communicate with the student's parents/guardians about any inappropriate material on a student's website/blog.
  3. If the student will not cooperate with the school administration as to making the website/blog free of anything that would cause harm to the student and their reputation and/or the reputation of the school, disciplinary action will be taken until compliance is heeded.

## CHROMEBOOKS

### Receiving Your Chromebook

Students along with a parent or guardian are required to attend an orientation meeting and sign the MSM Acceptable Use of Technology Policy before the student will receive their Chromebook and charge the first time.

Each school year, students and parents must renew their agreement to the MSM Acceptable Use of Technology Agreement.

### Summer Procedure

- Students who have a signed contract to attend MSM for the following school year may keep their Chromebook during the summer months.
- If a student decides not to return for the following school year, the Chromebook and charger will be returned to Library Media Center by the end of the last day of school.
- Students who determine over the summer months that they will not return as an MSM student must return the Chromebook and charger immediately.

### Returning Your Chromebook

- Chromebooks and chargers must be returned in good working condition with no physical damage.
- Students who will not return to MSM the following school year must return their Chromebook and charger immediately after the last final is completed. Chromebooks may be turned in early if you are finished with its use.
- If the Chromebook and charger are not turned in on time, grades will be held until it is returned.

### Taking Care of your Chromebook

- Chromebooks must be stored and carried in an appropriate case designed for laptop computers.
- No stickers or permanent markings may be placed on the Chromebook. "Skins" may be used as long as they are fully removed before returning the Chromebook.

- Do not use any liquids when cleaning the Chromebook. Screens may be cleaned with a lint-free cloth. Do not use water, window or household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasive to clean the Chromebook.
- You may not alter the operating system in any way.
- Chromebooks have a unique identification number and can be located remotely. Modifying the identification number, identification labels, or the locating system in any way violates the Acceptable Use Agreement and is grounds for disciplinary action.
- You may not remove required apps that have been added to the Chromebook by MSM.
- Never leave your Chromebook unattended or in an environment that is not temperature controlled (e.g. your car).
- Do not allow anyone other than your parents use your Chromebook.
- Never eat or drink around your Chromebook.
- Charge your Chromebook nightly. This is your responsibility. There may not be opportunity to plug in your Chromebook in classrooms.
- DO NOT contact Dell Computers for repairs or other questions. Please address all concerns with the Library Media Specialist.

### **Using a Chromebook at School**

- You are expected to arrive at school with your fully charged Chromebook every day.
- It is up to the teacher's discretion when the Chromebooks are allowed to be used during class and for what purpose.
- There are no Chromebooks that can be checked out if you fail to bring yours to school. You are not allowed to use other personal devices (laptops, iPad, cell phone) at school if you do not have your Chromebook. You will be required to turn in your personal device to Administration if brought to school. The device will be returned to the student's parent.

### **Personalizing Your Chromebook**

- NO stickers or permanent markings.
- While personalized screensavers and background are permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate or threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.
- Only apps from the Chromebook Web Store may be downloaded.

### **Network Connectivity**

- The Chromebook is a device provided for educational use. The *GoGuardian* internet filter will be active at all times, even when using wifi not on the MSM campus. Attempting to circumvent the filter is violation of the Acceptable Use Agreement and is subject to disciplinary action.
- While MSM makes every effort to protect students from viewing inappropriate material from the internet, it is ultimately the responsibility of the parents or guardians of students to set and convey standards that their children should follow when using electronic resources like the internet.
- MSM makes no guarantee that the school's network will be running 100% of the time. In the case that the network goes down, MSM is not responsible for lost or missing data.

### **Expectation of Privacy**

- You should have no expectation of privacy in the connection with use of the Chromebook. Network supervision and security may require monitoring of use of the Chromebooks. Additionally, teachers have software that allows monitoring of Chromebook activity while students are in class.

## Security

- You have been issued a username and password. You are strongly encouraged to change your password. Select a password that is easy to remember and **DO NOT SHARE YOUR PASSWORD** with anyone.
- Passwords may be reset if needed by trained teachers.

## Chromebook Camera

- Your Chromebook is equipped with both camera and video capabilities. You must ask permission of anyone whom you wish to photograph.
- Images cannot be displayed publicly without ensuring that all who appear in the image have a signed Release of Information form on file.

## Repairing or Replacing a Chromebook

- Each Chromebook is covered by an insurance policy that includes coverage of accidents, theft and loss.
- Students who need to have a Chromebook repaired or replaced need to see the Library Media Specialist.
- In the event that a Chromebook is lost or stolen, MSM may deploy location software that may aid in recovering the Chromebook.
- Failure to report a lost or stolen Chromebook in a timely manner may result in a fee equal to full replacement value of the Chromebook.
- Chromebooks that need repaired or replaced are subject to the following deductible schedule:
  - 1st repair/replacement \$25
  - 2nd repair/replacement \$75
  - 3rd or more repair/replacement replacement value
- Replacement chargers cost \$25.

## Guidelines for Creating a Secure Password

1. Think of a sentence that is meaningful to you.
2. Remove spaces and intentionally abbreviate or misspell words.
3. Capitalize some of the letters, in random locations.
4. Replace some letters with characters.
5. Avoid using personal information such as your birth date or social security number.
6. Do not use letters or numbers in sequence (e.g. 1234 or abcd).
7. Do not use dictionary words in any language, including spelling it backwards or using common misspellings or substitutions.

## MOUNT ST. MARY CATHOLIC HIGH SCHOOL 2020-2021 CALENDAR

August 18 — Freshman Orientation  
August 19 — First Day of Classes  
September 7 — Labor Day Holiday  
September 25 — Fall Archdiocesan In-Service  
October 16— Fall Break  
October 19 — Cyber Day  
November 23-27 — Thanksgiving Break  
December 18 — End of 1st Semester  
December 21 -January 4 — Christmas Break  
January 5 — Classes Resume  
February 15 — Spring Archdiocesan In-Service  
March 15-19 — Spring Break  
April 5 — Easter Monday Holiday  
May 16 — Baccalaureate  
May 18 — Graduation  
May 26-20 — Last Day of School

*\*Above dates subject to change*

## BELL SCHEDULES

### DAILY BELL SCHEDULE

<u>First Lunch Group</u>		<u>Second Lunch Group</u>	
8:00 - 9:25	1A/1B	8:00 - 9:25	1A/1B
9:30 - 10:50	2A/2B	9:30 - 10:50	2A/2B
10:50 - 11:30	LUNCH	10:55 - 12:15	3A/3B
11:35 - 12:55	3A/3B	12:15 - 12:55	LUNCH
1:00 - 1:45	Academic Period	1:00 - 1:45	Academic Period
1:50 - 3:10	4A/4B	1:50 - 3:10	4A/4B

### PD MONDAY BELL SCHEDULE

<u>First Lunch Group</u>		<u>Second Lunch Group</u>	
8:30 - 9:55	1A/1B	8:30 - 9:55	1A/1B
10:00 - 11:25	2A/2B	10:00 - 11:25	2A/2B
11:25 - 12:10	LUNCH	11:30 - 12:55	3A/3B
12:15 - 1:40	3A/3B	12:55 - 1:40	LUNCH
1:45 - 3:10	4A/4B	1:45 - 3:10	4A/4B

### SHORTENED BELL SCHEDULE

<u>First Lunch Group</u>		<u>Second Lunch Group</u>	
8:00 - 9:20	1A/1B	8:00 - 9:20	1A/1B
9:25 - 10:45	2A/2B	9:25 - 10:45	2A/2B
10:45 - 11:25	LUNCH	10:45 - 12:10	3A/3B
11:30 - 12:50	3A/3B	12:10 - 12:50	LUNCH
12:55 - 2:10	4A/4B	12:55 - 2:10	4A/4B
2:15 - 3:10	Assembly	2:15 - 3:10	Assembly

### MASS BELL SCHEDULE

<u>One Lunch Group</u>	
8:00 - 9:15	1A/1B
9:20 - 10:30	2A/2B
10:35 - 10:40	Academic Period
10:45 - 11:45	MASS
11:50 - 12:40	LUNCH
12:45 - 1:55	3A/3B
2:00 - 3:10	4A/4B

## **MSM FIGHT SONG**

There they go again tonight  
What a team  
They're the ROCKETS!

R-O-C-K-E-T-S

You'll hear everybody say  
Better get on the ball with the ROCKETS!

R-O-C-K-E-T-S

Make that touchdown (basket) play again  
See them running up the scoreboard.  
We'll be winning all the way  
All the Way!  
With the great St. Mary's ROCKETS!

RAH! RAH!  
RAH! RAH! RAH!  
Great St. Mary's ROCKETS! RAH!

## **MSM ALMA MATER**

Hail to thee O dear St. Mary's  
With your white and blue

To our loyal alma mater  
We'll always be true.

Let the chorus lead us onward  
While our colors fly

White and blue we'll always love you  
Hail to St. Mary's High  
RAH! RAH! RAH

## SUSCIPE OF CATHERINE MCAULEY

My God, I am yours for time and eternity. Teach me to cast myself entirely into the arms of your loving providence, with the most lively, unlimited confidence in your compassionate, tender pity.

Grant me, O most merciful Redeemer, that whatever you ordain or permit may be acceptable to me.

Take from my heart all painful anxiety; suffer nothing to sadden me but sin, nothing to delight me but the hope of coming to the possession of you, my God and my all, in your everlasting kingdom. Amen.

## GO MAKE DISCIPLES

Gracious and merciful God, we pray that through the Holy Spirit all Catholics may hear the call of the New Evangelization and seek a deeper relationship with your Son, Jesus.

We pray that the New Evangelization will renew the Church, inspiring all Catholics to “go forth and make disciples of all nations” and transform society through the power of the Gospel.

We pray for all members of the Church, that we heed the words of Christ—“do not be afraid”—and strengthened by the Holy Spirit’s gift of courage, give witness to the Gospel and share our faith with others.

We pray that we may become like the father of the prodigal son—filled with compassion for our missing brothers and sisters—and run to embrace them upon their return.

We pray that all people yearning to know Christ and the Church may encounter him through the faithful who witness to his love in their lives.

Loving God, our Father, strengthen us to become witnesses to the saving grace of your Son, Jesus, our Lord, who lives and reigns with you, in the unity of the Holy Spirit, one God, for ever and ever. Amen.