Since the school’s beginning in 1859, St. Mary’s Academy has always valued the development of personal integrity and community responsibility in our students. Balanced with this expectation of personal integrity is the value of compassion, knowing that each student is a unique and valued member of our school community. The content of this Student/Parent Handbook reflects these principles. Within the following pages, you will find important information concerning all facets of daily life at St. Mary’s. These policies and procedures have been formulated over time to ensure the safety, quality, and consistency of our programs.

We ask that parents and their daughters read this handbook carefully. If you have any questions concerning the information contained within this handbook, please feel free to call Nicole Foran, Principal, Liane Rae, Assistant Principal of Curriculum Design and Instruction, Michele Taylor, Dean of Student Leadership and Activities and/or Patty Gorman, Dean of Students.

As we begin the 2022-2023 academic year, we do so with the knowledge that our relationship represents a partnership with you in the education of your daughter. On behalf of the entire leadership team, we send you our warmest wishes for an outstanding year!

Sincerely,

Dr. Nicole Foran
Principal
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The St. Mary's Tradition

MISSION
St. Mary’s Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary’s Academy fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

Charism
The charism we have inherited from the Sisters of the Holy Names, who founded St. Mary’s Academy, includes the following core values to which we are committed:

• Dedication to justice: Committing time, energy, resources to the pursuit of right relationships of equality, justice, and solidarity.

• Service to people who are poor or marginalized: Reaching out and responding to people who are impoverished, abandoned, or living at the fringes of society.

• Education in the faith: Creating an atmosphere which invites people to live, develop and express their faith.

• Hospitality: Being a gracious, accepting, and welcoming presence for each person.

• Dedication to women and children: Seeing, understanding, and responding to the needs of women and children.

• Commitment to liberating action: Seeking with others the freedom needed to live life fully without oppression.

• Full development of the human person: Cultivating and respecting the talents, abilities, and potential of each person, contributing to the development of all aspects of a person’s life.

• Love for the names of Jesus and Mary: Embracing as guide, inspiration, and strength the persons and names of Jesus and Mary.

Learner Expectations
Through a wholistic partnership between the faculty and staff of St. Mary’s Academy and the young women who attend, graduates will have attained the following identified Learner Expectations.

Students graduating from St. Mary’s Academy:
• Read critically and effectively for a variety of purposes;
• Demonstrate effective verbal communication;
• Communicate effectively in writing;
• Listen effectively and critically;
• Utilize and critically evaluate a variety of resources; including the use of digital tools to construct knowledge and create content;
• Employ effective and creative strategies in reasoning, problem solving ethical decision-making, and leverage the power of technological methods to develop and test solutions;
• Demonstrate knowledge and skills in a variety of forms;
• Demonstrate understanding and respect for diverse cultures and tradition;
• Demonstrate a strong sense of integrity and a deep respect for self and others;
• Demonstrate a willingness to embrace the call to be women of faith;
• Demonstrate a willingness to explore academic and creative passions.

THE PHILOSOPHY
St. Mary’s is a private Catholic school open to young women of all faiths. Each girl is seen as an individual endowed with personal dignity, talents, gifts, and cultural and religious heritage. Each girl attending St. Mary’s is expected to model respect for religious beliefs, tradition, and ceremony.

St. Mary’s Academy provides a learning environment in which members of the community feel challenged, supported, and involved. The members of the St. Mary’s community are responsible for behavior...
that exhibits respect for human dignity and individual differences, and for maintaining a safe climate that provides, promotes, and encourages learning in a peaceful environment.

St. Mary’s Academy invites parents and/or legal guardians to participate in its mission to educate young women and to enter into an agreement to uphold the mission, the philosophy, and the principles of the school. This cooperative relationship aims at providing a positive academic, social, and moral environment for the young woman’s growth during her high school years.

One of the primary goals of St. Mary’s Academy is to prepare young women to be contributing members of a democratic society. Ultimately, St. Mary’s girls should possess the academic and social skills to function effectively as responsible, ethical citizens.

As a member of the St. Mary’s community, the student has the right to know the rationale for the rules and decisions affecting her, the right to realize equal opportunity in education, and the opportunity to participate in the processes, which ensure these rights. One student’s rights may not infringe upon the rights or property of another.

THE HISTORY

St. Mary’s Academy is the oldest continually operating high school in the state of Oregon. October 21, 1859, witnessed a landmark event in the history of Catholic education in America when twelve Sisters of the Holy Names arrived in Portland, Oregon. Just two weeks after the Sisters’ arrival in Portland, then a city of only 3,300, St. Mary’s Academy opened its doors to begin a long-term partnership with the city of Portland in educating its young women in the Catholic tradition.

From the times of the early founders, the Sisters of the Holy Names prized Catholic education. It was in the course of the now famous OREGON SCHOOL BILL case that the Society of the Sisters of the Holy Names secured the right of existence for Catholic and other private schools in the United States. A “Compulsory Education Bill,” proposed by initiative petition and passed in the elections of 1922, required that virtually all children attend public schools in the state of Oregon. Challenged first in the United States District Court by the Sisters, the law was declared unconstitutional on March 31, 1924. The state of Oregon appealed the case (Pierce v. Society of the Sisters) to the United States Supreme Court culminating in perhaps one of the most significant decisions to affect private education in America. The Court upheld the right of parents to provide for the education of their children outside of the public-school system.

Like the founders, the school community of St. Mary’s Academy continues to uphold not only the right of private education but also the quality and excellence of such an education. In addition to the many acknowledgements bestowed upon St. Mary’s over its long history, the school received the “Excellence in Education” award from the United States Department of Education in 1984, 1989 and 1998. St. Mary’s Academy was the first school in Oregon to receive this recognition three times. An essential focus of the recognition was the school’s fostering of the development of moral judgment, values and ethics for its students as well as offering strong co-curricular and college-preparatory programs.

St. Mary’s Academy offers the opportunity for girls to study the teachings of Jesus as manifested in tradition and the Scriptures. Faculty and administrators are expected to convey, teach, and model all aspects of this unique education.

This school year, St. Mary’s Academy celebrates its 163rd year while continuing to empower young women to be contributing members of society. The core curriculum is designed to prepare young women for college. The breadth and depth of the St. Mary’s academic program has been carefully designed to prepare young women for college. The core curriculum gives girls a strong foundation in theology, English, science, mathematics, world languages, and information science. The fine arts program offers opportunities in art, dance, drama, and music. The campus ministry department supports girls in deepening their relationship with God through encounters, retreats, prayer, liturgies, and community service. The sports program offers young women the opportunity to compete in most major sports on all levels.

Institutional Language & Student Identity

The mission of St. Mary’s Academy as an all-girls school is one that centers and uplifts the female voice, focuses on women’s issues, and provides an environment that uniquely centers women in all facets of the program. Faculty and staff of St. Mary’s will focus on the unique experience of girls, and families who choose to send their daughters to St. Mary’s should expect that our institutional language will reflect our commitment to our mission. This means we will use feminine terms such as “girls,” “women,” and “daughters” both in classrooms and school communications.

While St. Mary’s Academy is committed to its all-girls mission, we understand that adolescence naturally is a time when young people might try on different identities on their journey of self-discovery. St. Mary’s Academy is a place that encourages students to learn, to discover who they are and who they want to become, and to find their unique voices. Students should not feel obligated to share pronouns, and students should not request that teachers and student leaders include the sharing of pronouns in school activities.

THE PROGRAM

A firm belief in the Gospel spirit of charity, service, justice, and peace inspires the educational philosophy at St. Mary’s where the theology curriculum is rooted in the Catholic faith and informed by the charism of the Sisters of the Holy Names of Jesus and Mary. Faculty members strive to integrate religious training and faithful witnessing and thus give students a moral base for decision-making, an awareness of social concerns, and a model for Christian living.
COUNSELING/ACADEMIC SUPPORT CENTER
Anne Hagge, Director of Student and Academic Support
Sonya Barker, Counselor
Jourdan Ellis ‘06, Counselor
Karlen Suga, Director of College Counseling
Kerry Wright, Assistant Director of Special Events

ADMISSIONS AND RECORDS
Jennifer Bash, Director of Admissions
Kelsey Hui ‘19, Associate Director of Outreach
Sophia Vallada, Admission Coordinator
Liz Olsen, Registrar

LEADERSHIP, EQUITY & INCLUSION and ACTIVITIES
Jessica Ahee, Director of Student Leadership and Activities
Iris Martin, DEI Program Specialist
Michael Navarro, Student Success Specialist

ATHLETICS
Anna Maria Lopez ‘78, Athletic Director
Sanjay Bedi, Assistant Athletic Director

ASSISTANT DEAN OF STUDENTS/ATTENDANCE
Kenzie D’Ambrosio

COMMUNICATIONS
Madeline Turnock, Director of Marketing, Communications & External Relations
Catherine Knight, Assistant Director of Marketing & Communications

DEVELOPMENT
Kate Baldwin, Director of Advancement
Coralynn Arrigotti ’83 Director of Leadership Gifts
Annie Diess, Development Coordinator

FINANCE
Emily Stotts, Director of Finance
Valerie Angelus, Staff Accountant

HUMAN RESOURCES
Kari Forrer, Director of Human Resources

SCHOOL OFFICE
Sheeta Moore

SPECIAL EVENTS
Paige Silverston, Director of Special Events
Kerry Wright, Assistant Director of Special Events

PRESIDENT’S OFFICE
Executive Assistant to the President, TBD

SCHOOL PLANT
Steve Schramm, Plant Manager

St. Mary’s Academy Parent Association
The parent association seeks to build community through the annual Father-Daughter Dinner and Dance, the Mother-Daughter Event and the Senior Grad Night Party. In addition, committees provide hospitality at some school events, and coordinate Faculty/Staff Appreciation Week. Board meetings are held virtually the 1st Wednesday of each month. Meetings are open to all parents.

St. Mary’s Academy Parent Association Board for the 2022-2023 School Year

Position Name
President Sheila Levine
Treasurer Sangeeta Sharma
Secretary Julie Dargart-Willett
Newsletter Editor Maude Hines/
Marisa James
Father-Daughter Dinner Rhonda Crowell
Grad Night Party Laurent Avondstondt
Mother-Daughter Event Natalie Williams
Faculty/Staff Appreciation Hilary Johnson

Staff Representative: Patty Gorman, Dean of Students

The Alma Mater
All HAIL TO THEE ST. MARY’S
All hail to thee, St. Mary’s
Thou pride of western shore.
Thy name on glorious banner
Thy children evermore.
Our hearts will always praise thee,
And loud our lips proclaim,
Our love for thee, St. Mary’s
In an everlasting strain.
Through all the years, thy counsels
Have led our steps aright.
Thy name has been a watchword
For honor and for might.
Thy teachings e’er will guide us
Across life’s rugged way.
To thee, Dear Alma Mater,
We will pledge our love today.

SCHOOL COLORS
Navy Blue and White

St. Mary’s Academy Name and Logo
The St. Mary’s Academy name and logo may not be used in any form without the express permission of the SMA Administration or Communications Director.

ACADEMICS
OFFICE OF ACADEMICS
Contacts: Liane Rae, Asst. Principal, Curriculum Design and Instruction 503-228-8306
liane.rae@smapdx.org
Anne Hagge, Director of Student and Academic Support 503-721-7707 anne.hagge@smapdx.org
Liz Olsen, Registrar 503-721-7708
liz.olsen@smapdx.org

The Office of Academics directs, guides, and advises the overall academic program and master schedule, including registration, academic forecasting and scheduling, curriculum planning, instruction and staff development, student performance and assessment, graduation, research in education, and technology integration. The offices of Curriculum Design and Instruction and Academic Support encompass an enhanced focus on how teachers and students are supported at St. Mary’s Academy.

The St. Mary’s Academy name and logo may not be used in any form without the express permission of the SMA Administration or Communications Director.

The Office of Academics directs, guides, and advises the overall academic program and master schedule, including registration, academic forecasting and scheduling, curriculum planning, instruction and staff development, student performance and assessment, graduation, research in education, and technology integration. The offices of Curriculum Design and Instruction and Academic Support encompass an enhanced focus on how teachers and students are supported at St. Mary’s Academy.

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ACADEMIC PROGRAM
St. Mary’s Academy is a college-preparatory high school with academic standards for young women.

Graduation Requirements
To graduate from St. Mary's Academy, each student must earn a minimum of 28 credits. Most students graduate with a total of 28 credits. St. Mary’s academic program includes the following requirements:
• Theology 4.0 credits
• English 4.0 credits
• Social Science 3.5 credits
• Mathematics 3.0 credits
• Science** 3.0 credits
• World Language 2.0 credits
• Health 1.0 credits
• Physical Education 1.0 credits
• Fine/Performing Arts 1.0 credits
• Information Science 0.5 credits
• Speech 0.5 credits
• Electives 1.5 credits
TOTAL 25 credits

*Students must successfully complete a 3-year math sequence at minimum ending in Algebra 2.
**Students must successfully complete Physics, Chemistry, and Biology

In order to receive a St. Mary’s Academy diploma and to participate in graduation, students must be enrolled in at least six (6) classes at the time of graduation and have successfully completed all St. Mary’s Academy academic requirements. A student must be on track to graduate in order to be enrolled at St. Mary’s.

Each year, the course catalog is revised to reflect current offerings. The catalog is available on our website. If students or parents have a question or concern regarding curriculum, instruction, procedures, or offerings, they are encouraged to contact the individual teacher as the first point of contact. If it is a classroom issue or if it is a school-wide or unresolved classroom issue, please contact the Assistant Principal of Curriculum and Design and Instruction. If it is an issue of academic student learning support, please contact the Director of Student and Academic Support.

Grades
Students at St. Mary’s Academy receive progress reports at the end of the first and third quarter. Progress reports are not part of a student’s permanent record. They are a report of progress mid-way through a semester. Semester grades are calculated at the end of the second and fourth quarters and become part of the student’s permanent academic record, including the calculation of GPAs. Additionally, grade point average for colleges is determined at the end of the seventh semester of the high school program.

Grading System
Letter Grades are assigned the corresponding point values listed below. Grades for honors and Advanced Placement classes are weighted to reflect the increased difficulty of these classes.

Letter grades are determined based on the following grade scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
<th>Honors/AP</th>
<th>Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
<td>A</td>
<td>5.000</td>
</tr>
<tr>
<td>A</td>
<td>90.5-</td>
<td>A-</td>
<td>4.667</td>
</tr>
<tr>
<td>A-</td>
<td>87.5-</td>
<td>B+</td>
<td>4.333</td>
</tr>
<tr>
<td>B+</td>
<td>84.0-</td>
<td>B</td>
<td>4.000</td>
</tr>
<tr>
<td>B</td>
<td>81.5-</td>
<td>B-</td>
<td>3.667</td>
</tr>
<tr>
<td>B-</td>
<td>79.5-</td>
<td>C+</td>
<td>3.333</td>
</tr>
<tr>
<td>C+</td>
<td>78.0-</td>
<td>C</td>
<td>3.000</td>
</tr>
<tr>
<td>C</td>
<td>75.5-</td>
<td>C-</td>
<td>2.667</td>
</tr>
<tr>
<td>C-</td>
<td>71.5-</td>
<td>D+</td>
<td>2.333</td>
</tr>
<tr>
<td>D+</td>
<td>69.5-</td>
<td>D</td>
<td>2.000</td>
</tr>
<tr>
<td>D</td>
<td>67.5-</td>
<td>D-</td>
<td>1.667</td>
</tr>
<tr>
<td>D-</td>
<td>65.0-</td>
<td>F</td>
<td>0.000</td>
</tr>
</tbody>
</table>

Other grades that may appear on grade reports include:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Performance</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>NP</td>
<td>Not Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>0.0</td>
</tr>
<tr>
<td>W/M</td>
<td>Medical Withdrawal</td>
<td>0.0</td>
</tr>
</tbody>
</table>

*See "Schedule Changes" on page 11

Report Cards/Honors
Report cards will be sent once semester grades are complete. Academic honors are determined at the end of each semester. First honors are conferred on students who earn a 3.75 or above weighted GPA for the semester, second honors are conferred on students who earn a 3.5 through 3.74 weighted GPA for the semester.

Academic Progress/Parent Portal
A girl's academic progress may be monitored by the student and her parent by accessing the PowerSchool Parent Portal on the school’s website using a unique issued password.

Homework
Academic performance is directly related to the completion of assignments and study expectations. An academically successful student should expect to spend two to three hours per night on homework, which includes daily assignments, long-range projects and assignments, required reading, and reviewing for tests and quizzes. Time devoted to studying may increase with honors and AP classes.

Attendance Requirements for Credit
St. Mary’s Academy deems the classroom experience essential to learning and student achievement. Any student who accumulates more than 10 excused or unexcused absences in any single class during a semester will be in jeopardy of losing credit in the class and will be reviewed for academic standing.

Attendance Appeal Process
Except in extraordinary circumstances*, students should expect to appeal for credit. Administration determines whether a student is required to withdraw from certain classes, be graded on a Pass/No Pass scale, receive one letter grade lower, or possibly no credit for that class for the semester.

*Special exemptions may be allowed for students whose absences are the result of significant, documented hardship or illness. Students requesting such exemptions must provide documentation of the absence from a medical professional and a signed statement from a parent. In non-medical cases, a signed parental statement is sufficient. The Administration will determine the appropriate credit and enrollment status.

Academic Probation
A girl whose semester grade point average falls below 1.800 or who receives an F in any class may be placed on academic probation. The student’s counselor and an administrator will communicate with the student and her parent(s) about a plan of assistance. The student’s academic progress will be reviewed throughout the following semester. At the end of that semester, if the student’s GPA is 1.800 or above and she has no F’s, she may be removed from academic probation. If the student’s GPA is below 1.800 or if she earned one or more F’s, she may be asked to leave St. Mary’s Academy.

Academic Integrity
Personal integrity is important not only to the individual, but also to the building of a just, fair, and trustworthy community. Therefore, all forms of cheating are viewed as unacceptable. A student who chooses to cheat on a test or assignment, submits work that is not her own, or assists a student in cheating will face serious consequences. Consequences for cheating include the following:

<table>
<thead>
<tr>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure</td>
</tr>
<tr>
<td>Medical Withdrawal</td>
</tr>
<tr>
<td>No Credit</td>
</tr>
</tbody>
</table>

Symbol Points Symbol Points
Symbol Performance Points
A+ 100 B+ 87.5- 89.4
A 90.5- B 81.5- 87.4
A- 87.5- C+ 78.0- 81.4
B+ 84.0- C 78.0- 81.4
B 81.5- C- 75.5- 79.4
B- 79.5- D+ 71.4
C+ 78.0- D 67.5- 70.4
C 75.5- D- 65.0- 69.4
C- 71.5- F 0- 0.0
loss of credit for the particular assignment, project, or test, notification to the parent by the teacher or administrator. Additional consequences include loss of extra-curricular eligibility, acceptance into honors or AP classes, membership in SMA honor societies, participation in student government, in house service, suspension or expulsion.

All St. Mary’s Academy students are required to utilize a style guide which addresses accepted academic citation styles. The curriculum includes instruction on how to properly include and cite the work of authors and other sources. The expectation is that students understand what plagiarism is and that they will not misrepresent or submit the work of others as their own. In an effort to deal with increased plagiarism made possible by electronic communication, technology, and the internet, classroom teachers check student papers for plagiarism through a variety of methods, including personal research and online resources available to teachers. Discipline as outlined in the Academic Integrity section may be imposed when evidence of plagiarism is discovered. By signing St. Mary’s Academy Student Parent Handbook card, students and parents acknowledge that they understand and agree to the school’s plagiarism procedures and policy.

Honors, Advanced Placement (AP), and PSU Challenge Program

Students may enroll in Advanced Placement and honors courses in English, World Language, Social Science, Mathematics, Science, and Visual Arts by fulfilling department requirements. Through the Portland State University Challenge Program, St. Mary’s Academy offers dual high school and college credit courses in Modern European History, U.S. History, and Calculus. Students and parents may learn more about the honors, AP ®, and Challenge classes by consulting the 2022-2023 Course Catalog, the Assistant Principal of Curriculum Design and Instruction, or the academic department chair. The process for applying for these classes is made available for all students prior to forecasting for the following academic year and is also available in the course catalog.

Student Schedules

During the second semester, students and parents forecast for the next academic year. The student’s teacher advisor (TA) provides information and assistance in course selection and reviews the four-year plan of graduation requirements. A parent or guardian must sign the student’s forecasting form. The student enters course requests online in the PowerSchool portal. The Registrar uses this information to create the master schedule for the upcoming year, working in conjunction with the Assistant Principal of Curriculum Design and Instruction. Student schedules for the following academic year are communicated to students and families in August. Please be aware we cannot accommodate requests for specific teachers.

Schedule Changes

The schedule change process includes completion of a schedule change form, creation of a new schedule by the Registrar, and final approval by the Assistant Principal of Curriculum Design and Instruction. A student must attend the classes originally scheduled until all the steps in the process are completed. If a student withdraws from a class, their permanent record will reflect the following:

Semester Classes

• If the withdrawal occurs within the first two weeks of the semester, no mark is recorded on the permanent record. (September 20, 2022 semester 1 deadline; February 15, 2023 semester 2 deadline)
• If the withdrawal occurs after the first two weeks of the semester, a mark of W (withdrawal) is recorded on the permanent record (after September 20, 2022 for semester 1 deadline; after February 15, 2023 for semester two)
• No classes may be dropped after the end of the fifth week of the semester (October 6, 2022 semester 1 deadline; March 3, 2023 semester 2 deadline)

Yearlong Classes

• If the withdrawal occurs within the first two weeks of the semester, no mark is recorded on the permanent record. (September 20, 2022 deadline)
• If the withdrawal occurs after the first two weeks of the semester, a mark of W (withdrawal) is recorded on the permanent record (after September 20, 2022)
• If the withdrawal occurs at the end of first semester, a mark of W (withdrawal) will be recorded on the permanent record for the second semester. (February 15, 2023 deadline)
• No yearlong courses may be dropped between October 6, 2022 and the end of semester 1. No yearlong courses may be dropped after Feb. 13, 2023 in semester 2.
• If a student chooses to drop a yearlong class at the semester, it may only be replaced with an elective in that same block.

Students who choose to drop a yearlong class at the semester must meet with their college counselor to understand the impact to the college application process.

Seniors: If a senior drops a yearlong class, she will be required to take all of her finals at the end of the year.

Senior Final Exam Privilege

A senior may be exempt from second semester final exams in a particular class if she meets the following criteria:
• Has an A or A- average for the semester.
• Has had five or fewer absences in the class (excluding up to two college visits).
• Has had three or fewer tardies in a class.
• Has not taken more than one regular test later than the rest of the class, or has not missed the day of a group or individual project or presentation.
• Has not dropped a year-long class.
• Has had no unexcused absences in the class.
• Has not been truant for any part of a day.
• Has no more than two dress code violations for the semester.
• Has no more than one cell phone usage violation for the semester.
• Has served all detention.

Cheating and/or plagiarism in any class will result in all exams being taken. Exceptions must be cleared in advance with the Dean of Students. If a teacher decides the subject matter of a class necessitates all students taking the final exam, the teacher is not required to exempt a student from the exam.

The teacher of an Advanced Placement class will...
maintained in one-hour fire-safe files.

records according to the Family Educational Rights

confidentiality of student academic records and

The Office of the Registrar protects the

parent and a student may schedule an appointment

records will comply with state and federal laws. A

Withdrawal from School

In the event it becomes necessary for a student to

withdraw from St. Mary’s Academy, the parent or

decide whether students in the class will take a final

as well as the AP® exam. However, a culminating

cademic activity will be given on the scheduled exam
date in all classes.

Valdertian/Salutatorian

Administrators use the following criteria to select the

Valdertian and Salutatorian of the graduating
class:

• The grade point average (GPA) carried to the

thousandth place. This includes the pluses and

minuses for all four years.

• The number of honors/AP classes, and grade

given their weighted value for all four years.

All classes recorded on the official transcript will be

included in the calculations with the exception of
classes using the Pass/No Pass option. Students who

receive a W (Withdraw) or W/M (Withdraw/

Medical) on their transcript for withdrawing from

any semester or yearlong classes after the deadline

will be ineligible for valdertiarian or salutatorian
designation.

The top student will be the valdertiarian and the

second the salutatorian. Both will speak at the

commencement ceremony. In the case of a tie, the two

students will share the title and both will speak.

Valedictorian/Salutatorian

ACADEMIC RECORDS

The Office of the Registrar protects the

confidentiality of student academic records and

prevents unauthorized inspection or use of those

records according to the Family Educational Rights

and Privacy Act (FERPA). Academic records are

maintained in one-hour fire-safe files.

Access, Release, and Records Reviews

All access to and release of permanent academic

catalogs will comply with state and federal laws. A

parent and a student may schedule an appointment with

the Principal to review the student’s permanent

academic records.

Non-custodial Parents

St. Mary’s abides by the provisions of the Buckley

Amendment with respect to the rights of non-custodial

parents. In the absence of a court order to the

contrary, the school will provide the

non-custodial parent with access to the academic

records and to other school-related information

regarding the child. If there is a court order

specifying that there is to be no information given, it

is the responsibility of the custodial parent to provide

the school with an official copy of the court order.

Student Permanent Records

Permanent academic records include the following
details:

• Name of school

• Name of student

• Student birth date

• Name of parent/guardian

• Subjects attempted

• Grades received

• Credits earned

• Grade Point Average (GPA)

• Date of graduation/withdrawal from school

• Home address

Change of Address

If a student or parent has a change of home address,

email address, or phone number, the family is asked to

send an email to updateinfo@smapdx.org

The school database will be updated so the permanent

academic record reflects current information.

Transcript Requests

Please change the entire paragraph to this: To

request an official transcript, a student or parent is

asked to complete the “Request for Transcript” form

available on our school website here: https://www.

stmaryspdx.org/alumnic.createElements/transcript-request

Transcript requests other than those for current

seniors applying to colleges may be submitted by

emailing the Request for Transcript form directly to

the Registrar (liz.olsen@smapdx.org). Transcripts

for current seniors are sent to colleges by the College

Counseling Office. Unofficial, unsealed copies of

transcripts will be available to students and parents

upon request from either the College Counseling

Office or the Registrar.

ACADEMIC SUPPORT CENTER

Contact: Anne Hagge, Director of Student and

Academic Support 503-721-7707

anne.hagge@smapdx.org

Cora Orme, Academic Support Specialist

The Academic Support Center is staffed by

St. Mary’s teachers and provides students with the

opportunity to improve their academic success.

Academic support is given through study skills,

workshops, and individual assistance.

Regular individual tutoring can be arranged with

NHS students through Cora Orme. Drop-in tutoring

is available during lunch. Under specific

circumstances, a Study Block is arranged with

administrative approval. Contact the Director of

Student and Academic Support for more information.

ADMISSIONS

Contact: Jen Bash, Director of Admissions

503 721-7725 Jen.bash@smapdx.org

Kelsey Hui, Director of Outreach

503-721-7728 Kelsey.hui@smapdx.org

Sophia Vallada, Admission Coordinator

503-721-7705 sophia.vallada@smapdx.org

Prospective Students

The Office of Admissions facilitates the application

process and serves as the primary point of contact for

all prospective families. It is responsible for

scheduling shadow visits, guiding families through

the application process, and planning events such as

Open House, CYO Nights, Placement Exam, Family

Interviews, and Welcome Night. To apply to St. Mary’s

Academy, families submit an online

application, a student and parent questionnaire,

middle school transcripts, teacher recommendations,

and a $65 application fee. Applicants are evaluated

eholistically, and acceptance is generally based on the

student’s potential for completing a challenging

college preparatory program as well as St. Mary’s

ability to meet the student’s needs.

BOOKSTORE

Contact: Michael Navarro, Bookstore Coordinator

michael.navarro@smapdx.org

St. Mary’s Academy Bookstore provides families with

specific textbook information and direct links to new

and used books through various marketplace vendors

(stmaryspdx.org). This enhanced portal makes it easy
to shop for the correct books at various price levels.
The Portal can be accessed through our website

under the Academics menu.

Which Textbooks to Order: Students use their class

schedule and the information on the Bookstore Portal

to identify which classes and books they need.

Which Apps to order:

• Required all-school Apps are provided by the

school and distributed directly through student

iPads.

• Department required Apps will be listed on the

Department’s webpage or teachers may provide

more specific information during the first weeks

of school.

Information regarding prices and/or billing for

particular books can be found in the description for
each test/app. No on-site textbook buyback is

hosted at the end of the school year.

COMPUTER TECHNOLOGY POLICY

Contact: Liane Rae, Assistant Principal, Curriculum Design

and Instruction liane.rae@smapdx.org

Liane Rae, Assistant Principal, Curriculum Design

and Instruction liane.rae@smapdx.org
Membership in the St. Mary’s chapter of the National Honor Society is an honor bestowed upon a student who meets the highest standards of scholarship, leadership, service, and character. In March, juniors and seniors who meet the criteria of scholarship are invited to apply for admission to the National Honor Society. Students must have at least a 3.6 unweighted GPA and a combination of advance coursework. A faculty committee reviews the applications and makes a final decision based on information provided by the applicant and St. Mary’s Academy. Once inducted, National Honor Society members are expected to uphold the standards of scholarship, leadership, service, and character at all times.

NAHS: National Art Honor Society, Chapter #3219
Contact: Julia Grieve julia.grieve@smapdx.org
Faculty Advisors, Julia Grieve and EK Metsker
The National Art Honor Society recognizes the achievements of high school visual arts students. NAHS is sponsored by the National Art Education Association. Membership is based on art scholarship, leadership, character, and service. GPA and a combination of advance coursework. A faculty committee reviews the applications and makes a final decision based on information provided by the applicant and St. Mary’s Academy. Once inducted, National Honor Society members are expected to uphold the standards of scholarship, leadership, service, and character at all times.

ITS: International Thespian Society, Troupe #5577
Contact: Shannon More, Troupe Director shannon.more@smapdx.org
The International Thespian Society is the honorary society for high school theatre students. “Thespians” is a part of The Educational Theatre Association and has been working since 1929 to honor excellence among students of theatre and support the work of theatre educators. Students who participate in a prescribed number of hours in theatre (in and out of St. Mary’s Academy) may apply for membership. Applications for membership are reviewed each spring.

Tri-M National Music Honor Society, Chapter 5494
Contact: Kathy Briggs, Faculty Advisor kathy.briggs@smapdx.org
Tri-M is the International honor society recognizing secondary music students for their musical ability, academic excellence, school involvement, and community service. Students enrolled in a music performance course at St. Mary’s are welcome to apply for membership. Applications for membership are reviewed each spring.

OUTDOOR SCHOOL
Contact: Michele Taylor, Dean of Student Leadership and Activities 503-229-8306 michele.taylor@smapdx.org
St. Mary’s Academy endorses the Oregon Trail and the Outdoor School Program, operated under the auspices of the Multnomah Educational Service District. Freshmen may apply for admission to the position of counselor at Oregon Trail and sophomores, juniors, and seniors may qualify for the position of junior counselor at Outdoor School in the fall or spring if they have all of the following:
- A cumulative 2.75 GPA, a grade of C or better in each class from the previous semester, a current grade of C or better in each class and a good attendance record (eight or fewer absences in a semester and three or fewer tardies to a class).
- Students are expected to meet with each of their teachers prior to leaving for Outdoor School, make arrangements for projects and tests, and submit all homework assignments upon their return.
- Students earn a P/NP and 25 academic credit for Outdoor School.
- Seniors may not attend Outdoor School after May 5.
- Girls may apply to attend one week in the fall session and one week in the spring session.
- Young women participating in athletics or extra-curricular activities at St. Mary’s must plan their participation in outdoor school outside the school sport season or extra-curricular activity.
- Girls who attend Outdoor School in the fall and wish to attend in the spring of the same academic year must have a grade of C or higher in each class from the previous semester and a current grade of C or better in each class.

STUDENT LIFE
Office of Student Leadership and Activities Contact: Michele Taylor Dean of Student Leadership and Activities 503-229-8306 michele.taylor@smapdx.org Jessica Acee Director of Student Leadership and Activities jessica.acee@smapdx.org Iris Martin, DEI Program Specialist iris.martin@smapdx.org Leadership is a core component of the St. Mary’s Program. There is a wide array of leadership opportunities and they are embedded in every aspect of our school. Some examples are directing programs, diversity, equity, inclusion and anti-racism leadership, student council member, being a school ambassador, mentoring younger students, or being a team captain. All advanced level leadership positions require that students sign a memorandum of understanding (MOU). This document holds students to highest level of integrity as an advanced leader within the school.

Advanced Leadership Endorsement
St. Mary’s Academy has been graduating leaders since the 1860s and we have the distinct honor of being the first high school in Oregon to award seniors an Advanced Leadership Endorsement upon graduation.

Our leadership opportunities are varied and widespread, ranging from being captain of a sports team to directing over 100 students in committee work to achieve a desired outcome. While most student leadership opportunities develop organically—in multiple places and with a variety of leadership mentors/advisors—there are many students who have chosen a deeper dive into leadership during their journey at SMA. The Advanced Leadership Endorsement ensures students are able to tell the story of their leadership experience to colleges and employers by identifying what skills they have gained, speaking to those skills, and receiving a credential as evidence. We believe that the Exits in Tents is one of the many ways SMA students can differentiate themselves in a competitive world.

Requirements include leadership experience, community service hours, and participation in leadership trainings. As part of the cohort, students will reflect on their leadership experience, create a LinkedIn profile, compile examples of their work, and present in front of a panel of women leaders. Students declare their intent to pursue the endorsement at the end of second semester their junior year.

Student Initiative
Students who wish to initiate a special project, new club, activity, or organization are encouraged to contact the Dean of Student Leadership and Activities to learn about the steps involved in the approval process.
Assemblies
Assemblies are extensions of the St. Mary’s educational program and thus reflect the philosophy of the school. Attendance at assemblies is mandatory. Students, with the exception of seniors, sit with their TA in their assigned section. Respect, courtesy, and attention are expected at all assemblies. No food, drinks or electronics are allowed at assemblies.

Clubs/Organizations
St. Mary’s has over 40 organizations and clubs that enrich student life. These range from affiliation with national organizations to those generated by the student initiative process. Information about all these activities is made available to students throughout the school year by spoken and written communication and through the Office of Student Leadership and Activities. Interested students are invited to contact the Dean of Student Leadership and Activities about opportunities for student participation and/or formation of new clubs or organizations.

Student Activities Honor Cord Program
Students who actively participate in student government, clubs and activities at SMA can accumulate hours toward an Activity Honor Cord. The cord is not for a specific activity (i.e. a “student government”); rather it is recognition for participation in a variety of SMA activities. Students will be awarded their cord at the end of their senior year. A fee for the cord is required when applying for the cord.

Dances
St. Mary’s encourages students to bring friends from other schools to the dances. At the winter semi-formal and prom students may each invite one guest. All guests must be at least in the 9th grade and may not be more than 20 years old. Guests will be required to show their current picture (student) I.D. card upon check-in. If an SMA student is not arriving with her guests, they should wait at the check-in table until their guests arrive. Students are expected to model and observe the following rules at school dances: Students are expected to adhere to the following rules at all assemblies.

Students are expected to adhere to the following rules at all assemblies.

- Guests are expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest.

- For the Winter Semi-Formal and Prom, doors open at 7:30 P.M. and close at 8:45 P.M. Students may leave the dance at 10:00 P.M. Dances end at 10:30 P.M. A breathalyzer is used at each dance. The use of the breathalyzer is to support alcohol-free attendance for all students.

- Formal dances. The Winter Semi and The Prom are formal dances. They are held off site. Tickets are purchased through a website link the weeks prior to the dance. No SMA student or her guest may purchase tickets at the door. Information about dances is provided to students well in advance of the event. A detailed informational letter will be sent to parents and students prior to each dance.

Office of Dean of Students
Contact: Patty Gorman, Dean of Students
503-229-8306 pattie.gorman@smapdx.org

The Dean of Students offers direction, communication, support, and counsel to the overall student life program including attendance, campus ministry, community service, discipline, counseling, student athletics, and the teacher advisor program.

ATTENDANCE
Contact: Kenzie D'Ambrosio
503-229-8306 kenzie.dambrosio@smapdx.org

St. Mary’s Academy uses an electronic system for recording and tracking attendance, as well as notifying parents of student absence. Attendance is taken within the first 15 minutes of each block. If a student is marked “absent,” it means we have not heard from a parent excusing the student from class. An email alerting parents of the student’s absence will be sent to all parent emails associated with the student’s account. Students will also receive an absence alert email at their SMA email account if they are marked “absent.” However, we must hear directly from a parent in order to excuse the absence or tardy.

To alert the school that your student will be absent or tardy (more than 10 minutes late to class), please email attendance@smapdx.org. Please include a reason for the absence or tardy in your email. Students may reach out to their teachers to get caught up on work or to let them know that they will be missing class time, but the school must hear from a parent for any absence or tardy to be excused.

CAMPUS MINISTRY
Contact: Maura Timoney-Deville ’09, Director of Campus Ministry
503-721-7739 maura.timoney@smapdx.org

Campus Ministry supports students in deepening their relationship with God through retreats, liturgies, prayer, community service, and spiritual direction. St. Mary’s Academy’s mission and roots are in the Catholic Church and offer each young woman, through liturgies, retreats and service activities, the opportunity to explore and to develop her spiritual values and her personal relationship with God. Students of all faiths have a home here. Time for reflection, special masses, and prayer services are part of regular school life. Some students may become involved in the Ministry Leadership Team planning liturgical celebration. Participation in this team earns 0.25 credit per semester.

Liturgical Celebrations
All-School Liturgies are held throughout the school year to allow students the opportunity to pray together and to celebrate religious seasons, St. Mary’s Founders’ Day, and special occasions. Attendance at these liturgies is required and students are expected to dress up.

Students are encouraged to participate in the weekly mass; however, students may opt to study during the mass/study time. Students who take advantage of the study option are expected to follow these guidelines:

**Mass/Study**
- Students use the time for quiet, individual study, not group study.
- Students, with a note from a teacher, may make up a test or be tutored by a teacher.
- Students may not bring food or drink to study.
- Students remain in designated study areas the entire block.
- Computer labs and the library are not available for student use.

Obligation. If we are not able to provide a liturgy on these days, students are encouraged to participate in their own parishes.

Students who wish to observe holy days in their religious tradition may be excused from school with a note from a parent prior to the absence.

Retreat Program
Freshman Retreat. In October of 2022, the freshman class will participate in retreat which focuses on the full development of the human person and introduces the SNJM charism and core values to the freshmen. This retreat is connected to the first semester Freshman Journey Program.

Sophomore Retreat: This December, the sophomore class spends 2½ hours together at an off-site retreat center to reflect on who they are, who they are becoming as a member of the St. Mary’s community, and their place in the community. All sophomores are expected to attend and participate. The day is filled with fun, discussions, prayer, sharing, and celebration.

Junior Encounter: St. Mary’s offers three encounter retreat experiences. Each Encounter is 2½ days and is held off-site. Seniors and Juniors are highly encouraged to participate in one of the encounters. Through prayer, reflection, and large and small group sharing, students focus on their relationship with self, family, friends, their classmates, and God.

Senior Metanoia: One senior metanoia (retreat) is held each year in May. This two-day experience is a wonderful opportunity for seniors to reflect on their time at St. Mary’s, their relationships, and their preparation for life after high school.

Service Program
Contact: Caitlin Whitty ’08, Director of Service
503-721-7759 caitlin.whitty@smapdx.org

The Community Service Program, a tradition at St. Mary’s Academy, aims to foster a lifelong commitment to serving others. While St. Mary’s does not have a yearly requirement for graduation, involvement in community service activities away from school is part of the school’s mission and is highly encouraged. The Service Director matches students’ interests and skills with needs in the community.

Student Life Program including attendance, campus ministry, community service, discipline, counseling, student athletics, and the teacher advisor program.
At the Awards Night in May, seniors who meet the criteria of the program will receive an honor cord in recognition of their extraordinary contributions to their community through service. This cord may be worn at graduation.

Christmas Giving
Each year St. Mary’s Academy gathers items for families and agencies in the Portland area to help provide food and gifts for Christmas. TAs usually go above and beyond these suggestions to make Christmas truly special in the lives of these families in need. This school-wide effort is a way that the entire St. Mary’s family, students, parents, teachers, staff members, board members, and alumnae can offer service to the community.

Service Honor Cord Program
As a way to honor, recognize, and encourage students who make a commitment to serve others, St. Mary’s offers the SERVICE HONOR CORD PROGRAM. Each fall the application process and criteria for the Service Cord is made available to students. Documentation of service is due each year to the Service Cord. Three counselors are available as resources to students and their parents. The counselors support and assist students with personal and academic issues as they develop and grow during their time at St. Mary’s. Students are assigned a counselor by TA. TA counselor assignments are located below.

This counselor is the student’s primary counselor, but any counselor is available to meet with a student about personal and/or academic issues or a combination of both.

Communication between a student and counselor is in general confidential though information may be shared with the counseling team to provide continuity of care and ongoing support. As mandated reporters, there are exceptions to confidentiality in areas regarding abuse or harm to self or others. In these situations, as required by state law, counselors must notify certain authorities. Counselors may also notify administrators, faculty, and/or parents. Students may be referred to a resource in the community. Students have full access to school counselors without permission of parents, unless parents specify in writing to the contrary. Parents are encouraged to contact the Director of Student and Academic Support or the Dean of Students if they become aware of a serious condition that affects their daughter’s life at school.

In the event that a student is seeing a mental health professional outside of school, St. Mary’s reserves the right to require a “Release of Information” in order to work with the professional in providing a supportive environment for the student. Students involved in self-destructive behavior, self-harm, substance abuse, suicide ideation, eating disorders, are strongly encouraged to be receiving professional mental health treatment in order to remain at St. Mary’s Academy.

College Counseling
St. Mary’s offers a comprehensive college counseling program. The college counseling staff works with students by visiting classes the freshman and sophomore years and meets individually with students beginning their junior year. The goal is to assist each student in finding the college that is the best fit based on her needs and interests. The college counselor for each TA is listed under the Counseling section. Services provided by the college counseling office include:

• Visits to freshman and sophomore classes to discuss college and answer questions.
• College nights for sophomore, junior and senior students and their families.
• Financial aid night for junior and senior families.
• Access to Naviance, a web-based college information system.
• Hosting over 100 college representatives each fall.
• Website providing access to newsletters, forms, and manual.

Communication between a student and counselor is general confidential though information may be shared with the counseling team to provide continuity of care and ongoing support. As mandated reporters, there are exceptions to confidentiality in areas regarding abuse or harm to self or others. In these situations, as required by state law, counselors must notify certain authorities. Counselors may also notify administrators, faculty, and/or parents. Students may be referred to a resource in the community. Students have full access to school counselors without permission of parents, unless parents specify in writing to the contrary. Parents are encouraged to contact the Director of College Counseling or the Dean of Students if they become aware of a serious condition that affects their daughter’s life at school.

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arrangement. If no email is sent, these late arrivals will be
recorded as an unexcused absence and will incur the
same consequences as tardies.

College and Personal Counselor
Teacher Advisor Assignments
College/Counselor

TA Freshman
Kate Damon
Maron Faulkner

Donald Housley
Mimi Loser
Shannon More
Joan Nyland
Reverman
Camille Vincent
Jessica Zoller

Sophomores
Katie Cassidy
Charlotte Gennell
Jim Haster
Anne Hainley
Dena Stock-Marquez
EK Metsker
Erica Wells
Francesca Duncan
Julia Grieve

Seniors
Maureen Daschel
Anu Deshpande
Rachel Gardner
Julia Stadler
Julia Zoller

Graduating Seniors
Rachel Sloan
Matt Vannelli

Here is a list of typical annual fees at St. Mary’s
Academy:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$17,135</td>
</tr>
<tr>
<td>Academic Fee</td>
<td>$300</td>
</tr>
<tr>
<td>Books</td>
<td>$500</td>
</tr>
<tr>
<td>Graduation</td>
<td>$240</td>
</tr>
<tr>
<td>Athletics</td>
<td>$175</td>
</tr>
<tr>
<td>Encounter</td>
<td>$100</td>
</tr>
<tr>
<td>Sophomore Retreat</td>
<td>$50</td>
</tr>
<tr>
<td>FACTS Enrollment Fee</td>
<td>Up to $50</td>
</tr>
</tbody>
</table>

Athletes
The Athletic Department offers one option to the per-sport fee above. Athletes can earn a designated number of points by selling Chinook Books. Contact the Athletic Department for more information.

All Students
Tuition payments must be current whether the payments are made annually, by semester, or monthly unless arrangements have been made with the Finance Office. Students whose tuition accounts are not current (a) will not be permitted to enroll for the next semester until the account is current, and (b) will not be permitted to take final exams until the account is current. The deadline for making up all final exams is 10 days after the exam.

Graduating Seniors
Seniors must have their tuition accounts paid in full and be cleared by the Finance Office in order to participate in senior events and the graduation ceremony.

Tuition Refund Policy
Students are accepted with the understanding that they will remain enrolled at St. Mary’s Academy for the entire academic year. The school consequently makes its commitments to the faculty/staff and contracts for services on a yearly basis according to the number of students enrolled at the beginning of the academic year. The school is not relieved of its responsibilities and obligations when a student withdraws or is dismissed. Therefore, it is understood by the parents/guardians and the school that in the event a student does not complete the academic year, the parents/guardians are still obligated to pay in full any tuition balance as provided for in the refund policy below. Parents/ guardians must complete the registrant’s paperwork formally withdrawing their student before the withdrawal is official.

Tuition Refund Policy: It is the policy of St. Mary’s Academy when a student withdraws from the school to pro-rate tuition charged as of the date of withdrawal. If a student Withdraws in August, a 100% refund will be issued, and the refund decreases by 10% each month until the end of February. If a student withdraws March 1st or thereafter, tuition will be charged for the full school year.

Registration Fee Policy: St. Mary’s Academy requires a registration fee to reserve a spot for the student for the following academic year. The school regards the payment of a registration fee as a commitment to attend St. Mary’s Academy and uses this commitment when determining staffing. Therefore, it is the policy of St. Mary’s Academy not to refund any or all of the registration fee. At the time of the payment, you will also set-up your 2023-2024 payment plan in FACTS.

Financial Aid: Families must apply annually to be considered for financial aid. Returning students 2023-2024 financial aid applications are due March 31, 2023.

Other Questions:
For information related to tuition account information, scholarship applications, financial aid applications, and/or atypical fees, students and their parents are invited to call the Director of Finance.

HALLS
Students are to be in their assigned class during the entire period. Seniors during their senior study privilege are expected to be in the Hive (if available), student commons, the cafeteria, or to have left the building.

Rules of courtesy and safety apply to hallways. No food or drink is permitted in hallways during lunch (except for senior hall). Students may have food or drink in the halls at other times but need to dispose of all litter. Students are to eat lunch in the cafeteria, in the student commons, in classrooms for club or activity meetings or off campus. Ninth graders do NOT have off-campus privileges.

Safety regulations prohibit the leaving of items in halls. Items left in the halls will be removed and stored in the attendance office or the office of the Dean of Students.

Due to the proximity of classrooms and the library, students may congregate on the outside front stairs and courtyard before school, during lunch and after school, but not during scheduled class time.

Senior Customs
Seniors enjoy customs preserved over the years such as sitting in the first rows at assemblies, wearing red ribbons, and painting a mural in senior hall. While enjoying the traditions and customs that accompany senior year, Seniors are expected to be respectful to other classes and to demonstrate leadership.

Student Body Card
Student body cards are essential for identification and for admission to extra-curricular events. Photographers will be available during the orientation days for students to take photos for the student body card and for the yearbook. In case of a lost card, students need to contact the receptionist in the main office. The first replacement card is free, and subsequent replacement cards cost $5.00.

LOCKERS
Contact: Patty Gorman, Dean of Students
patty.gorman@smapdx.org

Lockers are the property of St. Mary’s Academy.
When students are assigned lockers for book, bag, and coat storage, the locker has been cleaned, and the locker combination has been changed. To maintain the security of the locker, students are urged to keep their locker combinations confidential, and to keep their locker locked at all times. Students may not change lockers without permission from Ms. Gorman. Any problems with the locker need to be reported to the Kenzie D’Ambrosio immediately.

Students may only decorate the inside of their lockers with appropriate content. The outside of the lockers should remain without decoration.

An additional locker may be checked out at the beginning of each athletic season for storage of athletic gear. These lockers must be cleared out when the season ends. Student athletes who continue to participate in athletics the next season may keep the locker but must notify Kenzie D’Ambrosio. An additional locker may also be requested for storage of musical instruments.

Lockers may be inspected routinely for reasons related to maintenance, health, and safety. The school administration reserves the right to inspect any student locker at any time without notification.

PERSONAL PROPERTY
St. Mary’s will not be held responsible for the security of any personal items including iPads, laptops and other mobile devices.

Lost & Found
Items lost and found are to be reported to and claimed through the Assistant Dean of Students. Due to limited storage unclaimed, items will be forwarded to limited storage unclaimed, items will be forwarded.

Cell Phone Usage
Beginning in the 2022-23 school year, St. Mary’s Academy is a cell-phone-free-classroom school. This means that students may use cell phones during unstructured times including before and after school, during breaks, lunch period, and senior privilege. Cell phones, including Smartwatches, may not be used during class time, TA, flex block, TA study, liturgies, assemblies, or other school activities. When students enter the classroom, they must silence their cell phones and place them in the designated cell phone “parking lot” located on the back counter or in the cell phone caddy. If a student has an urgent need to reach her parent or another party, they should go the Main Office for assistance.

Signs and Posters
Approval of signs and posters in display in the hallways must be obtained from the appropriate faculty advisor and the Dean of Students. Timely removal of outdated signs is the responsibility of the person posting the signs.

TEACHER ADVISOR PROGRAM
Contact: Patty Gorman, Dean of Students 503-226-8806 patty.gorman@smads.org

TA is a supportive community that fosters an atmosphere of respect, where students develop positive relationships, relax together, serve others and pursue personal and academic goals.

The teacher advisor program (TA) has been a part of St. Mary’s Academy since 1979. The TA program provides students personal contact with the same teacher advisor throughout her entire four years of high school. It enables the adult advisor to be available to motivate and to track students in the academic, co-curricular, and interpersonal arenas. The TA program is meant to assist students in adjusting to and becoming active members in the St. Mary’s Academy community. Building a sense of community and belonging finds its roots in the mission of St. Mary’s.

The TA normally meets five times a week for 10 minutes at the start of the school day. They also meet briefly before mass or assemblies, during flex time for study and mass/study. TA time is used for communicating information, coordinating TA, class, and school events, study and celebrating special events.

TRANSPORTATION
Transportation guidelines apply to all trips related to St. Mary’s Academy, curricular, co-curricular and extra-curricular activities.

Students are expected to follow these rules of safety:
- submit completed permission form to the school sponsor in advance of the event
- wear safety belts, if available
- remain seated while the vehicle is in motion
- keep heads, arms, or hands inside windows
- converse in normal tones
- be courteous to the driver, fellow students, and passers-by

Students may be subject to disciplinary action for infractions of these safety provisions.

Transportation is usually provided for students via rented buses, school owned vehicles, or in some cases public transportation. Exceptions to these arrangements need to meet the following guidelines:
- A student may not transport another student, unless she is an immediate family member.
- With parental approval and advance school-sponsor approval, a student may drive herself to an event. With advance school-sponsor approval, parents may drive their daughter to an event.
- With both families’ approval and advance school-sponsor approval, parents may drive their daughter and the daughter of another family to an event.
- With parental and school-sponsor approval, faculty may drive students to an event.

These exceptions must be cleared with the sponsoring teacher, coach, athletic director, or Dean of Students at least 24 hours in advance.

DROPPING OFF STUDENTS
When dropping off or picking up students at St. Mary’s, please think about the safety of your daughter and others. If there is not space on Fifth Avenue at the curb to allow for pick up or drop off, please proceed around the corner to Mill Street to find a space at the curb. Portland police will ticket drivers who do not observe the law. Also, please note that St. Michael’s is for private use only. The towing policy that is posted is enforced at all times.

BEHAVIOR & CODE OF CONDUCT
Based on the teachings of Christ and in the tradition of the Sisters of the Holy Names of Jesus and Mary, St. Mary’s Academy expects each student to demonstrate Christian and ethical behavior by making positive contributions to the school community. Respect for self, other students, teachers, staff, the learning environment, personal property of individuals and the school, and compliance with established school regulations and policies are vital components for the growth, development, and good order of our Christian community.

In order to maintain a positive environment, a St. Mary’s student demonstrates the following acceptable student behaviors that include, but are not limited to:
- Respect for the mission, tradition, policies, and procedures of St. Mary’s Academy.
- Respect for the health and well-being of others by refraining from any type of physical violence, bullying, hazing, gossip, slandering or intimidation.
- Respect for self and others by refraining from language which is threatening, intimidating, insulting or in any way adversely impacts a member of the St. Mary’s Academy community.
- Respect for self, and others by her actions and language, both written and spoken, including refraining from language which is threatening, intimidating, insulting demeaning, immoral, vulgar, profane, or obscene.
• Respect for the environment by eating and drinking in designated areas, cleaning up after oneself, and using the recycling receptacles,
• Respect for self and civil law by refraining from possessing or using illegal substances of tobacco, alcohol, or drugs,
• Respect for personal integrity by turning in her own work on tests, projects, and assignments, citing sources correctly, and obtaining valid signatures when required,
• Respect for the learning environment by being on time, prepared for class, being attentive in class, by making positive contributions to class discussions, and projects and by complying with procedures and expectations of classroom teachers and staff,
• Respect for the environment by eating and drinking in designated areas, cleaning up after herself, and using the recycling receptacles,
• Respect for the safety standards of the school.

St. Mary’s Academy recognizes and respects that feelings of affection exist between students and that relationships are an important part of life. However, in order to maintain a professional and academic school environment, St. Mary’s students should refrain from excessive public displays of affection. Examples of public displays of affection include close physical contact such as sitting on laps, excessive hugging or touching, and kissing. Repeated or inappropriate behavior in this regard may result in a disciplinary consequence including suspension or expulsion.

Consequences

Students who violate school rules, regulations, and the code of conduct will face consequences commensurate with their actions and will be subject to appropriate discipline and include the following: detention, a loss of open-campus privilege, performance of school service, loss of credit, loss of extra-curricular eligibility, membership in SMA honor societies, participation in student government, a plan of assistance involving student, parent, teachers, and administrators referral to an intervening agency or official, and/or suspension and expulsion. Parents will be notified of serious infractions, consequences, and disciplinary action.

A student expelled from St. Mary’s is excluded from all St. Mary’s events and from coming onto school property.

School rules, regulations, and policies apply at school-sponsored events on and off campus. Although the school cannot assume responsibility for students’ conduct when they are outside the school’s jurisdiction, students should remember that, at all times, they are responsible for the good name of St. Mary’s Academy. A student involved in conduct detrimental to the reputation of the school may be liable to disciplinary action.

St. Mary’s reserves the right to suspend or expel a student who is being investigated for criminal activity. St. Mary’s reports suspensions and expulsions to colleges whether they occur before or after an application has been submitted. (See College Counseling.)

Dangerous Weapons

Students are prohibited from possessing, carrying, exhibiting and displaying weapons, firearms, explosives, mace, pepper spray, knives, pocketknives, or other dangerous objects while on school property or at school-sponsored events. Any device that is used with the intent to harm, threaten, or harass is considered a weapon. Oregon law requires a mandatory two years’ expulsion for possessing a weapon. Under ORS 399.515, schools must report expulsions for weapons and other serious offenses.

Search and Seizure

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Department of Human Services (DHS) and/or law enforcement officials may exclude school personnel from the investigation procedures and may prohibit school personnel from contacting parents.

Discipline Due Process

When a student violates the Code of Conduct, she will be subject to the following process:

Step 1: The teacher will meet with the student to review acceptable behavior expectations, teacher may notify parent.

Step 2: The student will have a conference with the Dean of Students. This conference may include the student’s teacher and/or parents. Parents will be notified of serious infractions, consequences, and disciplinary action.

The student may appeal the decision to the Principal, who if she deems appropriate, may convene an Appeals Committee.

Factors such as seriousness, location, and frequency of the violation may alter the steps in the process.

Appeal Process

Students and parents who wish to appeal a decision are expected to review the code of conduct and to follow the steps involving due process before initiating an appeal. Once initiated, students and their parents follow these steps through the appeal:

• Make a request for an appeal in writing within two weeks of notice of disciplinary action.
• Address the letter of appeal to the Principal.
• Present the appeal to the Appeals Committee, appointed by the Principal.
• Accept the decision of the Appeals Committee as final.

SMA JURISDICTION AND INVESTIGATION PROCESS

St. Mary’s Academy Jurisdiction over Out-of-School Conduct:

Students should be aware that certain behavior and activities might result in response up to and including suspension and expulsion even if such conduct takes place off campus, during non-school hours, or on breaks from school. Students may be subject to consequences for conduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of others in our community, constitutes sexual harassment, or has a direct effect on the safety or welfare of students or other members of the school community. Note that this includes electronic communications, which could subject the student to consequences even if the communications are made outside of school using personal devices and/or personal social media accounts. The school reserves the right to confiscate a student’s cell phone if it is suspected of being used in ways that violate school rules and/or if it contains inappropriate images that could be in violation of Oregon’s criminal code.

St. Mary’s Academy Formal Complaint Process: In most cases, St. Mary’s will respond to formal complaints as follows. St. Mary’s reserves the right to modify the formal complaint process as appropriate in a specific circumstance and/or as required by law.

• Contact counselor or administrator to discuss concern/complaint
• Provide written documentation of concern/complaint
• The Dean of Students or other administrator will investigate the concern/complaint which may include in-person interviews
• SMA may contact responsible parties, parents/guardians, CPS, law enforcement, etc.
• SMA may determine that additional actions, including mediation, behavioral contracts and/or disciplinary actions, are appropriate depending on circumstances

DRUG/ALCOHOL/TOBACCO POLICY

Contact: Patty Gorman, Dean of Students
503-228-8306 patty.gorman@smapdx.org

St. Mary’s Academy considers substance abuse/
St. Mary’s strives to be a drug-free institution and considers the possession, use, sale or distribution of alcohol, illegal drugs, legally controlled substances, other intoxicants, or any drug paraphernalia on the campus, in the area surrounding the school, at any student activity, school-sponsored event, or at a time or place involving St. Mary’s Academy as a very serious offense and may result in expulsion. Should a student violate this rule, the Dean of Students will:

• Contact parents/guardians
• Conduct an inquiry and determine any support or disciplinary actions that may range from suspension to expulsion
• Notify legal authorities

St. Mary’s Academy administration may require a chemical assessment of the student and refer her to an appropriate program. The appointment with the outside agency must be made within 48 hours for the earliest date available. The parents and/or student will sign a “Release of Information Form” allowing the outside treatment center to confer with the school regarding assessment recommendations and follow-up.

The student and parents must agree to participate in any follow-up treatment recommended by St. Mary’s and/or a professional treatment center. When recommended, the student must be registered to begin as soon as possible.

**Tobacco Use**

Smoking and vaping are strictly prohibited. Smoking or vaping during school hours is a violation of school policy. (School hours on a school day are from the time a student comes into the downtown area until dismissal.) Smoking and/or possession of tobacco products is prohibited at all school-sponsored events. Outside of school hours, students are to observe a Smoke/Drug Free Zone of three city blocks in every direction around St. Mary’s. Students who have turned 18 must also observe this Smoke/Drug Free Zone. Students who violate this policy will be subject to the following:

• Parents will be informed
• Loss of open campus privilege
• Loss of extra-curricular activities
• Possible referral to outside counseling
• Possible suspension from school

**Appeal Process**

(See Code of Conduct Appeal Process)

**SMA DRESS CODE 2022-2023**

St. Mary’s Academy strives to create an environment that prioritizes critical thinking, inclusivity, and body positivity. As a progressive, Catholic, women’s institution, the St. Mary’s Academy administration strives to be supportive of student choice in clothing. We believe in supporting our students’ ability to choose their attire based on comfort, functionality, and self-expression.

While the St. Mary’s Academy Dress Code allows for a wide latitude for student choice in clothing, there are certain requirements and considerations. Please refrain from wearing the following:

• Clothing (including buttons, patches, etc.) that depicts, implies, advertises, or advocates drugs, alcohol, tobacco, weapons, gang affiliation, nudity, or sexual acts
• Clothing that includes profanity or hate, discriminatory, or racist speech or images
• Clothing that includes words or images that could be triggering to others
• Clothing or accessories that endanger students or staff
• Halter tops, tube tops, one shoulder tops, off the shoulder tops, spaghetti straps, and transparent tops
• Clothing that allows the midriff* or back to show while in motion
• Skirts or shorts that expose undergarments and/or private parts when sitting and standing unless accompanied by opaque tights or leggings

There are occasions when more formal attire may be required, such as:

• Days that celebrate SMA traditions (e.g., Founder’s Day)
• Days where students participate in study opportunities in the community
• Days with guest speakers, special events, or certain school-sponsored trips

**Please Note:** The St. Mary’s Academy administration retains the right to interpret the dress code and may require students to adjust or change clothing. Dress code violations may result in disciplinary action such as detention and parental meetings, and continuous disregard for dress code may result in more serious intervention measures including being sent home, suspension, or expulsion at the discretion of the administration.

*Midriff is the region of the body between the chest and the waist

**SAFETY, SECURITY & EMERGENCY PROTOCOLS**

**Access**

Students with special needs may get an elevator pass from the Assistant Dean of Students or the Dean of Students. Elevator use is otherwise reserved for school operations.

Access to the building is through the door facing 5th Avenue. Students, school personnel, parents, and visitors may only use the 5th Avenue door. A service door on 5th and Market is used for deliveries and for people needing to enter the building without using stairs. For security reasons, all other exterior doors are locked and alarmed and are marked “For Emergency Only.” Students who enter or exit through any door other than the front doors are subject to disciplinary consequence.

**Building Security**

The school is open for students at 6:45 A.M. each school day. Students who arrive at school between 6:45-7:00 A.M. must stay on the first floor unless under the direct supervision of an SMA staff member. At 7:00 A.M. students are free to move to other areas of the building. Students who need to stay after 4:30 P.M. are required to be in the library or on the first floor unless under the direct supervision of a member of the faculty, staff, or a coach.

The building is not open on weekends and holidays except for athletic events, rehearsals, or specific events supervised by faculty, staff, or administrators.

**Campus Visitors**

To ensure that students are safe and that classes are not disrupted, all parents and volunteers are asked to report to the school office upon entering the school. If a family member needs to see a student, the Assistant Dean of Students or the Dean of Students will get the student from her class. A call or note from a parent is required if a family member not included on the Emergency Form is picking up a student. While waiting for students to be dismissed from class, friends of students are asked to wait in the front foyer of the building.

Arrangements for students interested in enrolling at St. Mary’s Academy to spend a day shadowing a current student must be made by the parents of the prospective student with the St. Mary’s Admissions Director prior to the visit. Students who have not made prior arrangements will not be allowed to remain at school.

In order to protect the academic integrity of the school day, St. Mary’s discourages visits on school days from friends or relatives of St. Mary’s students from the Portland area or from out of town. Exceptions may be appealed to the Dean of Students. No students should presume to bring a non-St. Mary’s student without permission in advance from the Dean of Students.

**EMERGENCY PROCEDURES**

Contact: Kenzie D’Ambrosio, Assistant Dean of Students 503-721-7700 kenzie.dambrosio@smapdx.org

Students, faculty, and staff shall participate in emergency drills for fire, earthquakes, or other emergencies on a regular basis. When the alarm is sounded, students must follow the direction of the administrators, faculty, and staff quickly, quietly, and in an orderly manner.

Procedures, as outlined below, will be reviewed in each class and are posted in all teaching and office areas.

**Fire Drills**

In the event of a fire or a fire drill, students, teachers, and staff are asked to take these steps:

• Leave all personal belongings...
• Move quickly and quietly to assigned or closest exit.
• Hold door open for students behind; close door afterward, do not go to lockers.
• Cluster in designated areas in the parking lot directly across from the school on 5th.
• Teachers take roll and account for all students once out of the school.
• Return to school after the all-clear signal.

Earthquake
In the event of an earthquake or an earthquake drill, students, teachers, and staff are asked to take these steps:
• Drop, duck, and seek cover against inner walls or archways, away from light fixtures, windows or overhead objects.
• Remain calm.
• Attend to injuries and medical needs.
• Evacuate to parking lot across 5th Avenue with class lists in hand when directed to do so.
• Take roll; report absent students to Attendance Secretary posted at the front door.
• Avoid utility poles and overhead wires; do not enter damaged buildings.

Lock Down Directions
Based on the active shooter training the faculty and staff participated, our lock down procedure has changed. Upon hearing the lock down signal, each individual teacher must make a decision about leaving the building with his/her class or following the instructions outlined below. If the decision is made to leave, the teacher follows the specific exit instructions located near the door to the classroom. If it is too dangerous to exit the room, the teacher will:
• Go to the door and make sure any students immediately outside are ushered into the room.
• Lock the door.
• Close curtains/blinds.
• Turn off lights (if there is a window through which persons might be seen).
• Direct students to stay away from the windows and low to the floor.
• Keep students as quiet and calm as possible.
• Exercise common sense and good judgment.

If a dangerous person is already in a room, the door to that room should not be locked. Curtains/blinds should be left open and lights on.

Upon hearing the signal, all students in open areas will follow staff instructions for either exiting the building or going to an enclosed space.

Lock Out Directions
When police notify the principal/designee that there is police action or possibly threatening activity in the neighborhood, the principal and/or designee and the school custodian will carry Lock Out Procedures.

1. Principal and custodian will make sure that all exterior doors are locked.
2. Principal and office personnel will notify staff by intercom, bulletin, or in person that that there is police activity outside the school, exterior doors have been locked, students are not to be released from the classroom or the building and that further information will be provided as available.
3. Staff and faculty should close all blinds on outside windows.
4. Main office representative must look through office window to ensure no students/staff/patron is outside our front door.
5. The principal or a designee will announce an “all clear” after the situation has been resolved.

EMERGENCY SCHOOL CLOSURE
In the case of hazardous or emergency conditions, the Principal may alter the St. Mary’s calendar or schedule. Such alterations may include school closure, late opening starting at 10:00 A.M., or early dismissal of school.

In all cases of school closure or late opening, notification will be posted on our website: www.stmaryspdx.org. FlashAlerts and local TV and radio stations will be notified as early as possible to publicize closure, late opening, or early dismissal.

Each year parents are asked to complete a medical release form that gives parental consent to St. Mary’s administrators, faculty and staff to obtain medical treatment for their daughter in an emergency situation. Parents are also asked to provide other information that could be required in case of an emergency. Parents are asked to update this information as often as necessary.

St. Mary’s Academy does not discriminate on the basis of race, color, disability, sexual orientation, or racial or ethnic origin in the administration of its education policies, admission policies, scholarships, loan programs, and athletic and other school administered programs. St. Mary’s Academy reserves the right to make revisions in this handbook when, and if, deemed necessary by the school administration. Observance of any change is expected of all when the change is made known to the student body and parents.