



St. Mary's Academy
High School Family Handbook

Policies and Procedures
2020-2021

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Introduction

Welcome to St. Mary's Academy High School. It is a special place - a place where students are encouraged to take risks, challenge themselves, and discover who they are and what is important to them. This is where you will find people to help you succeed. Your advisor, your teachers, your principal, your classmates and friends - everyone here has something to offer and is prepared to support you. It is important for you to remember that the communication of your needs is essential in order to provide that support. All members of the High School faculty are always ready to explain what is confusing and to assist you in making the appropriate choices. Their doors are always open, and you are invited to contact them frequently. As with any healthy community, SMA has a mission, set of beliefs, traditions, policies, and procedures that provide structure and guide interactions. This handbook is meant to inform and clarify the above. Thank you for taking the time to read and understand the contents of this handbook.

*Due to the current COVID-19 pandemic some of our school's typical processes and procedures as outlined in this handbook have been adjusted to ensure the safety of our students, faculty and staff. Please refer to the High School "Readiness to Reopen Plan", accessible on our website at stmarys.academy/sma-2020-21-reopening-plan. This web page remains updated with the most current information pertaining to the 2020-2021 school year. If you have any questions or concerns, please don't hesitate to reach out to High School Principal, Iswari Natarajan, at inatarajan@smanet.org.

MISSION STATEMENT

St. Mary's Academy fosters excellence in each child through academic achievement, spiritual development, and service. The Loretto School Values of faith, community, justice and respect provide the foundation for students to be powerful agents of change.

VISION STATEMENT

Inspiring leaders to act with integrity, seek justice, build community, and change the world.

Diversity, Equity, and Inclusivity

As an independent school in the Catholic tradition, and committed to the Loretto School Values of faith, community, justice, and respect, St. Mary's Academy is committed to diversity in its many forms. Diversity includes the human facets of race, ethnicity, national origin, geography, religion, gender, affectional or sexual orientation, age, physical ability, learning style, and marital, parental or economic status.

St. Mary's Academy affirms the inherent dignity and value of each individual. Our school embraces the distinct identity of each person and helps students to appreciate their own identities and those of others. St. Mary's Academy actively seeks families, faculty, and staff who bring a range of experience to the school.

We believe diversity increases the ability to formulate and nurture ideas and relationships resulting in a school community where all opinions and views are respected.

St. Mary's Academy provides a scholarly learning environment for an educational experience that prepares students to participate in an increasingly complex global society.

We believe that in an inclusive society, developing competency, the will and ability to create authentic and effective relationships across differences, and embrace diversity is crucial to being a responsible and compassionate world citizen.

Beliefs and Assumptions

St. Mary's Academy believes that, as a Catholic, independent school in the Loretto tradition, its mission in the community which it serves is:

To create cooperatively the environment which lays the foundation for life-long learning

... by designing curricular patterns which can foster creativity, imagination, and academic excellence;

... by advancing the students' appreciation of truth, goodness, and beauty;

... by educating students to be agents of change and to analyze the changing character of the world in the light of their personal values and in the face of an open and challenging future;

... by encouraging within students, a free and responsible growth of the intellectual, spiritual, cultural, psychological, social, and physical dimensions of their lives;

... by assisting students to know and to value themselves, to be appreciative of all persons, young and old, to reach out in service to others and to recognize and welcome diversity as a positive force within their future world;

... by modeling through example, atmosphere, and instruction, the religious values which foster mature moral judgment;

... by providing the tools whereby students can become self-activated, life-long learners and listeners;

... by achieving within its student body a diversity characteristic of the larger population.

The underlying belief of St. Mary's Academy is that we offer a values oriented education that emphasizes the dignity of the individual in carrying out these values

... we believe that religion is an essential dimension of the human experience; therefore, we base our educative mission on religious values that are rooted in, but not limited to, those in the Judeo-Christian tradition;

... we believe that each student should be guided to an appreciation of aesthetics, a growth in wisdom, and an understanding of the interconnectedness of all learning;

... we believe that commitment to a diverse community is an essential support for learning;

... we believe in empowering each student to make ethical decisions and to act for the good of the whole community;

... we believe that personal attention given the student increases academic learning and development;

... we respect and encourage differences of learning and teaching styles;

... we believe that each student needs substantive knowledge, the ability to think critically and broad-based skills for success in the present and the future;

... we believe that the curriculum should provide for smooth articulation from one level to another;

... we believe that effectiveness of program demands constant professional re-evaluation.

History

More than 150 years ago, before the Colorado Territory was formed in 1861, a key necessity was missing in Denver: a stable educational experience for the children of families new to the frontier. In 1864, three courageous and selfless Sisters of Loretto traveled by mail coach from their home in Santa Fe, New Mexico to Denver to open St. Mary's Academy. In the introduction to St. Mary's Academy - 150 years, former Colorado State Historian William J. Convery described the founders as transplanting knowledge from the East but also, "tolerance and respect for diversity, and a commitment to justice." SMA conferred the first diploma in the Colorado Territory to Jessie Forshee.

Today the Sisters of Loretto continue a long and vital tradition of education by sponsoring St. Mary's Academy and The Havern School in Denver, Loretto Academy in El Paso, and Nerinx Hall in St. Louis.

Guided by the Loretto School Values, the ethos of St. Mary's Academy is deeply rooted in the spirituality and mission of Loretto. The intangible imprint of Loretto is interwoven into the very fabric of our school where the Loretto School Values of faith, community, justice and respect serve as a touchstone for all aspects of our community.

Every year St. Mary's Academy provides experiences for students, teachers, and administrators to deepen the bond with Loretto and with the other schools. Since 1988 teachers have traveled each spring to the Motherhouse in Kentucky for an intensive weekend immersion in the community's rich history and vibrant mission of today. For almost as many years, high school students from the Loretto schools spend a week of service at the Motherhouse, learn advocacy skills in El Paso and participate in a leadership conference in Denver culminating in a Loretto Leadership Statement to guide their year's work.

As a school dedicated to educating young people to be powerful agents of change, we embrace the Constitutions of the Sisters of Loretto that encourage us to “educate others as well as ourselves to truth, beauty and the ways of peace, in the spirit of Jesus.”

Loretto School Values

Loretto encourages an approach to all life that promotes mutuality, collaboration, and compassion and rejects relationships based on dominance or submission. We embrace the following values:

Faith

Experiencing the enduring love of God, we build hope, foster community, and act in charity and service.

Community

We strive to build interdependent relationships, which are affirming, inclusive, empowering and compassionate.

Justice

We promote change in systems and in relationships that are oppressive.

We work to create systems in which people, especially women are treated fairly and impartially.

Respect

We are open to differences and believe in the potential of each person.

We promote the dignity of each person and protect the sacredness of all creation.

STUDENT LORETTO LEADERSHIP MISSION STATEMENT: JUNE 2019

Developed by student leaders from Loretto Academy, Nerinx Hall and St. Mary’s Academy

We, the Loretto Leaders, believe in our core values of faith, community, justice, and respect. Every day we support and inspire students through these core values by leading by example and advocating for all students. We strive to create an empowered and united student body.

Due to COVID-19 the students were not able to come together to develop an updated Loretto Leadership Mission Statement

Policies and Procedures

ACADEMIC INTEGRITY

Students are expected to conduct themselves in the classroom in accordance with the values and ethics of the St. Mary's Academy Community by exhibiting academic honesty in all aspects of classroom life.

Examples of academic dishonesty:

Plagiarism - Using the work, either intentionally or not intentionally, of another individual, book, magazine, internet, or any other source without giving proper credit for the information used.

Cheating - Using another student's work and copying or using the contents, communicating information about a test or a quiz to another student, using a translator system, or using unauthorized resources.

Prevarication - Stating information that is untrue in coursework such as fabricating lab results, citing sources that were not used, taking credit for a group assignment you did not contribute to, just to name a few.

Resubmission of Work - Taking an assignment that has already been submitted for another class and submitting the information for a different class without consulting a teacher.

If a student does not adhere to the above guidelines, disciplinary action may be taken. In more severe cases, the Discipline Committee will convene to determine further action.

ACADEMIC STANDING

As a school, we are committed to partnering with the student and their family in support of her academic success. St. Mary's Academy has established a four year program of studies intended to support the developmental and academic needs of young women which requires that certain expectations be met in order that students are adequately prepared for college entrance. All students are required to maintain a 2.0 grade point average each semester. Should a student fall below this standard, the appropriate teachers and administrators will convene to develop and implement an appropriate academic support plan.

ACADEMIC SUPPORT

Nearly every High School student encounters some degree of academic difficulty and challenge during their tenure at school. Most difficulties are resolved in context through the academic support provided by classroom teachers during regular class time or outside of class time before or after school or during office hours. Only occasionally would an outside, parent-contracted tutor be recommended and then only in cases of specific remedial needs and after analysis by the learning specialist, teaching team, and principal. Additional resources and support are made available to students with professionally diagnosed learning disabilities wherever compatibility exists between the prescribed accommodations and St. Mary's Academy's program.

When a student is unable to find academic success and demonstrate her knowledge over time, considerable communication will take place between school and home to discover and implement strategies and solutions.

Academic Accommodations for Students with Learning Disabilities - Students with professionally identified learning disabilities have and do thrive in SMA's High School's academic program. Keys to success include the student's determination and commitment, the family's support of the student, and collaboration with the faculty. The High School has a part-time learning specialist to assist in the support of students with learning disabilities. In this role, the learning specialist will assist in the design and implementation of classroom accommodations in consultation with the family, educational evaluator, and classroom teachers. Accommodation plans are individually developed and may include extra time on tests, specific seating, oral testing and use of assistive technology, etc. The learning specialist can also help the family find an appropriate learning specialist or tutor if more support is necessary.

Educational Evaluations and Testing – Families applying to SMA are encouraged to share during the application process any educational testing their student may have completed. If testing has been completed in between the time of application and the time the student starts in the High School, please forward the testing to the High School learning specialist. Occasionally, if no testing exists, the High School recommends educational testing when the student notes academic struggles that are ongoing or outside of the developmental norm. A recommendation for educational testing comes from the Principal of the High School or the High School learning specialist in conference with the student and parents.

Academic Accommodations for Special Circumstances – Academic accommodation plans are also developed for students with chronic medical conditions or other special circumstances such as for students for whom English is a second language.

ADVANCED PLACEMENT COURSES

Advanced Placement courses are offered to provide students with an opportunity to earn college credit. Advanced Placement courses normally require prerequisite summer reading and preparation, and students who fail to complete such prerequisites by the first day of class will not participate in the course. Students should discuss their AP enrollment with the teacher prior to the start of the course. Students in Advanced Placement courses are required to take the AP exams.

ALCOHOL, DRUG, AND NICOTINE USE

The use, possession, and /or distribution of drugs including alcohol or nicotine is illegal according to Colorado state law and is strictly prohibited on the SMA campus, within 100 feet of the campus boundaries, and at the site of any SMA sponsored event, whether on or off campus. If a student does not adhere to our school guidelines, the Discipline Committee will convene to determine disciplinary action, which may include expulsion.

ATHLETICS

St. Mary's Academy High School Athletics Wildcat Mission:

SMA Athletics has a strong history of providing educational athletics founded on the Loretto School Values of faith, community, justice, and respect. Student-athletes develop leadership skills while experiencing personal growth in a competitive athletic learning environment. The Athletics Department

works diligently to foster a culture of acceptance, self-advocacy, and healthy competition. The St. Mary's Academy athletics program is integral and connected to the holistic experience of each student-athlete, building a sense of community and pride while competing as a wildcat student-athlete. SMA athletic participation is designed to challenge students to be empowered, successful young women and active participants in the overall life of the school.

The Participant will:

- Demonstrate responsibility by being on time for and attending all practices and performances.
- Be respectful to yourself and others through your words and actions.
- Be a team player by giving your best effort consistently and encouraging the efforts of others.
- Strive to learn and grow and take pride in improvement and effort.
- Represent yourself, your team or activity, and St. Mary's Academy with pride, exemplary behavior, and your best effort.
- Seek to appropriately clarify what you don't understand, be proactive in solving problems, and ask for help when you need it.
- Learn to lead and to support. The sum of the effort of the group is greater than any individual contribution.
- Follow all St. Mary's Academy rules as stated in the student handbook.

Use and possession of alcohol, illegal drugs and nicotine in any form is illegal for minors and a violation of Academy rules. Use or possession of alcohol, illegal drugs or nicotine in any form will jeopardize your participation in any activity.

ATHLETICS & ACTIVITIES ELIGIBILITY

SMA applies the academic eligibility guidelines of the Colorado High School Activities Association (CHSAA). Under the current academic schedule format, in order to participate in athletics or activities, SMA high school students must be enrolled in at least three classes for a total of 2.5 credits each term and must have passed three classes during the previous term.

As required by CHSAA eligibility checks will be conducted every four weeks. Students who have a D+ or below in one or more classes will meet with the Athletic Director or the Assistant Principal to discuss eligibility to compete in activities, contests, or performances.

Students who have an unexcused absence for the day or choose to be absent from school for more than one block may not be eligible to take part in after school or evening practices, games, performances, or activities. If a student develops a pattern of missing school to prepare or recover from athletic competition, organization activity or performance, this pattern will be considered problematic may result in a loss of the privilege to participate in future teams, organizations, or productions or in a loss of credit for academic courses in which her absences are excessive.

If an academic issue is brought to the attention of the Athletic Director or the Assistant Principal, early dismissal privileges may be revoked.

All policies and rules that govern student behavioral expectations during the school day apply to students during their participation in athletics and activities. Further, athletics and activities participants must sign and abide by the Participation Code of Conduct.

Students may have restricted eligibility for athletic participation if a transfer is made to or from another school after participating in athletic practice or attending class. Please notify the Athletic Director in order to participate in sports at St. Mary's Academy.

ATTENDANCE

St. Mary's Academy is a learning environment which values the contribution of every class member to each class meeting time. Due to our intensified learning schedule, absences will negatively impact a student's learning. Students take responsibility for absences which are accrued each semester, and should plan ahead to accommodate medical appointments or other personal needs. In order for absences to be excused, the following communication protocol must be followed:

ABSENCE

- If a student will be absent from school for a day or for any part of it, parents/guardians should call the school before 9:00 a.m. on the day of the absence providing reason for missing school.

EXTENDED ABSENCE

- Pre-planned extended absence: If a student will be absent from school for more than two days for reasons other than sickness, such as a trip due to sports commitment outside of SMA, an [Advanced Absence Form](#) must be submitted to the assistant principal at least two days prior to the student leaving school.
- Unexpected extended absence: If a student has an unexpected extended absence such as a prolonged illness/medical condition, family emergency, and/or other considerations, please inform the principal and the assistant principal to help facilitate communication with teachers.

If the above protocol of communication is not followed, the absence will be considered unexcused. If a student has more than three unexcused absences in a quarter, a conference will be held with the student, the principal, and the assistant principal to address the attendance issues.

EXCESSIVE ABSENCES:

- Students who miss six or more days in a quarter for any reason (excused or unexcused), will be expected to participate in a conference with the principal and the assistant principal to address the attendance issues.

BEHAVIOR

BEHAVIOR AT SCHOOL-SPONSORED EVENTS OFF CAMPUS

Students are held to the same St. Mary's Academy High School expectations, policies, and standards when representing SMA off-campus as when the student is on-campus.

OUT-OF-SCHOOL EXPECTATIONS

Offending acts or an action committed outside of school hours, during breaks from school, during non-school-sponsored activities and/or off of school property that disrupts school life may result in the convening of the Discipline Committee. A disruption of school life may occur when acts committed by an SMA student or students outside of school and not associated with a school-sponsored activity threatens the safety of SMA students and/or interferes with the learning environment when school is in session. If such acts are deemed contrary to the mission of the school, impinge on the rights of other students, employees or members of the school community, or have a direct or immediate effect on the discipline or general welfare of the school by the principal in concert with the president of the school, the school reserves the right to take quick action.

BULLYING

St. Mary's Academy is committed to providing a safe, inclusive, and positive learning environment for all of its community members. The School will not tolerate any action or behavior that restricts any person's right to physical and emotional safety. This policy shall include any action that takes place on school property, at any school sponsored function, and on a school bus. It also includes actions that take place off of school property, if the result of those actions substantially interferes with a student's ability to attend school and/or be educated in a safe, non-hostile environment.

Definition of Bullying

Bullying is defined as unwanted, intentional, aggressive and intimidating behavior, repeated over time, that involves a real or perceived power imbalance.

There are four different types of bullying:

Verbal bullying— involves using words (spoken or written) with the intent to hurt someone. Verbal bullying can include: name calling, threatening, mocking, teasing, taunting, racial or discriminatory words, and unwanted nicknames.

Relational bullying— involves hurting someone's reputation or relationships. Relational bullying can include: exclusion from a social group, gossiping, shunning, spreading rumors, or behavior that has the intent to make a person feel bad or embarrassed in front of others.

Physical bullying— involves hurting a person's body or possessions. Physical bullying can include: pushing, hitting, kicking, spitting, throwing objects at someone, taking someone's possessions, making mean gestures, and unwanted touch.

Cyberbullying— involves using technology as a means to bully. Cyberbullying can include: spreading hurtful and/or defamatory information and communication using the Internet, email, cell phones, chat, social media sites, text blogs, or any other form of technology.

Note: Bullying is different from the typical disagreements or conflict that occurs between friends or classmates. It can be difficult to tell the difference between teasing and bullying. Teasing may involve two or more friends who act together in a way that is intended to be fun for all involved, with some

reciprocity, but it never involves physical or emotional abuse. It is possible for teasing to get out of hand, with feelings being hurt, and still not constitute bullying.

Policy in Action

The best disciplinary procedure is one that does not have to be enforced; it comes from a clear understanding of behavioral expectations, good leadership, and appropriate and fair supervision. Our hope is that we are able to address and correct most issues early on, which benefits both the student(s) and the School. Acts of bullying may be subject to disciplinary action.

Report Tips and Safety Concerns

If you feel you have been bullied or have witnessed bullying, promptly tell a St. Mary's Academy teacher, counselor or Division Head. For anonymous reports, call the Colorado Safe2Tell at 1-877-542-7233 or make an anonymous report at www.safe2tell.org

CAMPUS SAFETY AND SECURITY

The entrance and exit to the High School building is through the east, south, and west doors. All doors remain locked throughout the day. All parents/guardians and visitors to the High School are asked to enter through the east doors and sign in at the desk in the High School office that is directly to the left of the entry doors.

ARRIVING OR LEAVING SCHOOL EARLY OR LATE

Faculty are expected to be at school from 8:00 a.m.-4:00 p.m. If students arrive before or stay after regular school hours, they are expected to follow the St. Mary's Academy policy and procedures.

CARPOOL

CARPOOL GUIDELINES

The safety of our SMA students is the #1 priority for every procedure listed below. Please make every effort to be courteous and kind.

- Middle and High School students should be dropped off using the north parking lot. The south lot is for Lower School student drop-off only.
- Please help form two lines and do not change lanes.
- There is no drop off or pick up at the High School west entrance.
- Please merge into one lane in front of Bishop Evans Sports Center and wait until you have reached the designated drop off/pick up area (in front of Bishop Evans) to drop off/pick up Middle and High School students.
- If you choose to park your car at pick up time, you must leave your car and walk to meet your child to walk them across the parking lot.
- **Please do not stop directly in front of the High School west entrance.**
- If you arrive early, please turn off your engine rather than idling.

We thank you for exercising patience and kindness at carpool time.

CELL PHONES

Appropriate cell phone use is allowed in the High School. As a School, we reserve the right to have cell phone free events/assemblies. Teachers have the right to establish their own rules within their classroom and reserve the right to confiscate cell phones.

COMMUNICATION

Parents and students are encouraged to first contact the school adult most directly involved and capable of answering your question or addressing your concern. While your student's advisor, teacher, principal, or other school adults are available and willing to listen and counsel, the most respectful, effective and efficient method of avoiding potential misunderstandings and to support an environment of trust is to first contact the primary person involved. If your question or concern is not addressed to your satisfaction and you are in need of advice or counsel on how to proceed, please contact the principal. If your questions or concern, following your conversation with the principal, is not addressed to your satisfaction, please contact the academy president.

CONTACTING STUDENTS

As a courtesy and to minimize distraction and disruption in the learning environment, please call the Administrative Assistant in the High School Office or drop by the office to leave messages or belongings for your student rather than directly contacting your child through text or email or entering a classroom. The office delivers messages and belongings during passing periods to minimize interruption and lost focus. Teachers and students appreciate your respect of this request.

COMPUTER ACCEPTABLE-USE POLICY

Students and parents are required to read, accept and sign the SMA Acceptable-use Agreement governing the use of computer devices at school before the student is allowed to use the devices and school Internet connection. The agreement can be found [HERE](#). A similar procedure is required for the Chromebook User Agreement.

COUNSELOR

St. Mary's Academy High School counselor is available to support students in need of help with personal problems. Students may arrange to see the counselor at any time. Teachers, advisors, or the principal may refer students to the counselor or a student may seek help from the counselor to support personal and academic success at St. Mary's Academy.

CRISIS PLAN

St. Mary's Academy has a school-wide crisis plan for unexpected situations that disrupt the normal flow of events and call for extraordinary measures. A crisis could be, among other situations, a fire, tornado, blizzard, injury, threat of injury, or death. For that reason, the school is prepared with procedures and drills that are reviewed and practiced throughout the year. Should immediate evacuation from the school be required, students will be evacuated to the LDS Church on 999 E. Tufts Avenue.

DISCIPLINE

St. Mary's Academy High School seeks to establish an environment where students are empowered to learn. Students exercise developmentally appropriate self-discipline, conducting themselves in ways that support the mission of St. Mary's Academy and the Loretto School Values. When students make a wrong choice, discipline is delivered respectfully, thoughtfully and with the intention of supporting the disciplined student and community. We want the student to learn and grow from this experience through an understanding of her mistakes and the effect that her actions have on others, face appropriate consequences that are restorative in nature, and provide reassurance to the SMA community that it will not happen again. We care deeply about every student in our community and we believe in holding students accountable for their actions. We understand that High School is a time of significant physical, psychological, and emotional growth. Social-emotional development takes time and is accompanied by mistakes. Adults are charged with helping students reflect on behavioral choices, especially when the student hurts another and the community.

What follows are examples of behaviors that may require intervention:

MINOR INFRACTIONS

Minor infractions may include, but not be limited to incomplete classwork or homework, not following directions in class, not having the appropriate materials, interrupting class, making disruptive noises, being out of dress code, consistent attendance issues, excessive tardies, cursing or making disrespectful comments, being dishonest, engaging in running/horseplay in the building, name calling, using or taking others' belongings, inappropriate language or gestures, throwing objects, not keeping hands/feet to self, inappropriate phone/technology use, or anything that goes against a teacher's classroom expectations.

MAJOR INFRACTIONS

Major infractions may include, but not be limited to repeated minor infractions, destruction of property, inappropriate language, leaving the building without permission, inappropriate use of technology, plagiarism, physically hurting oneself or others, stealing, possessing or using objects that may cause harm to others, possessing or using illegal substances, destruction or vandalism of property, frequent or serious disruption to the learning environment, and other behaviors that are considered "bullying."

DISCIPLINARY RESPONSES AND CONSEQUENCES

The determination and nature of disciplinary action will vary in accordance with the seriousness or frequency of the infraction(s). Disciplinary actions include but are not limited to: assigned school service, a daily check-in at the High School office throughout the school day, loss of privileges, implementation of a behavioral contract, in-school or out-of-school suspension, or expulsion. An example of a privilege is participation in a field/school trip, leadership councils, or sports game.

DISCIPLINARY COMMITTEE

The Disciplinary Committee, which is comprised of four faculty members and the assistant principal, will be convened in the event of a major infraction. The committee will review the situation and make a recommendation to the principal based on the statements and actions that the school is able to confirm.

Note: Circumstances may vary between cases, and the Disciplinary Committee and the President of the Academy may modify the procedures in a particular case in order to reach a timely and just decision.

Note: In conference between the Disciplinary Committee and the President of the Academy, SMA reserves the right to discontinue the enrollment of a student who is unresponsive to correction or whose behavior inside or outside of school is disruptive to the learning and teaching process within school, or interferes with the safety or welfare of students or other members of the school community.

DRESS CODE

The environment we create in the high school is partially a function of the way we dress. In order to achieve an environment of seriousness and concentration to support our academic goals and to communicate respect for self and others in the school community, students wear appropriate, clean, undamaged clothing.

Students must wear a shirt and pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), and shoes. Athletics shorts may be worn if they are long enough to be seen underneath a shirt and cover the student's bottom. Other shorts may be worn if they reach the thumb of a student's hand when the student's arms are extended. Skirts and dresses may be worn if the length of item is the length of a student's index finger when the student's arms are extended.

Students may not wear:

- Spandex shorts
- Midriffs, crop tops, or any shirts which show the student's stomach
- Any jeans with holes, patches or extreme wear
- Any shirts or clothes that advertise alcohol, nicotine, drugs
- Any clothing that displays rude or obscene language
- Any clothing that could be considered hurtful or biased
- Body piercing anywhere visible other than the ears (piercing of lips, tongues, cheeks or eyebrows is not acceptable.) If a student chooses to have a nose piercing, the only acceptable piercing is a 1.5 mm or smaller stud.

Mass Attire/Special Assembly requirements

On days in which a student must dress up either for mass, awards ceremony, presentation in class, or any other time in which formal attire is required, the following will be worn:

- Skirts which are the length of a student's index finger when the student's arms are extended along their side.
- Dresses which are the length of a student's index finger when the student's arms are extended along their side.
- Dress pants with dress shirt

If a student is found in violation of the dress code, a teacher will submit a form to the assistant principal who will have a conference with the student to discuss further steps.

DROP/ADD PERIOD

Students who desire to drop and/or add classes are required to consult with the teacher of the class and the high school principal within the first week following the first class day of each semester.

EXTRACURRICULAR PRODUCTIONS

Students who participate in extracurricular drama productions are aware that they are committing to an additional time-consuming responsibility. If a student who makes this commitment misses a full day of school for any reason, but nevertheless attends the after-school rehearsal she will not be allowed to participate in the rehearsal after the first incident. Students who repeatedly miss rehearsal may be dismissed from the production. Such a decision is made jointly by the production director, the fine arts chair, the student's advisor, and the principal.

If a student develops a pattern of missing school to prepare or recover from performing, this pattern will be considered problematic by her advisor and the drama director and may result in a loss of the privilege to participate in future productions or in a loss of credit for academic courses in which her absences are excessive.

FIELD TRIPS

Field trips are considered a class away from campus. Parental permission is needed for a student to leave campus to attend a field trip. All rules that are enforced on campus apply to a student on field trips, and includes special attention to behavior and personal appearance. If a field trip involves missing classes, teachers are notified by the faculty sponsoring the field trip at least two weeks in advance of the scheduled trip. When a student has been excessively absent or consistently tardy, she may be prohibited from participating in the field trip experience.

FINAL EXAMS

Final Exams will not be given prior to the dates scheduled. If a student is absent on the day the exam is given, the exam will be rescheduled at a later date.

FOOD CONSUMPTION

Food may be consumed only in designated eating areas. There will be no eating or drinking of beverages other than water in the hallways. Students are expected to assist in maintaining an environment that is free of garbage and may be asked to help clean up, even if the mess is not theirs. Lunch must be eaten in designated eating rooms.

FOOD DELIVERY

Due to campus safety concerns as well as logistics issues, we do not allow outside food services (i.e. Uber Eats, GrubHub, etc.) to deliver food to students.

GIFT POLICY

St. Mary's Academy employees (faculty and staff) may not accept cash gifts, gift cards, favors, services, or tickets from SMA students or parents. This policy is established to avoid the impropriety and the implied or actual influence upon an employee's impartial judgment towards students and their families.

Group gifts from more than one family are not allowed, as such gifts place parents in the difficult position of soliciting funds from other parents.

The SMA Annual Fund generously provides for employee appreciation throughout the year including a cash Christmas gift and an employee appreciation luncheon. The most effective way to support SMA employees is to make a gift to the Annual Fund. This ensures equitable treatment for all SMA employees and needed resources in the classroom.

While St. Mary's Academy families' appreciation for faculty and staff is greatly valued, the community's observance of this policy is essential to establishing equity and integrity within the school community. Please remember that handwritten notes, homemade treats, and/or a personal sharing of genuine appreciation is always welcome.

GRADING

Grades are reported four times a year: mid-way through each term and at the end of each term. There are two semesters in a term. Grade reports and Interim Narratives can be printed from the Parent Portal on PowerSchool. St. Mary's Academy does not rank students.

Grade Point Numerical Values:

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|---------|---------|---------|---------|---------|
| A = 4.0 | B+= 3.3 | C+= 2.3 | D+= 1.3 | F = 0.0 |
| A-= 3.7 | B = 3.0 | C = 2.0 | D = 1.0 | |
| | B-= 2.7 | C-= 1.7 | D-= 0.7 | |

All AP courses adhere to the same values on a 5.0 scale.

GRADUATION REQUIREMENTS

The credit requirement for graduation is 27.0. Seniors who are failing classes and do not meet the requirements for graduation will not be permitted to march in the graduation ceremony. Seniors who miss more than three classes per course in the fourth quarter of their senior year risk failing the course. Failures due to excessive absences or incompleteness of community service requirements will result in loss of privilege to walk in the graduation ceremony.

INCLEMENT WEATHER

SCHOOL CLOSING OR DELAYED START FOR WEATHER

Parents are encouraged to use their own judgment about the safety of roads on snowy days. Being tardy on severe weather days is fine. If you decide to forego the drive to school even if the school is not officially closed for weather, the absence will be excused.

In the event of inclement weather, St. Mary's Academy might call a "Delayed Arrival." On a delayed arrival day, classes begin at 9:00 a.m. in the MS. For students who might arrive earlier than the 9:00 start time, school personnel will be present in the school buildings beginning at 8:00 AM. MS students report to the Commons. Regular school hours should be assumed in the absence of cancellation announcements.

The decision to announce a Delayed Arrival day will be made according to the following factors: quantity of snow fallen or forecasted; ability of students and staff to travel to school; ability to clear and maintain parking lots and pathways; ability of school function (heating, water, etc.)

As soon as the decision is made to change the schedule, notification will be sent out via text, email and/or voicemail through our emergency notification system. We will also post announcements on the school website, stmarys.academy. Usually this decision is made and posted by 6:00 a.m.

When school is in session and we have inclement weather, decisions related to activities/athletics will not be made until after 1:30 pm. Weather changes quickly in Colorado. If school is cancelled due to weather concerns, activities and athletics will be cancelled. Information about cancellation of events or school closing is available by calling the school at 303.762.8300 and watching the school's website and *PCR*.

LIBRARY

The library provides students and faculty with a place to ask questions, to seek answers, to reflect, to work and to learn. The collection offers over 10,000 books and non-printed materials, periodicals, access to outside information, and extensive reference resources and services. Use of the library and its services is encouraged. Most items may be borrowed. Replacement costs for lost items is determined by the cost of the book.

LOCKERS & BOOK BAGS

Each student is assigned an individual locker with a combination lock. The use and care of lockers is each student's personal responsibility. The SMA High School administration reserves the right to open and search any student locker without notification to the student or parent.

The SMA High School administration reserves the right to search a student's book bag or other personal bag when safety is an issue. Should a student's book bag or other personal bag be searched, at least two adults will be present during the search. If unlawful conduct is suspected, a student's personal bag may be held until a parent/guardian is notified and present for a search of its contents.

LOST AND FOUND

Lost and found items are deposited in the area between the library. Unclaimed items are donated to community charities at regular intervals. Note: Please mark all belongings and items of clothing with the student's name.

MEDICAL APPOINTMENTS

SMA requests that medical/dental appointments be made outside school hours whenever possible. Students should be in contact and notify their teacher prior to the medical/dental appointment. Please refer to the “Attendance” section above for more information.

OPEN CAMPUS

Open campus is a privilege for juniors and seniors unless it is part of a class activity. It is intended to provide limited freedom coupled with a sense of responsibility. This privilege is awarded to juniors and seniors who are in good academic standing.

Students are permitted to leave campus during their free periods provided that a signed form of parental consent is on file in the high school office. Students must sign out in the high school office before leaving campus at any time, and they must sign in when they return.

Students who do not have parental permission may not leave campus in the automobile of a student with off-campus privileges for any reason.

Special events, assemblies, Mass, religious services and advisory/class meetings are closed campus situations for all students, and those with open campus privileges are required to adhere to this requirement.

In order to help assure the safety and security of our students, the parking lot should not be a place to hang out. The high school has developed many areas to help students have a place to relax and enjoy their break time, and we believe the parking lot should not be one of them

SCHOOL CALENDAR AND SCHEDULE

In the event of circumstances beyond the School’s reasonable control including, but not limited to, any fire, act of God, war, government action, act of terrorism, epidemic, pandemic, natural disaster, or other major upheaval, the School may immediately suspend classes and instruction without notice until such time as the School, at its discretion, determines that it may safely and adequately resume performance. In addition, the School may alter its calendar or provide alternative means of instruction, including but not limited to on-line or long-distance instruction, in its sole discretion.

SECURING BELONGINGS

Students are encouraged to use their lockers to safeguard personal property and money. They are discouraged from sharing combinations.

Note: Please do not bring valuable items to school such as expensive jewelry, large sums of money, or other objects. The SMA High School is not responsible for the loss or theft of a student’s belongings. While theft is the exception at SMA, it has occurred. In addition, valuable items become symbols of social power and influence and are not conducive to the learning environment and sense of community that SMA promotes and supports.

SENIOR LOUNGE

The senior lounge is a privilege for seniors, which they gain by modeling mature and responsible behavior. Since this room is located near classrooms, it is expected that seniors will maintain a noise level that allows classes to proceed without disruption. Seniors take responsibility to maintain their lounge in an appropriate condition: free of litter, debris, or any offensive material.

SERVICE LEARNING

The Service Program at St. Mary's Academy is grounded in our Loretto tradition and puts the Loretto School Values of faith, community, justice, and respect into action. Service provides students an opportunity to begin fulfilling the commitment to love, to learn from those they serve, and to discover their ability to make a difference.

Service involves work that is completed with other people, and the students must have on-site supervisors. It is not meant to be office work or otherwise paid position. The students select their placement from the provided approved sites list. Any site that is not on the list must be submitted to the Director of Community Service for approval. Service hours can be completed during the summer and/or during the school year. Any service completed during school hours will not count towards grade level service hour requirements.

The Service program is a vital component of student learning while here at St. Mary's Academy. 100 hours are required for graduation and hours will be prorated for transfer students. Within each grade level, the student is provided a learning context in which to perform her community service.

| | | |
|------|--|-------------------|
| 9th | Service Journals, <i>What Does it Means to Be Human?</i> Project | 10 hours required |
| 10th | Service Blogs, Problem Solution Presentation | 20 hours required |
| 11th | Community Service Seminar | 30 hours required |
| 12th | Service Reflection Video | 40 hours required |

SEXUAL HARASSMENT

St. Mary's Academy will respond with disciplinary action in the case of sexual harassment of students, employees or other members of the school community by anyone, whether on school property or off. This includes work-related assignments or events and other school-related events such as social functions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's sex when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing, or opportunities;
- Submission to or rejection of such conduct by an individual is used as the basis for employment, or academic standing or school-related decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating or offensive environment.

Some examples of sexual harassment include: sexual innuendo; verbal harassment, including derogatory comments or slurs, or inappropriate comments about a person's body or appearance; physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement or work; or visual harassment such as derogatory cartoons, drawings, posters, or graffiti.

Any student who believes he/she has been harassed or witnessed harassment should report such actions to the principal, counselor, advisor, or trusted teacher. For anonymous reports, call the Colorado Safe2Tell at 1-877-542-7233 or make an anonymous report at www.safe2tell.org

Following a complaint of harassment, St. Mary's Academy will conduct such investigation as is necessary to appropriately respond to the complaint and ensure that no further harassment or retaliation occurs. Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate and responsive action.

Appropriate disciplinary actions will be taken against anyone found to have sexually harassed another. Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities.

Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that he or she is being retaliated against should immediately bring the retaliation to the attention of the principal, counselor, advisor, or trusted teacher.

OTHER FORMS OF HARASSMENT

Other non-sexual harassment may occur when someone tries to humiliate or intimidate another person, such as:

- Making racist comments;
- Making derogatory comments about a person's religion;
- Making cruel, personal jokes;
- Teasing a person about his/her sexual orientation.

Anyone who believes that he/she has been harassed or witnessed harassment as described above should report such action to the principal, counselor, or trusted teacher. The school will investigate thoughtfully and respectfully.

STUDENT LEADERSHIP

At St. Mary's Academy every girl is a leader and every leader is a girl. Students are taught that leadership is an action, not a position. As a school for young women, St. Mary's Academy takes seriously its responsibility to encourage students to engage in leadership roles and depends upon students to function as Student Council, class, and club officers. The expectation is that those students who act in any school leadership position will be role models for the school's ethic and carry out the responsibilities of their position with integrity and dependability. Student Council, senior, junior, and sophomore class officers

are elected each spring to serve in the subsequent academic year. Ninth graders elect officers within the first few months of school.

STUDENT MAILBOX

Mailboxes are provided for each student and are arranged by classes. Students are expected to check their mailboxes periodically throughout each school day for important messages from other students, faculty, administrators, or their parents. Phone messages will be delivered directly to a student in case of extreme emergency.

STUDENT SIGN IN / SIGN OUT POLICY

The safety of our students is our first priority and knowing where our students are throughout the school day is essential.

- A student who arrives after 8:30 a.m (9:05 a.m on Wednesday), must report to the high school office to sign in.
- A student who leaves campus for any reason during the school day must sign out in the high school office and upon return, sign back in.

TRANSFER CREDIT

A student may transfer course credit earned during the summer months for courses they have failed to complete toward graduation requirements during previous academic years. Non-credit requirements for graduation may always be completed during the summer months.

TUTORING ON CAMPUS

Prior to any tutoring by outside individuals takes place on campus, communication with the homeroom teacher/advisor, division head, learning specialist and tutor must occur. Outside tutors working with students on campus must have completed a background check by the school.

VISITORS

Visitors are not allowed in the High School during the school day unless cleared by the principal.

WEAPONS POLICY

Unless authorized in writing by the Academy Principal or otherwise required by applicable law, the school prohibits the possession of any weapon, including, without limitation, any firearm, imitation firearm, pellet gun, or any other type of gun or firearm, knife, Taser, crossbow, or other dangerous weapon, ammunition or fireworks on school grounds. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

Consistent with best practices, SMA reviews and updates the High School Handbook on a periodic basis. This sometimes includes revised language and sometimes includes substantive changes.