



## TO STUDENTS & THEIR PARENTS

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2023-2024

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.

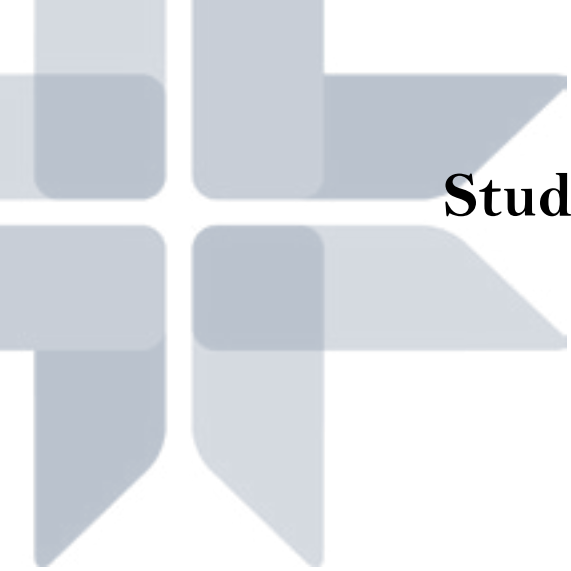
We ask that parents and their daughters read this handbook carefully. If you have any questions concerning the information contained within this handbook, please feel free to call Liane Rae, Interim Principal, Ellie Gilbert, Interim Vice Principal of Academics, Ashley Sheridan, Vice Principal of Student Life, and/or Patty Gorman, Dean of Mission and Charism.

As we begin the 2023-2024 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,

Liane Rae  
Interim Principal





**2023-2024**  
**Student/Parent Handbook**

**St. Mary's Academy**  
**A Sisters of the Holy Names**  
**of Jesus and Mary School**

**1615 SW Fifth Avenue – Portland, OR 97201**

**503-228-8306 – FAX 503-223-0995**

**Website: [www.stmaryspdx.org](http://www.stmaryspdx.org)**

**Office Hours: 8:00 A.M. – 4:00 P.M.**

**Faculty Hours: 8:00 A.M. – 3:30 P.M.**

**Regular School Hours: 8:30 A.M. – 3:00 P.M.**

**Accredited by:**

Cognia- an international organization that has been supporting academic institutions by offering accreditation and certification services since 1895. Cognia's goal is to impact and inspire education providers to advance and enable pathways of success for all learners.

**Affiliated with:**

Sisters of the Holy Names Network of Schools

National Honor Society

National Catholic Education Association

International Coalition of Girls' Schools

Oregon School Activities Association

Three Rivers Conference

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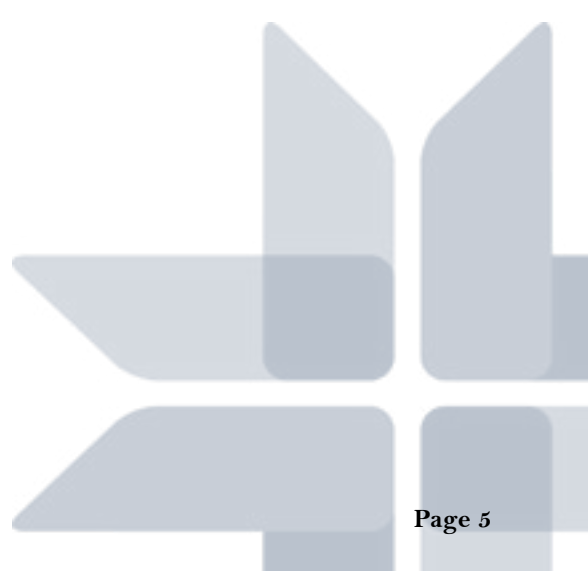
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# The St. Mary's Tradition

## *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 of Jesus and Mary 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 acknowledgments 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 165th year while continuing to empower young women to believe in themselves and the contributions they can make to create a society of justice and peace.

## **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.

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**

St. Mary's Academy's mission as an all-girls school 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 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 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.

## **THE PEOPLE**

### ***Leadership Team***

***PRESIDENT:*** Emily Niedermeyer Becker '86

***INTERIM PRINCIPAL:*** Liane Rae

***INTERIM VICE PRINCIPAL OF ACADEMICS:*** Ellie Gilbert

***VICE PRINCIPAL OF STUDENT LIFE:*** Ashley Sheridan '01

***DEAN OF MISSION AND CHARISM:*** Patty Gorman

***CHIEF FINANCIAL OFFICER:*** Scott Matulich

***DIRECTOR OF ADVANCEMENT:*** Kate Baldwin

***DIRECTOR OF MARKETING & COMMUNICATIONS:*** Caroline Campana



## *Faculty/Staff*

### ***ENGLISH***

Ashley Whitty '02, Department Chair  
Kirk Ellis, Anne Hainley, Carrie Housley, Ashley Reverman, Camille Vincent, Ben Peterson

### ***FINE ARTS***

Kathy Briggs, Department Chair  
Julia Grieve, EK Metsker, Shannon More, Sonja Poida '90, Jessica Zoller

### ***HEALTH / PHYSICAL EDUCATION***

Carrie Yerton, Department Chair  
Katie Cassidy '05, Jamie Gabbert, Savannah Scott

### ***INFORMATION SCIENCE***

Brette Doyle, Director of Technology  
Mike Bojorquez, Systems Administrator  
Kira Smith '14

### ***LIBRARY RESOURCE (THE HIVE)***

Camille Vincent

### ***MATHEMATICS***

Rachel Gardner, Department Chair  
Cynthia Berger, Brian Kelley, Julie Loveless, Charlotte Gemmell, Peter Woodford

### ***SCIENCE***

Mimi Loser, Department Chair  
Maureen Daschel '77, Savannah Scott, Anu Deshpande, Rachel Sloan, Cindi Hounton, Julia Stadler

### ***SOCIAL SCIENCE***

Joan Nyland '78, Department Chair  
Kate Damon, Donald Housley, Francesca Duncan, Matt Vannelli

### ***THEOLOGY***

Jim Haster, Department Chair  
Katie Cassidy '05, Dana Dominguez, Maria Fleming '83, Patty Gorman, Meg O'Brien, Erica Wells

### ***WORLD LANGUAGE***

Shannon Sonn, Department Chair  
Maron Faulkner, Dena Stock-Marquez, Jamie McPartland, Ben Peterson, Art Rojas

### ***CAMPUS MINISTRY & COMMUNITY SERVICE***

Maura Timoney-DeVile '09, Director of Campus Ministry  
Caitlin Whitty '08, Director of Service

### ***COLLEGE COUNSELING***

Karlen Suga, Director of College Counseling  
Courtney Best, College Counselor  
Katie Penvose, College Counseling and Testing Coordinator

### ***COUNSELING / ACADEMIC SUPPORT CENTER***

Anne Hagge, Director of Student and Academic Support  
Counselors: Sonya Barker, Jourdan Ellis '06, Kerri Kelvin  
Michael Navarro, Student Success Specialist

### ***ADMISSIONS AND RECORDS***

Sophia Vallada, Associate Director of Admissions  
Mary Whitaker, Admissions Coordinator Summer Programming and Engagement  
Liz Olsen, Registrar

### ***FRONT OFFICE AND ATTENDANCE***

Sam Miller, Front Office Associate

### ***LEADERSHIP, EQUITY & INCLUSION and ACTIVITIES***

Iris Martin, DEI Program Specialist

### ***ATHLETICS***

Anna Maria Lopez '78, Athletic Director  
Sanjay Bedi, Assistant Athletic Director

### ***COMMUNICATIONS***

Caroline Campana, Director of Marketing and Communications  
Rebekah Fink, Assistant Director of Marketing and Communications

### ***DEVELOPMENT***

Kate Baldwin, Director of Advancement  
Coralynn Arrigotti '83, Director of Leadership Gifts  
Annie Diess, Development Coordinator  
Catherine Knight, Director of Alumnae Relations  
Bryce Magorian, Assistant Director of Advancement Services  
Kendall Marriott, Director of Annual Giving  
Hilary Baker-Murphy, Director of Major and Planned Gifts  
Austin Nelson, Advancement Associate

### ***FINANCE***

Emily Stotts, Director of Finance  
Austin Nelson, Finance Associate

### ***HUMAN RESOURCES***

Kari Forrer, Director of Human Resources

### ***SPECIAL EVENTS***

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

### ***PRESIDENT'S OFFICE***

Cristine Wienecke, Chief of Staff

### ***SCHOOL PLANT***

Steve Schramm, Plant Manager

## **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 ever bore.  
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.

### **St. Mary's Academy Name, Logo and School Colors**

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.

**Brand Colors:** Navy Blue and White

## **VOLUNTEER OPPORTUNITIES**

St. Mary's Academy is a uniquely special community, and we could not do this without the support of our parents, grandparents and guardians. As a Catholic, all-girls school we rely heavily on this community to help us create an excellent, well-rounded experience for our students. Please consider assisting us in our mission to empower the young women of St. Mary's Academy by signing up for one of two avenues for committing your valuable time, expertise, and passions to the life of our school:

- [Apply to join the Parent Ambassador Board](#) (see more below)
- [Register for the lists of individual volunteer opportunities](#) (separated by areas of interest)

### ***St. Mary's Academy Parent Ambassador Board***

The Parent Ambassador Board is made up of parent representatives from each grade. This Board works closely with the St. Mary's Development staff, Admissions, Student Life, and Athletics departments to create opportunities for meaningful connection amongst parents, host social and community building events, represent the school to the broader community, and to support fundraising initiatives. At times, it also serves in an advisory capacity to the school administration. The Parent Ambassador Board provides parents with opportunities to get to know each other, become more immersed with student life, and to support the school and its mission.

This diverse and dedicated group meets nine times a year (August–May, excluding December). To stay informed about volunteer opportunities, please visit our [volunteer page](#).

## **ACADEMICS**

Contacts: Ellie Gilbert, Interim Vice Principal of Academics, [ellie.gilbert@smapdx.org](mailto:ellie.gilbert@smapdx.org) 503-721-7757  
Anne Hagge, Director of Student and Academic Support, [anne.hagge@smapdx.org](mailto:anne.hagge@smapdx.org) 503-721-7707  
Liz Olsen, Registrar, [liz.olsen@smapdx.org](mailto:liz.olsen@smapdx.org) 503-721-7708

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 Academic and Academic Support offices encompass an enhanced focus on how teachers and students are supported at St. Mary's Academy.

## **ACADEMIC PROGRAM**

St. Mary's Academy is a college-preparatory high school with rigorous academic standards for young women.

### ***Graduation Requirements***

To graduate from St. Mary's Academy, each student must earn a minimum of 25 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
<b>TOTAL</b>	<b>25 credits</b>

\*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 Vice Principal of Academics. 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.

Standard Grade Scale		Honors/AP Grade Scale		
Symbol	Points		Symbol	Points
A+	4.333		A+	5.333
A	4.000	Excellent	A	5.000
A-	3.667		A-	4.667
B+	3.333		B+	4.333
B	3.000	Above Avg	B	4.000
B-	2.667		B-	3.667
C+	2.333		C+	3.333
C	2.000	Average	C	3.000
C-	1.667		C-	2.667
D+	1.333		D+	2.333
D	1.000	Below Avg	D	2.000
D-	0.667		D-	1.667
F	0.000	Failure	F	0.000

Letter grades are determined based on the following grade scale:

Grade Scale									
A+	100	B+	87.5-89.4	C+	77.5-79.4	D+	67.5-69.4	F	0-59.4
A	91.5-99.9	B	81.5-87.4	C	71.5-77.4	D	61.5-68.4		
A-	89.5-91.4	B-	79.5-81.4	C-	69.5-71.4	D-	59.5-61.4		

Other grades that may appear on grade reports include:

Symbol	Performance	Points
P	Passing	0.0
NP	Not Passing	0.0
NG	No Grade	0.0
W	Withdrawn*	0.0
W/M	Medical Withdrawal	0.0

\*See "Schedule Changes" on page 15

### ***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.

### ***College Admissions Expectations***

Grades lower than a "C-" in a core subject area may have a negative impact on college admission requirements for Oregon Public Universities (OPU), even though a grade as low as a "D-" is a passing grade for St. Mary's Academy. Be advised that colleges have different requirements and you are encouraged to communicate with those you are interested in attending.

### ***Academic Progress/Parent Portal***

Student academic progress may be monitored by the student and parents/guardians 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 with more than 10 absences in a single class during one semester should expect to appeal 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 student 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 including AI generated material, or assists a student in cheating will face serious consequences.

#### **Consequences for cheating include the following:**

- 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
- Loss of acceptance into honors or AP classes
- Loss of membership in SMA honor societies
- Loss of participation in student government
- Loss of 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.

### ***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 Computer Science, Modern European History, U.S. History, and Calculus. Students and parents may learn more about the honors, AP®, and Challenge classes by consulting the 2023-2024 Course Catalog, the Vice Principal of Academics, 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 Vice Principal of Academics. 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 Vice Principal of Academics. 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 19, 2023 semester 1 deadline; February 13, 2024, 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 19, 2023 for the semester 1 deadline; after February 13, 2024 for semester 2).
- No classes may be dropped after the end of the fifth week of the semester (October 6, 2023, semester 1 deadline; March 1, 2024 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 19, 2023 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 19, 2023)
- 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 13, 2024 deadline)

- No yearlong courses may be dropped between October 6, 2023, and the end of semester 1. No yearlong courses may be dropped after Feb. 13, 2024 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 Study Privilege*

With written parental permission during the forecasting period, students may replace one semester class for their upcoming senior year with a Senior Study Privilege. Senior Study Privilege blocks **MUST** be forecasted for during spring forecasting. If a senior does not forecast for a Senior Study Privilege block, then they waive the opportunity. Senior Study Privilege blocks will not be added after forecasting, no exceptions. During the block, the student is not required to be in the school building. If a senior chooses to remain in the building during the block, she must study in the HIVE if available, cafeteria, or student commons. The privilege may be forfeited if a student is in a non-designated area of the building or if she has attendance, academic, or conduct infractions.

### *Study Abroad*

Students who plan to include studying abroad for one or more semesters need to contact the Vice Principal of Academics, the year prior to their anticipated leave. The impact on credits and classes required for graduation are an important consideration in looking at the course of study abroad, as well as forecasting needs for the year in which the student returns to St. Mary's Academy. Students may not participate in study abroad programs during freshmen and senior years.

### *Final Exams*

Final semester exams have a direct bearing on a student's semester grades. All students are expected to take final exams or participate in a culminating academic activity as scheduled at the end of each semester. However, all accounts must be current in order for students to take exams. Students absent from the 1st exam of the day may **NOT TAKE THE SECOND EXAM OF THE DAY**. Only in cases of serious personal illness, hospitalization, or a death or emergency in the family will finals be rescheduled. If exams must be rescheduled for other reasons, a fee of \$30 per exam will be incurred. The Vice Principal of Academics must be notified at least two weeks in advance if exams need to be rescheduled. Family vacations and trips need to be scheduled after exams are completed.

### *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 in the class
- 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 Vice Principal of Student Life. 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 decide whether students in the class will take a final as well as the AP ® exam. However, a culminating academic activity will be given on the scheduled exam date in all classes.

### ***Valedictorian/Salutatorian***

Administrators select the Valedictorian and Salutatorian of the graduating class by the grade point average (GPA) carried to the thousandth place. This includes the pluses and minuses 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 valedictorian or salutatorian designation. Transfer students are ineligible for valedictorian and salutatorian honors.

After the factors above are reviewed by the administrative team, the graduating senior with the highest weighted cumulative grade point average at the end of the seventh semester is honored as the valedictorian of the class. The graduating senior with the second-highest weighted cumulative grade point average at the end of the seventh semester is the salutatorian of the class.

The top student will be the valedictorian 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.

### ***Withdrawal from School***

In the event it becomes necessary for a student to withdraw from St. Mary's Academy, the parent or guardian is asked to contact the Director of Admissions in writing who will help with the transition.

## **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 records 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/guardian has a change of home address, email address, or phone number, the parent/guardian is asked to send an email to [updateinfo@smapdx.org](mailto:updateinfo@smapdx.org). The school database will be updated so the permanent academic record reflects current information.

## ***Transcript Requests***

To request an official transcript, a student or parent/guardian is asked to complete the “Request for Transcript” form available on our school website here: [www.stmaryspdx.org/alumnae/transcript-request](http://www.stmaryspdx.org/alumnae/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](mailto: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/guardians upon request from either the College Counseling Office or the Registrar.

## **ACADEMIC SUPPORT CENTER**

Contact: Anne Hagge, Director of Student and Academic Support, [anne.hagge@smapdx.org](mailto:anne.hagge@smapdx.org) 503-721-7707  
Michael Navarro, Student Support Specialist [michael.navarro@smapdx.org](mailto:michael.navarro@smapdx.org)

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 Michael Navarro. 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**

Sophia Vallada, Associate Director of Admissions, [sophia.vallada@smapdx.org](mailto:sophia.vallada@smapdx.org) 503-721-7705  
Mary Whitaker, Admissions Coordinator – Summer Programming and Engagement, [mary.whitaker@sma.org](mailto:mary.whitaker@sma.org)

## ***Prospective Students***

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/guardian questionnaire, middle school transcripts, teacher recommendations, and a \$65 application fee. Applicants are evaluated holistically, 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.

## ***Prospective Dates***

These dates are key to prospective students seeking admission in the coming year:

- October 15, 2023: Open House
- December 2 & 4, 2023: Placement Exam (Exam is offered twice; students need only be present on one day.)
- January 12, 2024: Priority Admission and Financial Aid Applications due
- January 22, 2024: Scholarship applications due
- January 25, January 27, January 31: Family Meetings/Interviews
- March 8, 2024: Decision Letters Mailed
- March 9, 2024: Decision Letters E-Mailed
- March 21, 2024: Attendance Confirmation Agreements Due

## **BOOKSTORE**

Contact: Michael Navarro, Bookstore Coordinator, [michael.navarro@smapdx.org](mailto: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](#). This enhanced portal makes it easy to shop for the correct books at various prices. 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 web page 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 schoolbook buyback is hosted at the end of the school year.

## ***Computer Technology Policy***

Contact: Brette Doyle, Technology Director, [brette.doyle@smapdx.org](mailto:brette.doyle@smapdx.org)

Liane Rae, Interim Principal, [liane.rae@smapdx.org](mailto:liane.rae@smapdx.org)

[Click here for the Technology Responsible Use Policy](#)

## ***Fax Machine***

The school's fax machine is not available for student use. Student papers, permission forms, homework or information needed for projects or student research should NOT be faxed to the school.

## **LIBRARY (THE HIVE)**

Contact: Camille Vincent, Library Resource, [camille.vincent@smapdx.org](mailto:camille.vincent@smapdx.org)

The library (The Hive) is open every school day for student use. Hive hours extend 30 minutes before and 30 minutes after the school day. Materials are checked out for four-week periods and can be renewed. The Hive does not charge late fees for overdue books nor fines for lost books.

## **HONOR SOCIETIES**

Membership in the four St. Mary's honor societies reflects a student's passion and commitment to the highest standards of education and artistic excellence, and character. Membership in an honor society is a result of class work and in most cases accumulated hours of participation in a particular field. To learn about the

criteria for membership for each society, please contact the advisor in the fall. Applications are reviewed in April and May.

***NAHS: National Art Honor Society, Chapter 3219***

Contact: Julia Grieve [julia.grieve@smapdx.org](mailto: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. New members are accepted in the spring. Points are awarded for authorized activities and student forms are collected each spring. A senior with sufficient points may wear the rainbow-colored cord at graduation.

***National Honor Society, St. Catherine of Siena Chapter***

Contact: Patty Gorman, Dean of Mission and Charism, [patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org) (503) 721-7706

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.

***ITS: International Thespian Society, Troupe #5277***

Contact: Shannon More, Troupe Director, [shannon.more@smapdx.org](mailto: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](mailto: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**

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 qualify in the spring for 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 3.
- 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 - STUDENT LEADERSHIP & ACTIVITIES**

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 Endorsement 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 Linked-In 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.

### ***Athletics***

View St. Mary's Academy's [2023-2024 Student Athlete Handbook](#).

## ***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 guest, she should wait at the check-in table until her guest arrives.

Students are expected to model and observe the following rules at school dances:

- Students are expected to adhere to the code of conduct of St. Mary's Academy.
- In order to attend an SMA dance, a student must be in attendance for the full day prior to the dance. 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 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 THE VICE PRINCIPAL OF STUDENT LIFE**

Contact: Ashley Sheridan '01, [ashley.sheridan@smapdx.org](mailto:ashley.sheridan@smapdx.org) 503-721-7705

The Vice Principal of Student Life 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**

St. Mary's Academy uses an electronic system for recording and tracking attendance, as well as notifying parents of student absences. 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.

### ***SchoolPass App for Reporting Attendance***

St. Mary's Academy uses SchoolPass to communicate attendance between parents and the school. Parents will need to download the SchoolPass App in order to communicate an approved absence, prearrange an absence, pick a student up early from school, share a doctor's note, or approve a tardy. If you already have the SchoolPass App downloaded from the last school year, you must update the app. Download SchoolPass for [iPhone](#) and [Android](#).

Alternatively, to alert the school that your student will be absent or tardy (more than 10 minutes late to class), please fill out the [online attendance form](#) or email [attendance@smapdx.org](mailto:attendance@smapdx.org) with 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, [maura.timoney@smapdx.org](mailto:maura.timoney@smapdx.org) 503-721-7729

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 .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 non-all-school liturgies; 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

### ***Holy Days of Obligation/Holy Days***

St. Mary's Academy makes every attempt to provide a liturgy for students on Catholic Holy Days of 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: This October, 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 September, the sophomore class spends an overnight together at SMA 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, [caitlin.whitty@smapdx.org](mailto:caitlin.whitty@smapdx.org) 503-721-7739

The Community Service Program, a tradition at St. Mary's Academy, aims to foster a life-long 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. Currently, the following are some individual and group opportunities available for service:

- Holiday luncheon for the elderly, NW Pilot Project (December)
- Christmas baskets
- Food, clothing, toiletry drives in November and April
- Portland Plunge (summer through JOIN)
- Recreation with medically fragile teens through Providence Child Center
- Many other service opportunities are available throughout the year and are posted for all students.

Students involved in the Service and Campus Ministry plan many of these service projects and encourage their classmates to participate.

### ***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 Director of Service before the first Friday in April. Contact the Director of Service or see the SMA website for more details about the Service Cord.

[stmaryspdx.org/student-life/campus-ministry/service](http://stmaryspdx.org/student-life/campus-ministry/service). 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.

## **COUNSELING DEPARTMENT**

Anne Hagge, Director of Student and Academic Support, [anne.hagge@smapdx.org](mailto:anne.hagge@smapdx.org) 503-721-7707

Sonya Barker, Counselor, [sonya.barker@smapdx.org](mailto:sonya.barker@smapdx.org) 503-721-7732

Jourdan Ellis '06, Counselor, [jourdan.ellis@smapdx.org](mailto:jourdan.ellis@smapdx.org) 503-721-7718

Kerri Kelvin, Counselor, [kerri.kelvin@smapdx.org](mailto:kerri.kelvin@smapdx.org) 503-721-7713

Three counselors are available as resources to students and their parent/guardians. 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 counselors, the Director of Student and Academic Support or the Vice Principal of Student Life 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 receive professional mental health treatment in order to remain at St. Mary's Academy.

### ***College Counseling***

Karlen Suga, Director of College Counseling 503-721-7712 [karlen.suga@smapdx.org](mailto:karlen.suga@smapdx.org)

Courtney Best, College Counselor 503-721-7711 [courtney.best@smapdx.org](mailto:courtney.best@smapdx.org)

Katie Penvose, College Counseling & Testing Coordinator, [katie.penvose@smapdx.org](mailto:katie.penvose@smapdx.org) 503-721-7716

St. Mary's offers comprehensive college counseling. 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
- All-School College nights featuring workshops on affordability, holistic admission review, the college counseling timeline, International college options, and more
- Access to Naviance, a web-based college information system
- Hosting over 100 college representatives each fall
- Membership in the National Association of College Admissions Counseling and the Pacific Northwest Association of College Admission Counseling
- Submission of transcript and letters of recommendation during the application process.
- St. Mary's Academy does not report class rank

- Letters of recommendation are not released to students for any purpose.
- A final transcript is submitted after graduation to one college.
- St. Mary's Academy reports suspensions and expulsions to colleges whether they occur before or after an application has been submitted. If a student receives a suspension at any point during her high school years, she should be prepared to draft a statement that explains the situation and focuses on personal realizations in response to what transpired.

### ***College and Personal Counselor Teacher Advisor Assignments***

<b>TA</b>	<b>College/Counselor</b>	<b>TA</b>	<b>College/Counselor</b>
<b>Freshman</b>		<b>Juniors</b>	
Anu Deshpande	Suga/Ellis	Katie Cassidy	Suga/Barker
Rachel Gardner	Suga/Ellis	Charlotte Gemmell	Best/Barker
Julie Loveless	Suga/Ellis	Jim Haster	Best/Barker
Ben Peterson	Suga/Kelvin	Anne Hainley	Suga/Ellis
Rachel Sloan	Best/Kelvin	Dena Stock-Marquez	Suga/Ellis
Julia Stadler	Best/Kelvin	EK Metsker	Suga/Ellis
Ashley Whitty	Best/Barker	Erica Wells	Best/Kelvin
Peter Woodford	Best/Barker	Francesca Duncan	Best/Kelvin
<b>Sophomores</b>		<b>Seniors</b>	
Kate Damon	Best/Barker	Dana Dominguez	A-L Best, M-Z Suga/Barker
Moe Daschel	Best/Kelvin	Kirk Ellis	Best/Barker
Maron Faulkner	A-G Best, I-Z Suga/Barker	Maria Fleming	Suga/Barker
Donald Housley	Suga/Barker	Cindi Hounton	Best/Kelvin
Mimi Loser	Suga/Ellis	Brian Kelley	Best/Kelvin
Shannon More	Suga/Ellis	Art Rojas	Suga/Ellis
Joan Nyland	Suga/Ellis	Savannah Scott	Suga/Ellis
Ashley Reverman	Best/Kelvin	Shannon Sonn	Best/Ellis
Jessica Zoller	Best/Kelvin	Carrie Yerton	Best/Kelvin

### ***Pregnancy***

St. Mary's Academy promotes the support of life in policy and practice. Thus, a pregnant student, working in cooperation with her counselor, is encouraged to continue her classes at St. Mary's Academy.

### **FEES & FINANCIAL AID**

Contact: Emily Stotts, Director of Finance, [emily.stotts@smapdx.org](mailto:emily.stotts@smapdx.org) 503-721-7721

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

Enrollment Fee	\$400
Tuition	\$17,995
Academic Fee	\$300
Books	\$500 (ranges from \$400 -\$600)
Graduation	\$240
Athletics	\$200 (per sport)
Encounter	\$100
Sophomore Retreat	\$30

FACTS Enrollment Fee      Up to \$55

### ***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 registrar'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 2024-2025 payment plan in FACTS.

**Financial Aid:** Families must apply annually to be considered for financial aid. Returning students 2024-2025 financial aid applications are due April 1, 2024.

### ***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 garbage. 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 Vice Principal of Student Life.

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 ID Card***

Student ID cards are required to enter the building and are to be worn and visible throughout the day using a lanyard or clip. QR codes on ID cards are used to check in and out of the building, and all students are required to do so at the kiosks at the front door. 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 the main office. The first replacement card is free, and subsequent replacement cards cost \$5.00.

## **LOCKERS**

Contact: Ashley Sheridan '01, Vice Principal of Student Life, [ashley.sheridan@smapdx.org](mailto:ashley.sheridan@smapdx.org) 503-721-7705

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 the VP of Student Life. Any problems with the locker need to be reported to Ashley Sheridan 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 Ashley Sheridan. 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 Front Office. Due to limited storage unclaimed, items will be forwarded to service organizations monthly.

### ***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.

Students using their cell phones in or outside the classroom during class time their phone will be turned in for the remainder of the school day. After the third cell phone violation, students will be required to attend an hour-long mandatory interactive educational seminar. The seminar will include opportunities to watch selected videos and write reflections. Failure to attend the educational seminar results in a conference with parents/guardians. SMA Administration may determine that multiple violations may include additional disciplinary actions, including losing cell phone privileges altogether and/or disciplinary consequences as described in the Code of Conduct: Consequences section of the Parent/Student Handbook (page 31).

Due to concerns about privacy, the camera function on camera phones and iPads should be used on school property only with permission of the subject of the photo.

### ***Signs and Posters***

Approval of signs and posters for display in the hallways must be obtained from the appropriate faculty advisor and the VP of Student Life. Timely removal of outdated signs is the responsibility of the person posting the signs.

## **TEACHER ADVISOR PROGRAM**

Contact: Ashley Sheridan '01, Vice Principal of Student Life, [ashley.sheridan@smapdx.org](mailto:ashley.sheridan@smapdx.org) 503-721-7705

The Teacher Advisor (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.

This tradition 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 Vice Principal of Student Life 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**

Contact: Ashley Sheridan '01, Vice Principal of Student Life, [ashley.sheridan@smapdx.org](mailto:ashley.sheridan@smapdx.org) 503-721-7705

### **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, shunning or intimidation,
- Respect for self and others by refraining from language or images on any social media platform that is threatening, demeaning, 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 ethnic, racial, and social backgrounds of self and others, as demonstrated through use of language and by demonstrating openness to learning and understanding the perspective of others
- Respect for religious beliefs, traditions, and ceremony by demonstrating reverence during liturgies, prayer services, prayer, class discussions, and toward expressions of religious beliefs
- Respect for the property of students and the school by refraining from theft or vandalism and by using materials, equipment, and resources carefully
- Respect for self and civil law by refraining from providing, 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, parents, 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 year's expulsion for possessing a weapon. Under ORS 339.315, 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 Vice Principal of Student Life. 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, 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 Vice Principal of Student Life 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: Ashley Sheridan '01, Vice Principal of Student Life, [ashley.sheridan@smapdx.org](mailto:ashley.sheridan@smapdx.org) 503-721-7705

St. Mary's Academy considers substance abuse/chemical dependency a serious medical problem. We realize that substance abuse, especially alcohol abuse, is a significant problem in our society. We strongly support preventative education, which must begin at home. The school will address the problem as both a health and a discipline issue.

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 Vice Principal of Student Life will:

- Remove student from activity or class
- 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 [pg 32](#))

## ***Dress Code 2023-2024***

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., Founders' 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 Vice Principal of Student Life. 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/guardians and volunteers are asked to report to the school office upon entering the school. If a family member needs to see a student, the Vice Principal of Student Life will get the student from her class. A call or note from a parent/guardian 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 department 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 Vice Principal of Student Life. No students should presume to bring a non-St. Mary's student without permission in advance from the Vice Principal of Student Life.

## **EMERGENCY PROCEDURES**

Contact: Ashley Sheridan '01, Vice Principal of Student Life, [ashley.sheridan@smapdx.org](mailto:ashley.sheridan@smapdx.org) 503-721-7705

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
- Take roll; report absent students to Attendance Secretary posted at the front door
- 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

## ***Critical Incidents and The Standard Response Protocol***

St. Mary's Academy uses The Standard Response Protocol (SRP) to respond to critical incidents like accidents, violence and safety concerns. The SRP program provides consistent, clear, shared language and action among all students, staff and first responders. Students will participate in drills throughout the year to learn the specific actions that can be performed during an incident.



**Hold** is followed by the Directive: **“In Your Room or Area”** and is the protocol used when hallways need to be kept clear of occupants.

**Secure** is followed by the Directive: **“Get Inside. Lock Outside Doors”** and is the protocol used to safeguard people within the building.

**Lockdown** is followed by **“Locks, Lights, Out of Sight”** and is the protocol used to secure individual rooms and keep occupants quiet and in place.

**Evacuate** and may be followed by a location, and is used to move people from one location to a different location in or out of the building.

**Shelter** State the **Hazard** and **Safety Strategy** for group and self protection.

### **STUDENT SAFE ENVIRONMENT**

The safety of St. Mary's Academy students is our highest priority. We are a community that fosters strong, independent young women, and our students must be able to learn and thrive in an environment in which they are safe and supported. Our students have a right to a life and educational environment free of abuse, misconduct, and harassment and in which appropriate adult-student boundaries are respected and maintained.

St. Mary's Academy strongly encourages all students to immediately report any concerns about student safety as described in this parent and student handbook. Students who report will receive support from St. Mary's, and retaliation for reporting concerns is strictly prohibited.

St. Mary's Academy prohibits and will not tolerate child abuse, sexual misconduct, sexual harassment, or dating/domestic violence and requires that all adults affiliated in any way with St. Mary's Academy maintain appropriate adult-student boundaries with St. Mary's Academy students.

### ***Child Abuse Reporting***

Child abuse is a crime under Oregon law. The law establishes several categories of child abuse. These include physical abuse, mental injury, sexual abuse, sexual exploitation (including sexually explicit digital images or recordings, and prostitution), neglect, threatened harm, buying or selling a child. Allowing a child to be present in an area where methamphetamines are being manufactured, and allowing a child to be exposed to a controlled substance in a manner that subjects a child to a substantial risk or harm to the child's health or safety. Child abuse can include written or electronic communications or digital images, even when no physical or in-person contact has occurred.

If you believe you are a victim of child abuse, we are here to help you. Students can make a report to the

Principal, the Vice Principal of Student Life, the counselors, or any trusted adult in the building. Students can also report child abuse themselves at the number listed below. Other than reporting the information to Child Protective Services (CPS) or local law enforcement, St. Mary's Academy will keep the information you report confidential to the greatest extent permitted by the law. We are here to help and support you. To report abuse yourself: CPS: (855) 503- SAFE (7233). For additional support, visit the National Center for Victims of Crime: <http://victimsofcrime.org>

All St. Mary's Academy employees, regardless of employee classification, are mandatory child abuse reporters. Under Oregon law, this means that any St. Mary's Academy employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse or that any person with whom the employee comes in contact has abused a child must immediately report the abuse. "Contact" with such child or person includes electronic communications.

Any student, parent, or volunteer who has reasonable suspicion to believe that child abuse has occurred or is occurring should report that information immediately to the appropriate authorities. Each instance of suspected abuse must be reported. If any employee, student, parent, volunteer, contractor, or agent thinks a child is hurt or in danger, call 911 immediately to report the information to local law enforcement.

### ***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, late opening, or early dismissal, notification will be posted as early as possible on our [website](#), email, Remind app, and local TV and radio stations via FlashAlert.

Given that St. Mary's draws from a large, diverse geographical area, conditions may vary from one location to another. Parents should use their own judgment on the safety of travel to St. Mary's. Please contact the front office if your daughter will be absent.

### ***Sexual Misconduct***

Oregon law prohibits sexual conduct between school employees and students, and violations of this law can constitute criminal child abuse. Sexual misconduct can occur between people of the same or different sexes or gender identities. Oregon law defines "sexual conduct" as any conduct with a student which includes but is not limited to:

- Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile, or offensive educational environment
- Sexual advances or requests for sexual favors directed towards a student

Sexual conduct can include written or electronic communications, even when no physical or in-person contact has occurred.

Sexual conduct does not include touching that is necessitated by the nature of the school employee's job duties or the services provided by the volunteer, contractor, or agent and for which there is no sexual intent.

All St. Mary's Academy employees must immediately report concerns about or rumors of sexual misconduct to the Human Resources Director, the Principal, or the President. If the conduct rises to the level of child abuse, the employee is also required to report to Child Protective Services.

Any student, parent, volunteer, contractor, or agent with a concern about sexual conduct between a St.

Mary's Academy employee and a student should immediately report the concern to the Human Resources Director, the Principal, or the President. St. Mary's Academy takes all such reports extremely seriously and will investigate the concern. This applies to "rumors" as well, and any rumor of sexual misconduct should be reported.

If you believe you are a victim of sexual misconduct, you should report and seek help immediately. Students can make a report to the Principal, the Vice Principal of Student Life, the counselors, or any trusted adult in the building. Even if you suspect but don't know if you were a victim of sexual misconduct, don't suffer in silence. St. Mary's Academy will keep the information confidential to the greatest extent permitted by the law. We are here to help and support you. Retaliation against you for making a report is strictly prohibited.

### ***Safe and Healthy Boundaries***

The strong and supportive relationships between St. Mary's Academy staff and students are a hallmark of a St. Mary's Academy education. St. Mary's Academy employees, volunteers, contractors, and agents provide invaluable mentorship and support to our students, and these relationships establish a strong foundation for our students as they grow into young adults.

At the same time, it is never acceptable for these relationships to cross a boundary into one of an overly familiar, personal, romantic, or sexual nature. Employees, volunteers, contractors, and agents are required to exercise sound professional judgment with regard to boundaries at all times and to err on the side of protecting boundaries and student safety.

Any employee, parent, or volunteer with a concern about inappropriate boundaries between a St. Mary's Academy employee/volunteer and a student must immediately report the concern to the Human Resources Director, the Principal, or the President. St. Mary's Academy takes all such reports extremely seriously and may initiate an investigation. This applies to "rumors" as well; rumors of inappropriate boundaries should be reported so that St. Mary's Academy can initiate an investigation.

If you believe you are a victim of inappropriate boundaries or have a concern about inappropriate boundaries between a St. Mary's employee/volunteer and a student, you should report and seek help immediately. Students should report to the Principal, the Vice Principal of Student Life, the counselors, or a trusted adult in the building. St. Mary's Academy will keep the information confidential to the greatest extent permitted by the law. We are here to help and support you. Retaliation against you for making a report is strictly prohibited.

### ***Sexual Harassment***

Sexual harassment is harassment based on sex. As defined in Oregon law, sexual harassment includes a demand or request for sexual favors in exchange for benefits; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; and/or assault when sexual contact occurs without a student's consent. "Without consent" means an act performed without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

St. Mary's prohibits all forms of sexual harassment. All complaints of sexual harassment shall be investigated. Any employee, parent, volunteer, or agent with a concern about sexual harassment should immediately report the concern to the Human Resources Director, the Principal, or the President. St. Mary's Academy takes all such reports extremely seriously and will initiate an investigation. This applies to "rumors" as well; rumors of sexual harassment should be reported so that St. Mary's Academy can initiate an investigation.

All St. Mary's Academy employees, volunteers, contractors, and agents must immediately report concerns about or rumors of sexual harassment to the Human Resources Director, the Principal, or the President. If the conduct rises to the level of child abuse, the employee is also required to report in accordance with the Child Abuse Reporter requirements.

If you believe you are a victim of sexual harassment or have a concern about sexual harassment, you should report and seek help immediately. Students should report to the Principal, the Vice Principal of Student Life, the counselors, or a trusted adult in the building. St. Mary's Academy will keep the information confidential to the greatest extent permitted by the law. We are here to help and support you.

### ***Harassment***

Harassment means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment. (Source: adapted from [www.doi.gov](http://www.doi.gov))

#### **If you believe you have witnessed or have been subjected to harassment, you should:**

- **Communicate Directly:** If students feel comfortable and safe, they are encouraged to communicate directly to express concerns if they (or someone they know) is subjected to harassment.
- **Seek Advice:** At any time, students are encouraged to consult a trusted adult in the building, such as a counselor, TA advisor, or an administrator to seek advice.
- **Initiate a Formal Complaint:** If direct communication does not resolve the problem or if a student chooses not to approach the individual directly, students may also initiate a formal complaint to their counselor, the Vice Principal of Student Life, or the Principal.

### ***Sexual Assault***

The term sexual assault refers to sexual contact or behavior that occurs without explicit consent of the victim. Some forms of sexual assault include attempted rape, fondling or unwanted sexual touching, forcing a victim to perform sexual acts. Note that sexual assault and rape may also fall within the definition of sexual harassment, defined above.

If you believe you are a victim of sexual assault or rape, you should report and seek help immediately. Students can make a report to the Principal, the Vice Principal of Student Life, the counselors, or any trusted adult in the building. We are here to help and support you. Retaliation against you for making a report is strictly prohibited.

If St. Mary's receives a complaint of sexual assault or rape, or otherwise has reason to believe that sexual assault or rape may have occurred, it will take steps to ensure that the matter is addressed by the administration.

Students are encouraged to cooperate fully in an investigation. St. Mary's will maintain confidentiality of complaints to the extent possible without compromising the school's obligation to take appropriate responsive action. St. Mary's cannot guarantee total confidentiality to anyone involved in an investigation.

Please note: While it is St. Mary's responsibility to report allegations of assault or rape to the proper authorities, in some cases, St. Mary's will not investigate allegations to determine guilt or innocence.

## ***Dating and Domestic Violence***

As defined in Oregon law, “dating” or “dating relationship” means an ongoing social relationship of a romantic or intimate nature between two persons. “Dating” or “dating relationship” does not include a casual relationship or ordinary fraternization between two persons in a business or social context. “Domestic violence” means abuse as defined between family and household members, as defined in Oregon law. “Teen dating violence” means a pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age. Teen dating violence and domestic violence is unacceptable and is prohibited.

Students, employees, parents, and volunteers should report concerns about or rumors of dating/domestic violence to the Human Resources Director, the Principal, or the President. This includes, but is not limited to, incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities or in vehicles used for school-provided transportation. If the conduct rises to the level of child abuse, employees are also required to report in accordance with the Child Abuse Reporter requirements.

St. Mary’s provides posters regarding dating/domestic violence in clearly visible locations on the school campus.

As with the safety issues identified above, the same procedures for reporting apply and retaliation for good faith reporting is strictly prohibited.

If you believe you are a victim of dating or domestic violence, you should report and seek help immediately. Students can make a report to the Principal, the Vice Principal of Student Life, the counselors, or any trusted adult in the building. We are here to help and support you. Retaliation against you for making a report is strictly prohibited.

## **IMMUNIZATION & MEDICAL TREATMENT**

Students and their parents must provide a completed State Certificate of Immunization form signed and dated by a parent or guardian (in most instances this form is forwarded from the student’s previous school). If the student is not vaccinated due to either medical or non-medical reasons, please contact the Registrar for information on additional documentation that is required.

Students not in compliance with Oregon statutes and rules related to immunization must be reported to the Multnomah County Health Department and may be excluded from school until they have met immunization requirements. Current “Certificate of Immunization Status” forms are on file in the Registrar’s Office.

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.**

