



Student & Parent Policies and Procedures Handbook

August, 2026

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BOARD OF TRUSTEES

The Board of Trustees governs Saint Mary’s College High School. The San Francisco Province of the Brothers of the Christian Schools formed the Board of Trustees in 1994 and entrusted the Board with the responsibility for ensuring that Saint Mary’s remains vitally and effectively Lasallian. The Board’s sacred trust is the Lasallian mission of the school. The Board operates on a “macro level”; it establishes broad policies and delegates the task of carrying out its policies to the President, the Chief Executive Officer (CEO) of Saint Mary’s College High School.

Governance

- Board Chair
- Trustees

Executive Leadership

- President & CEO
- Executive Assistant to the President
 - Parent Association

Finance & Operations

- Director of Finance
 - Accounts Receivable
 - Director of Network Technology
 - Contract Services
- Director of Facilities
 - Maintenance & Groundskeepers
 - Custodians

Mission & Ministry

- Director of Ministry
- Lasallian Integral Programs Manager

Institutional Advancement

- Vice President for Institutional Advancement
 - Admissions & Outreach Manager
 - Admissions Program Coordinator
 - Advancement Coordinator
 - Alumni Relations Manager
 - Brand & Publications Partner
 - Digital Media Partner

Academics

- Principal
 - Administrative Assistant
- Dean of Academics
 - Department Chairs
 - Faculty
- Vice Principal
 - Registrar
 - Inclusive Community Program Coordinator
 - Director of Student Activities
- Director of Teaching & Learning
- Director of Academic Technology
- Librarian

Athletics

- Director of Athletics
 - Assistant Athletics Director
 - Coaches & Trainers

Student Support & Counseling

- Dean of Students
 - Assistant Dean of Students
 - Main Office Manager
 - Substitute Coordinator
- Director of School Counseling & Academic Support
 - Counselors
 - Administrative Assistant
- Director of College Counseling
 - College Counselor

THE RULE OF THE BROTHERS OF THE CHRISTIAN SCHOOLS

The purpose of this Institute is to provide a human and Christian education to the young, especially the poor, according to the ministry which the Church has entrusted to it.

SAINT MARY'S COLLEGE HIGH SCHOOL'S MISSION STATEMENT

As a Christ-centered community striving to live the mission of Saint John Baptist de La Salle, Saint Mary's College High School is a Catholic school where diversity and inclusion are essential, and quality education of the whole person is our active ministry. With community support and faith grounded in love, we teach one another to

pursue a life of virtue, scholarship, and service.

LASALLIAN CORE PRINCIPLES

FAITH IN THE PRESENCE OF GOD

De La Salle's overriding concern in all that he did was the life of faith and the reality of God's saving presence in the midst of daily experiences. Lasallian educators readily share their faith life and spiritually with others, both in their zeal for education and in their personal encounters. As a result, God's presence gradually becomes an ever more living and appreciated reality.

RESPECT FOR ALL PERSONS

Mutual respect and its results – patience, generosity, understanding, willingness to change, humor, and humility – are not the expectations but the rule in Lasallian instructions. Others have an inherent dignity derived from a humanity that God created and has fully redeemed. We treat ourselves and others as God would.

INCLUSIVE COMMUNITY

Community is at the heart of all Christian education and especially Lasallian education. Relationships are the privileged means of the educational encounter, and inclusion and understanding is the privileged means for realizing their transformative potential. We educate together as one community and in association with other communities.

QUALITY EDUCATION

A Lasallian Educator teaches to inform a students' conscience, not to persuade. In addition to facts, figures, skills, and critical thinking, a Lasallian Educator forms a person slowly toward spiritual maturity and responsible character. Lasallian schools intentionally educate a wide-range of students by providing a comprehensive curriculum with solid, diverse programs that meet recognized standards of excellence and integrate positive values and a world view perspective.

CONCERN FOR THE POOR AND SOCIAL JUSTICE

The poor, the marginalized, and all who endure social injustice are an evident, clear priority in the planning, approach, and exercise of Lasallian ministries and those allies who work to support and champion them and equality for all.

BOARD'S ENDS POLICIES

As a result of an education at SMCHS, students:

1. Quality Education
 1. Are prepared to succeed and persevere in college.
 2. Have the skills and desire to be lifelong learners, effective communicators, critical thinkers, and independent problem-solvers.
 3. Apply their education beyond the academic domain to life's opportunities and challenges in the real world.
2. Faith in the Presence of God
 1. Recognize the presence of God in themselves and in others.
 2. Demonstrate, in word and action, a respectful attentiveness to diverse religious expressions and

traditions.

3. Demonstrate faith in the presence of God through their commitment to service to others and in their practices of personal and communal prayer which are personally most meaningful.
4. Express faith in God's presence and the gospel message of Jesus Christ which inspires a Lasallian Catholic identity, their moral convictions, and care for others.
3. Concern for the Poor & Social Justice
 1. Identify individuals and communities facing injustice and empathize with their lived experience, especially when that experience is different from their own.
 2. Believe in their power to create meaningful change and take action to help those in need.
 3. Incorporate service in their lives, and they recognize the benefit it provides to themselves and others.
4. Respect for All Persons
 1. Invest in their own self-respect and self-worth, understanding how they treat themselves impacts how they show respect to others.
 2. Demonstrate respect and openness to diverse perspectives, cultures, and lifestyles.
5. Inclusive Community
 1. Are committed to inclusion and belonging by bringing people together and breaking down barriers that divide people.

LASALLIAN PRAYER

Prayer is an integral part of every class and the life of the school. The school community is expected to begin each class with a prayer or moment of silence / reflection. Included in that prayer must be the following:

Leader: Let us remember...

Response: That we are in the Holy Presence of God.

Leader: Saint John Baptist de La Salle...

Response: Pray for us.

Leader: Live, Jesus, in our hearts!

Response: Forever!

POLICY GUIDANCE REGARDING INSTITUTIONAL STATEMENTS

Saint Mary's College High School may receive requests from students, families, employees, alumni, or others to issue public statements regarding political, social, cultural, or current events. As an educational institution, Saint Mary's is committed to fostering a learning environment in which students can examine varied perspectives, develop informed opinions, and engage in thoughtful and respectful dialogue consistent with the School's Catholic and Lasallian mission.

The School may determine, in its sole discretion, whether and how to issue an institutional statement. In making this determination, Saint Mary's may consider whether the matter directly affects the School community, relates to the School's mission and values, or requires communication concerning School operations, student well-being, or community safety. The School's decision not to issue a statement should not be interpreted as indifference toward an issue or the people affected by it.

Only the President or the President's designee may issue an official statement on behalf of Saint Mary's College High School. Individual students and employees may not represent their personal views as the official position of

the School unless expressly authorized to do so.

SCHOOL'S RIGHT TO AMEND AND INTERPRET THE HANDBOOK

Saint Mary's College High School reserves the right to amend, modify, supplement, interpret, suspend, or discontinue any provision of this Handbook, including any policy, procedure, program, service, fee, schedule, or expectation described herein, when the President or Principal, acting within their respective areas of authority, determines that there is good cause to do so. Such changes may be made to advance the School's mission, comply with applicable law, protect the School community, or address educational or operational needs.

The President and Principal, within their respective areas of authority, retain final responsibility for interpreting and applying this Handbook and addressing circumstances not expressly covered by it.

The School will provide parents, guardians, and students with prompt written notice of material changes through its official communication channels. A change will take effect on the date stated in the notice and will become part of the Handbook. The most recently published version of the Handbook supersedes all prior versions.

Nothing in this provision authorizes a change that is inconsistent with applicable law or a controlling written agreement, including an enrollment or tuition agreement.

NONDISCRIMINATION, ADMISSIONS, AND ACCESS

Saint Mary's College High School affirms the inherent dignity of every person and seeks to foster a community characterized by respect, justice, inclusion, and care. The School welcomes students and families from diverse racial, ethnic, cultural, socioeconomic, and faith backgrounds.

Saint Mary's admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Saint Mary's does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, tuition-assistance and scholarship programs, athletics, or other School-administered programs.

Consistent with applicable law, Saint Mary's does not engage in unlawful discrimination against an applicant or enrolled student on the basis of any legally protected characteristic. This commitment applies to admissions, academic and student-support programs, athletics, extracurricular activities, School-sponsored events, and access to other rights and opportunities made available by the School.

Admissions, placement, continued enrollment, and participation decisions may consider legitimate factors such as academic readiness, available space, the student's ability to meet the essential requirements of the School's program with reasonable accommodation, conduct, safety, and the willingness of the student and parent/guardian to respect the School's mission and community expectations. Requests for reasonable accommodation will be considered individually in accordance with applicable law and School policy.

Saint Mary's is a private Catholic and Lasallian school. Nothing in this policy alters the School's right and responsibility, to the extent permitted by law, to:

- Preserve and advance its Catholic and Lasallian identity and mission;
- Teach Catholic doctrine and integrate faith, culture, and life throughout the educational program;
- Require student participation in religion courses, prayer, liturgies, retreats, service, and other

mission-centered activities;

- Establish and apply mission-aligned academic, behavioral, and community expectations; or
- Make decisions necessary to preserve the religious character and integrity of the School.

Students and families are not required to be Catholic; however, enrollment at Saint Mary's requires respect for and cooperation with the School's Catholic and Lasallian mission, educational program, policies, and standards of conduct.

Questions or concerns regarding nondiscrimination, access, or accommodations should be directed to the Principal or another administrator designated by the School.

CHAPTER 1: ACADEMIC PROGRAMS AND POLICIES

Saint Mary's College High School offers a rigorous, college-preparatory education that prepares students for college while helping them understand the world and their place within it. Rooted in the School's Catholic and Lasallian mission, the academic program supports each student's intellectual, personal, and spiritual growth.

Students receive a broad education in the humanities, sciences, mathematics, visual and performing arts, religious studies, world languages, and other areas of study. The trimester system, curriculum, instructional practices, student-support services, and Rigor with Redemption approach to assessment and grading work together to promote student learning and development.

Students must successfully complete Saint Mary's graduation requirements. Foundational courses typically taken during the freshman and sophomore years develop the knowledge and skills necessary for more advanced study. Placement in advanced, Honors, Advanced Placement, selective, and elective courses is determined by the School according to established prerequisites and placement criteria. Scheduling, staffing, enrollment, and course availability may affect whether a student is able to enroll in a particular course.

The current Course Catalog identifies course offerings, descriptions, prerequisites, placement criteria, and other course-specific academic information. Course-selection timelines, registration procedures, forms, deadlines, examination charges, processing fees, and other annually changing operational details are published in the Annual Family Resource Guide, course-selection materials, or other official School communications. The School may revise these details as academic or operational circumstances require.

1.1 The Trimester Schedule

Saint Mary's operates on a trimester schedule consisting of three terms of approximately 12 weeks each. Students ordinarily take five courses each trimester and may earn up to 75 academic credits during a school year, or 300 credits over four years.

Courses may span one or more trimesters. Most 10-credit courses span two trimesters and are comparable in scope to full-year courses in a semester-based system. Specific trimester dates are published in the current School calendar.

1.2 Graduation Requirements

Saint Mary's academic program reflects the School's Catholic and Lasallian mission, student needs, applicable educational standards, and college-admission expectations. During the annual course-selection process, students are expected to review the School's graduation requirements and the admission requirements of colleges they may wish to attend. Course selection occurs in consultation with the student's counselor and parent/guardian.

To graduate from Saint Mary's College High School, students must earn at least 300 credits and satisfy each of the following distribution requirements:

Academic Department or Program	Credits Required
English	40
Mathematics	35
Philosophy	10
Religious Studies	40
Science	30
History/Social Studies	35
Visual and Performing Arts	20
World Languages	20
Lasallian Capstone	10
Electives	60
Total	300

Courses completed beyond the minimum credit requirement for an academic department or program count toward the elective-credit requirement.

1.3 College Admission Requirements

Saint Mary's graduates are prepared to continue their education at the college or university level. Admission requirements vary by institution and may change. Students and families are responsible for reviewing the current requirements of the colleges and universities to which a student may apply. The College Counseling Office provides guidance throughout the college-planning and application process.

The University of California and California State University use an "A–G" pattern of approved college-preparatory courses. Current subject requirements and Saint Mary's approved course list are available through the College

Counseling Office and the official UC and CSU admission websites.

Saint Mary's graduation requirements may exceed the minimum entrance requirements of some institutions. Completion of Saint Mary's graduation requirements or the A–G subject pattern does not guarantee admission to any college or university. Students should work with the College Counseling Office to select courses appropriate to their academic goals.

1.4 Course of Study

Students earn five credits for successfully completing each 12-week course. Students must successfully complete the courses and credits required in each subject area to satisfy the graduation requirements described in Section 1.2.

A student's course of study may vary based on academic needs, interests, goals, placement, transfer credits, remediation requirements, and co-curricular commitments. Any exception to the ordinary course load or graduation plan must be approved by the administration.

Regular, in-person attendance and participation are essential components of each course. A student who misses more than 15 scheduled class meetings in a trimester course will lose credit or be withdrawn from the course following administrative review. Completing assignments or assessments does not automatically replace the attendance requirement. See Section 3.4 for information concerning how a course withdrawal is recorded.

Before imposing an academic consequence based on absences, the School will consider the nature and circumstances of the absences, including approved accommodations, School-sponsored activities, documented medical conditions, disabilities, and other extraordinary circumstances.

Full participation and attendance are also required during Enrichment Week and Lasallian Days. Absences during these programs are governed by the School's attendance policies.

1.5 Add/Drop Procedures

Schedule changes require a substantial academic reason or new information that was not considered during course registration. A student's change of preference, dissatisfaction with a teacher or class period, or attempt to avoid the academic demands of a course ordinarily does not constitute a substantial academic reason.

Approval of a schedule change is not guaranteed. The School may consider:

- The student's academic program and graduation plan;
- Course prerequisites and placement criteria;
- The student's demonstrated preparation;
- Course availability and class capacity;
- Staffing and instructional considerations;
- Schedule feasibility;
- The effect of the change on other courses; and
- Other relevant academic or operational circumstances.

A request submitted after the applicable add/drop period may be denied. If a late change is approved, the School will determine how the withdrawal, addition, credit, and grade will be recorded in accordance with Chapter 3.

Current add/drop periods, request procedures, forms, submission requirements, deadlines, and any applicable processing charges are published in the Annual Family Resource Guide, course-selection materials, or other

official School communications.

1.6 The Lasallian Capstone

The Lasallian Capstone allows seniors to pursue independent research on a topic reflecting their interests and intellectual curiosity. Through the project, students demonstrate independent inquiry, disciplined research, creative thinking, communication, and reflection.

The Lasallian Capstone includes an approved proposal with supporting documentation, written research, a synopsis, a presentation to a faculty committee, and a reflection paper. Specific requirements, procedures, and deadlines are communicated through the current Lasallian Capstone guidelines.

Students must complete their projects individually. Joint projects are not permitted. All projects must be consistent with the Catholic and Lasallian mission of Saint Mary's and support the School's Lasallian Educational Outcomes.

The Lasallian Capstone is a two-trimester course worth 10 credits, with five credits awarded for each successfully completed trimester. Students receive a grade of Pass/No Pass for each trimester in accordance with the grading policies in Chapter 3. Successful completion of the Lasallian Capstone is required for graduation.

1.7 AP and Honors Courses: Student Well-Being and Course Placement

Advanced Placement and Honors courses require greater independence, preparation, and study time than college-preparatory courses. Students should expect approximately 60 minutes of homework per night for each AP or Honors course, compared with approximately 30 minutes for each college-preparatory course.

Students and parents/guardians should carefully consider the student's total academic workload, co-curricular commitments, outside responsibilities, and physical, social, and emotional well-being when selecting courses. Because each student's preparation and circumstances differ, the School considers several factors when determining an appropriate academic program.

Placement in an AP or Honors course may be based on:

- Completion of applicable prerequisite courses;
- Grades earned in prerequisite and related courses;
- Habits of Scholarship marks;
- The student's cumulative academic record;
- Teacher or academic-department recommendations;
- Standardized test or other assessment results when relevant;
- The student's overall course load and academic plan;
- Course-specific expectations;
- Class capacity, staffing, and scheduling; and
- Other information relevant to the student's academic preparation and likelihood of success.

Meeting the published placement criteria does not guarantee enrollment in a particular course. The School retains final authority over course placement and may limit the number of AP, Honors, or other advanced courses in a student's schedule when necessary to support an appropriate and balanced academic program.

A student who does not meet the published criteria may request consideration under the course appeals process established by the School. Approval of a course appeal is determined by the administration in consultation with

the student's counselor and the appropriate academic department.

Current course-specific prerequisites, placement criteria, GPA guidelines, course-load limits, exception procedures, application requirements, and deadlines are published in the Course Catalog, annual course-selection materials, or other official School communications.

AP and Honors course offerings may vary based on staffing, scheduling, enrollment, curriculum, and other academic considerations.

1.8 Requirements for Enrollment in AP Courses

Eligibility and placement in AP courses are governed by the criteria and procedures described in Section 1.7 and the current Course Catalog.

Students admitted to an AP course must complete all required summer preparation and other prerequisites established by the School. A student who fails to complete required preparation may have the student's placement reconsidered.

Students are expected to remain enrolled in an AP course for its duration. Withdrawal will be considered only in exceptional circumstances and requires administrative approval. The School may consider the student's academic performance, health and well-being, preparation, total course load, available alternatives, timing of the request, and other relevant circumstances.

Students enrolled in an AP course must take the corresponding AP examination. For an AP course offered during the spring trimester, instruction continues through the end of the trimester following the AP examination.

Course grades are based on the student's mastery of course content and skills. Performance on the AP examination does not determine the student's course grade.

Students and families must comply with the AP examination registration, billing, payment, and testing procedures established by the School and the College Board. Families are responsible for applicable AP examination charges. Current examination charges, billing periods, payment deadlines, fee-reduction procedures, unused-examination charges, cancellation charges, and other AP administrative details are published in the Annual Family Resource Guide or communicated through current official School materials.

A violation of the School's Academic Integrity Policy may affect a student's eligibility to enroll in future AP courses.

1.9 Interpretation of Individual and School-Wide AP Examination Performance

Saint Mary's recognizes that completing AP courses and examinations may strengthen a student's preparation for college and may result in college credit or advanced placement. These benefits vary by college or university.

AP examination results are one measure of student achievement, but pass rates alone do not fully reflect the quality of instruction or the value of the AP Program. Saint Mary's also values the willingness of students to undertake rigorous, college-level coursework and complete the corresponding AP examinations.

1.10 AP Courses and Weighted GPAs

AP courses receive additional weight when Saint Mary's calculates a student's internal GPA. The GPA reported on

the student's official School transcript is unweighted.

See Section 3.8, Determining Unweighted and Weighted Grade Point Averages, for an explanation and examples of weighted and unweighted GPA calculations.

1.11 iPad Program

Saint Mary's requires each student to have an iPad for daily academic use. An iPad is the School's approved student device; laptops and other devices may not be substituted unless authorized by the School as part of an approved accommodation or other exception.

Current device specifications, required applications, digital-textbook information, setup instructions, purchasing information, and technology-support procedures are communicated through the Annual Family Resource Guide or other official School materials. Families are strongly encouraged to obtain AppleCare+ or comparable protection against accidental damage.

Students must:

- Bring their iPad to School each day;
- Ensure that the device is fully charged and ready for use at the beginning of the School day;
- Install all required applications and digital textbooks;
- Keep the device's operating system and required applications current; and
- Comply with the School's technology, acceptable-use, academic-integrity, and classroom policies.

If an iPad has cellular capability, cellular service must be turned off while the student is on campus unless its use is authorized by a teacher or other School employee.

Students and families are responsible for maintaining the iPad in working condition and for its security, proper care, repair, and replacement. Except as otherwise required by law, Saint Mary's is not responsible for loss, theft, or damage.

A student must unlock and provide reasonable access to the iPad and relevant applications, accounts, files, or content when requested by an authorized School employee for a legitimate School-related purpose. Any access or review will be reasonably related to that purpose and conducted in accordance with applicable law and the School's technology policies.

1.12 Summer School Programs

Students may take approved summer courses for remediation or enrichment. Any summer course intended to satisfy a Saint Mary's academic requirement, earn Saint Mary's credit, remediate a previously completed course, support placement in a Saint Mary's course, or advance a student's course sequence must receive written administrative approval before the student enrolls.

A summer course taken for remediation does not replace or remove the original course or grade from the student's academic record. Successful remediation is recorded separately on the student's transcript.

Except for advancement specifically approved by the administration, a summer course may not be used to satisfy a future Saint Mary's course requirement or accelerate a student's course sequence.

When considering a request for remediation, credit, placement, or advancement, the School may evaluate:

- The institution or program offering the course;
- The course's content, rigor, instructional format, and instructional hours;
- The qualifications of the instructor;
- The grading system and assessment requirements;
- The course's alignment with the Saint Mary's curriculum;
- The student's prior academic performance and demonstrated preparation;
- The student's proposed academic plan; and
- Any additional examination, documentation, or placement requirements established by the School.

The School may condition approval upon the student earning a specified grade, completing a placement or final examination, submitting an official transcript or grade report, or satisfying another academic requirement.

Completing an outside course does not automatically entitle a student to Saint Mary's credit, remediation, placement, or advancement. A course completed without prior written approval ordinarily will not be accepted for any of these purposes.

Current approved programs and providers, application forms, submission procedures, deadlines, grade requirements, assessment requirements, documentation requirements, and other summer-course processing information are published in the Course Catalog, Annual Family Resource Guide, or other official School communications.

1.13 College and Concurrent Enrollment

Saint Mary's offers a comprehensive college-preparatory curriculum that includes Honors and Advanced Placement courses. The School therefore does not participate in concurrent or dual-enrollment programs offered through community colleges or other institutions.

Students may independently enroll in college courses for enrichment. Unless approved in writing by the administration before enrollment, an independently completed college course does not:

- Replace a Saint Mary's graduation requirement;
- Earn Saint Mary's academic credit;
- Affect the student's Saint Mary's GPA;
- Guarantee placement in a subsequent Saint Mary's course; or
- Appear on the Saint Mary's transcript.

The administration may establish conditions for any approved course, including requirements concerning course content, instructional hours, grades, documentation, and the institution providing the course.

Current approval procedures, forms, documentation requirements, and submission deadlines are published through the Course Catalog, Annual Family Resource Guide, or other official School communications.

Students and families are responsible for determining whether another college or university will recognize or accept independently earned college credit.

1.14 Transfer Credits and Graduation Planning

The School reviews the prior academic record of each transfer student to determine which courses and credits will be accepted and how they will apply toward Saint Mary's graduation requirements. Admission as a transfer student does not guarantee acceptance of every previously completed course or credit, placement at the same

grade level or course level, or continuation in the same academic sequence.

When evaluating transfer coursework, the School may consider:

- The status and academic standards of the institution at which the course was completed;
- The course's content, rigor, instructional time, and level;
- The student's final grade and demonstrated preparation;
- The course's alignment with Saint Mary's curriculum and graduation requirements; and
- The completeness and authenticity of the documentation provided.

Accepted credits may satisfy a specific academic-department requirement or count as elective credits, as determined by the School. Credit ordinarily will not be awarded more than once for the same or substantially similar coursework. The School determines how accepted transfer coursework and grades are recorded on the Saint Mary's transcript and treated in GPA calculations.

Students and families must provide official transcripts and any additional documentation requested by the School, which may include course descriptions, syllabi, grading scales, or records of instructional hours.

After reviewing the student's academic record, the School will establish an individualized graduation plan identifying the requirements the student must complete. The plan may include a particular course sequence, summer or outside coursework, remediation, additional coursework, or other academic conditions.

Transfer students are responsible for completing the approved graduation plan and all applicable Saint Mary's graduation requirements. Any exception must be approved by the administration.

CHAPTER 2: ACADEMIC EXPECTATIONS

2.1 Course Overviews

At the beginning of each trimester, teachers provide students with a Course Overview. The Course Overview explains the course content and sequence, learning expectations, grading and assessment practices, and classroom procedures.

The Course Overview describes the regular assignments students can expect, including homework, projects, papers, class participation, tests, and quizzes. It also identifies the major assessments students must complete to demonstrate mastery of the course content and skills.

A Course Overview supplements this Handbook and other School policies and may not conflict with them. A teacher may revise course-specific procedures, assignments, or schedules when necessary and will communicate material changes to students.

2.2 Study and Homework

Students should expect approximately 30 minutes of study and homework per School night for each college-preparatory course. For a student taking five college-preparatory courses, this generally amounts to approximately two and one-half hours per night, Sunday through Thursday.

Honors and Advanced Placement courses may require up to 60 minutes of study and homework per course on a School night. Enrollment in one or more of these courses may substantially increase a student's total nightly workload. These estimates describe the time typically expected; the time an individual student needs may vary

based on the course, assignment, and student's preparation and work habits.

Teachers will not require students to complete study, homework, projects, or other assignments during Thanksgiving, Christmas, or Easter vacations. Long-term assignments must be planned so that students are not required to work during these vacations. Advanced Placement courses are the sole exception during Easter vacation.

During Fall, Winter, and Spring Lasallian Days and their adjoining weekends, each course may assign no more than one regular School night's worth of study and homework.

2.3 Test and Major Assessment Calendar

Teachers use tests, projects, presentations, papers, performances, and other major assessments to evaluate student learning. A major assessment is an assignment or evaluation that carries substantial academic weight or ordinarily requires significant student preparation outside of class.

Teachers must post major assessments on the School's designated assessment calendar. The calendar is intended to help students plan their work and prevent an excessive number of major assessments from being scheduled for the same grade level on the same day.

A teacher may not administer or establish the due date for a major assessment on a day when three major assessments have already been posted for students in that class. An exception requires advance approval from the administrator responsible for academics.

2.4 Culminating Assessments and Final Examinations

During the final week of each trimester, teachers administer a culminating assessment in each academic course. The assessment may take the form of a final examination, paper, project, presentation, performance, or another demonstration of learning.

Students must complete culminating assessments on the dates established by the School or teacher. A final examination may not be administered before the designated examination period.

A request to complete a final examination on the designated Make-Up Day must be submitted to the administrator responsible for academics, not to the student's teacher. A student may complete a final examination on Make-Up Day only because of a documented emergency, serious illness, approved accommodation, School-authorized absence, or other unavoidable circumstance. Administrative approval is required. When circumstances permit, approval must be obtained before the scheduled examination.

A student who has not completed all required major assessments, including the culminating assessment, by the applicable grade-submission deadline will receive a final grade of Incomplete (I), unless the administration approves another academic arrangement because of a documented emergency, serious illness, approved accommodation, School-authorized absence, or other extraordinary circumstance.

A final I is treated as an F when calculating the student's GPA, awards no course credit, and is ordinarily permanent. The student must repeat or remediate the course through a program approved in advance by Saint Mary's. See Section 3.4 for additional information.

2.5 Academic Services Program

Saint Mary's College High School provides academic accommodations and support to eligible students with

documented educational needs. The policies governing accommodation requests, documentation, Educational Support Plans, confidentiality, external testing accommodations, and reconsideration of decisions are set forth in Section 12.3, Academic Services Program and Reasonable Accommodations.

CHAPTER 3: GRADING

Saint Mary's teachers assign grades to communicate a student's level of academic achievement in a course. Academic grades reflect the quality of the student's performance on assessments of course content, skills, and learning outcomes. They are not intended to evaluate the student's effort, conduct, ability, or potential.

Consistent preparation, participation, responsibility, engagement, and effort are expected of every student. These learning behaviors are reported separately through Habits of Scholarship marks.

3.1 The Academic Grading System

Saint Mary's uses the following grading system to evaluate student achievement and calculate grade point averages:

Grade	Achievement Level	Unweighted GPA	Internal Weighted GPA*
A	Outstanding Achievement	4.0	5.0
A–	Outstanding Achievement	3.7	4.7
B+	Proficient Achievement	3.3	4.3
B	Proficient Achievement	3.0	4.0
B–	Proficient Achievement	2.7	3.7
C+	Basic Achievement	2.3	3.3
C	Basic Achievement	2.0	3.0
C–	Basic Achievement	1.7	2.7
D+	Unsatisfactory Achievement	1.3	1.3
D	Unsatisfactory Achievement	1.0	1.0
D–	Unsatisfactory Achievement	0.7	0.7

F	Failure	0.0	0.0
I	Incomplete—Insufficient Evidence of Learning	0.0	0.0
P	Passing Credit	Not calculated	Not calculated
NP	No Passing Credit	Not calculated	Not calculated
W	Withdrawn from Course	Not calculated	Not calculated

*Internal Weighted GPA values apply only to courses designated by the School as eligible for additional weight. The current Course Catalog identifies the courses that carry a weighted designation.

Grades of C– or higher in courses designated as weighted receive one additional grade point when Saint Mary’s calculates the student’s Internal Weighted GPA. Grades below C– do not receive additional weight.

Internal Weighted GPAs are used only for School purposes, including determining academic honors and awards. The GPA reported on the student’s official Saint Mary’s transcript is unweighted.

A grade of C– is a passing Saint Mary’s grade but may not satisfy the admission requirements of a particular college, university, or university system. Students and parents/guardians should consult the College Counseling Office regarding current college-admission requirements.

The I, P, NP, and W marks are governed by Section 3.4.

3.2 Habits of Scholarship Marks

Students receive a separate Habits of Scholarship mark in each course. These marks reflect the academic behaviors and practices that support learning rather than the student’s level of academic achievement.

Habits of Scholarship marks are reported as follows:

- E — Excellent
- M — Meets Expectations
- U — Does Not Meet Expectations

Habits of Scholarship marks do not affect the student’s GPA and are not included on the student’s official transcript. They provide students, parents/guardians, teachers, counselors, and administrators with information that may guide student growth, academic support, course placement, eligibility, and other educational decisions.

See Section 1.7 for the role of Habits of Scholarship marks in Advanced Placement course placement and Chapter 5 for their role in academic standing and eligibility.

Elements Considered in Assigning Habits of Scholarship Marks

Teachers consider the following factors:

- Effort: The student demonstrates consistent and appropriate effort in pursuing academic achievement.

- Attendance and Punctuality: The student attends class regularly and arrives on time, excluding verified illness, approved accommodations, emergencies, School-authorized absences, and other excused circumstances.
- Responsibility: The student completes and submits assignments and assessments on time, brings required materials to class, communicates with the teacher when concerns arise, and seeks assistance when needed.
- Engagement: The student remains attentive and participates appropriately in classroom activities.
- Improvement: The student demonstrates growth in academic behaviors and learning practices over time, regardless of the student's level of academic achievement.
- Behavior: The student treats teachers and classmates respectfully, follows instructions, uses electronic devices appropriately, and avoids disrupting the learning environment.

Unsatisfactory Marks

A U indicates that a student's Habits of Scholarship do not meet School expectations. A U may be assigned when a student:

- Violates the Academic Integrity Policy (intentionally or unintentionally), including through cheating, plagiarism, or unauthorized use of artificial intelligence;
- Repeatedly fails to complete or submit formative or summative work;
- Fails to complete or submit a required major assessment;
- Repeatedly submits work after established deadlines;
- Repeatedly fails to bring required materials to class;
- Accumulates excessive absences or tardiness unrelated to verified health conditions, approved accommodations, emergencies, School-authorized absences, or other excused circumstances;
- Engages in repeated off-task, disruptive, or inappropriate behavior requiring teacher intervention; or
- Demonstrates continued disengagement from classroom activities.

When a U is assigned for an official grading period, the teacher will provide a brief comment explaining the basis for the mark.

A confirmed violation of the Academic Integrity Policy will result in a U for the applicable grading period. Additional academic or disciplinary consequences may be imposed under Chapter 5.

A U may also result in academic intervention or affect future course placement, eligibility, or academic standing in accordance with other School policies.

3.3 Student Narrative Self-Evaluations

At the midpoint of each trimester, students complete a paragraph-length narrative self-evaluation for each course. These self-evaluations are available through the School's student-information system for review by the student, the student's parents/guardians, and School personnel with a legitimate educational interest.

Narrative self-evaluations are an important part of the Saint Mary's academic program. Students must complete them thoughtfully and honestly. Self-evaluations may be considered in course-placement decisions when other academic information does not provide a clear recommendation.

Teachers may also require students to reflect in writing following major assessments or at other appropriate times. These reflections help students evaluate their academic performance and Habits of Scholarship, identify areas for growth, and work with their teachers to improve their learning.

3.4 Incomplete, Grade Pending, Passing, and Withdrawn Marks

Missing or Uncompleted Assessments

An assessment that a student does not complete or submit may be recorded as missing or as providing insufficient evidence of learning in the teacher's gradebook. This temporary gradebook notation is not a final course grade of Incomplete.

For purposes of calculating the student's course grade, an uncompleted assessment is treated as an F unless the student completes the assessment by an authorized deadline.

A suspected or confirmed violation of the Academic Integrity Policy will be addressed under Chapter 5. When the policy requires an assessment to receive an F or no credit, that result will be included when calculating the student's course grade.

Final Grade of Incomplete

Students must complete all required major assessments as a condition of successfully completing a course. Major assessments may include midterm or final examinations, papers, projects, presentations, performances, or other assessments identified in the Course Overview.

A final grade of Incomplete (I) reflects insufficient evidence for the School to determine that the student achieved the required course outcomes. An I may be assigned when a student has not completed one or more required major assessments by the conclusion of the course.

A final I:

- Is a permanent final course grade;
- Is treated as an F when calculating the student's GPA;
- Awards no course credit; and
- Creates a deficiency that must be remediated through a program approved in advance by Saint Mary's.

A final I is not replaced because a student later submits missing work. A factual or administrative error in the assignment of an I may be addressed through the grade-appeal procedure in Section 3.5.

Academic-Integrity Violation on a Culminating Assessment

When an alleged violation of the Academic Integrity Policy involving a final examination, culminating project, or other required culminating assessment prevents the School from determining a final course grade, the student will receive an I while the review or authorized resolution process is pending.

If the School determines that a violation occurred, the student must complete one of the following as directed by the School:

- Submit a replacement culminating assessment within four weeks after being notified of the determination. The replacement assessment will receive a grade of F as the academic consequence for the violation, and the student's final course grade will be calculated using that grade; or
- Repeat or remediate the course through a program approved in advance by Saint Mary's.

If the student does not complete the replacement assessment by the authorized deadline, the student will receive a final I and must remediate the course under Sections 3.6 and 3.7.

The School may impose additional consequences under the Academic Integrity Policy.

Passing Credit

A Passing (P) mark indicates that the student earned course credit without receiving a letter grade. A P is not included in the student's GPA calculation.

A P may be awarded only in a course designated by the School as pass/fail or when its use has been specifically authorized by the administration. A student or parent/guardian may not independently elect to take a course on a pass/fail basis.

Withdrawn from Course

A Withdrawn (W) mark may be assigned when unusual or extraordinary circumstances prevent a student from completing a course or when the administration approves the student's withdrawal for another substantial reason.

The administration has sole authority to approve a course withdrawal and assign a W. Students and parents/guardians may not independently withdraw a student from a course.

A W:

- Is a permanent academic-record mark;
- Awards no course credit; and
- Is not included in the student's GPA calculation.

A W may not be used as a temporary placeholder. When the School has authorized a student to complete remaining course requirements by a specified deadline, the student will receive GP until the plan is completed or the deadline expires.

A student who receives a W must resolve the resulting subject or credit deficiency through an academic plan approved by Saint Mary's. See Section 1.4 and Chapter 11 for additional requirements concerning course credit and excessive absences.

3.5 Grade Appeals

Saint Mary's Rigor with Redemption program provides students with regular feedback and opportunities to improve their learning. Academic grades reflect demonstrated achievement. Effort, participation, conduct, and improvement are reported separately through Habits of Scholarship and are not grounds for appealing an academic grade.

Grounds for Appeal

A final course grade may be appealed only when:

- The teacher made a calculation, recording, or other factual error;
- The grade was determined in a manner inconsistent with the grading practices stated in the Course Overview or with School policy; or
- The grade was arbitrary, unreasonable, or unsupported by the student's assessed academic performance.

A student's disagreement with a teacher's professional judgment, by itself, is not sufficient grounds for an appeal.

Final examinations, projects, papers, performances, and other culminating assessments are summative and may substantially affect the student's final course grade. The appeal process may not be used to:

- Request a change in the value or weight of an assessment;
- Resubmit previously graded work;
- Submit work after an established deadline;
- Complete extra credit or additional work to raise a final grade; or
- Challenge an academic-integrity determination or disciplinary consequence.

Academic-integrity determinations must be addressed through the procedures provided in the Academic Integrity Policy.

Appeal Procedures

The student must submit a grade appeal by email to the Office of the Registrar per the instructions on the grade report.

The student—not the student's parent/guardian—must submit the appeal within five School business days after final grades are posted.

The appeal must include:

- The student's name and grade level;
- The course and teacher;
- The final grade received; and
- A narrative of no more than 125 words identifying the specific basis for the appeal.

The Dean of Academics will conduct an initial review to determine whether the appeal states a permissible basis under this policy. An appeal that does not identify a permissible basis may be denied without further review.

If the appeal states a permissible basis, the Dean of Academics will request a response from the teacher and may review the Course Overview, gradebook, assessments, rubrics, communications, and other relevant information.

The Dean of Academics will communicate the School's final decision to the student in writing, generally within 10 School business days following the conclusion of the fall and winter terms. Notifications for grade appeals following the conclusion of the spring term may take place once faculty members return to campus in August. The School's decision is final.

3.6 Course Remediation

Course remediation is approved additional coursework used to address a deficient final grade or recover credit required for graduation. Remediation does not erase, replace, or recalculate the original Saint Mary's grade.

School Approval

Any outside course intended for remediation or credit recovery must be approved in writing by the administrator responsible for academics before the student enrolls.

In determining whether to approve a course, the School may consider:

- The institution's accreditation or authorization;
- Course content and learning outcomes;

- Academic rigor;
- Instructional time;
- Mode of instruction;
- Assessment and grading practices; and
- Alignment with the corresponding Saint Mary's course or graduation requirement.

Enrollment in or completion of a course that was not approved in advance does not guarantee that Saint Mary's will award credit or recognize the course for remediation.

Completion and Documentation

The student must complete the approved course by the deadline established by the School and provide an official transcript or grade report demonstrating successful completion.

The original Saint Mary's grade remains on the student's transcript and continues to be included in the Saint Mary's GPA calculation. The approved remediation course and grade are recorded separately in accordance with the School's transcript practices.

Remediation During the Regular School Year

In exceptional circumstances, the administration may permit a student to repeat up to 10 credits at Saint Mary's during the regular school year. Approval is subject to course availability, the student's schedule, and the School's determination that repeating the course is academically appropriate.

A student approved to repeat or remediate a course during the regular School year must continue to carry the course load required by Saint Mary's.

Alternative Remediation Plans

If an appropriate remediation course is unavailable, the student and parent/guardian must meet with the student's counselor and the Dean of Academics to develop an alternative remediation plan.

Any alternative plan must be approved by the administration in writing before it is implemented.

3.7 Grade Deficiencies

Final Grades of F and I

A final grade of F or I:

- Awards no course credit;
- Is included in the student's GPA at a value of 0.0; and
- Must be remediated through a program approved in writing by Saint Mary's.

Required remediation ordinarily must be completed during the following summer and before the student returns for the fall trimester. The administration may approve a different program or timeline based on the student's circumstances and the availability of an appropriate course.

If a student receives an F or I in both trimesters of a 10-credit course, both trimesters must be remediated.

Failure to complete required remediation may affect promotion, course placement, graduation, academic standing, or continued enrollment. Any decision concerning academic dismissal will be made after an

individualized review under Chapter 5.

Withdrawn Courses

A W creates a subject or credit deficiency because it awards no course credit. The student must resolve the deficiency through replacement coursework or another academic plan approved in writing by Saint Mary's.

Grades of D+, D, and D–

Grades of D+, D, and D– are passing grades for Saint Mary's credit purposes. These grades, however, may not:

- Satisfy college-admission requirements;
- Demonstrate adequate preparation for the next course in an academic sequence; or
- Qualify the student for placement in a more advanced course.

A student who earns a grade below C in a college-preparatory course is strongly encouraged to remediate the course through a program approved by Saint Mary's.

Unremediated grades below C may limit a student's eligibility or competitiveness for admission to four-year colleges and universities. The College Counseling Office will help students understand their postsecondary options and the possible effect of deficient grades on college admission.

Seniors and Graduation Requirements

A senior who receives an F, I, or W affecting a graduation requirement will not receive a diploma until:

- The deficiency has been resolved;
- All required courses have been successfully completed; and
- All credits required for graduation have been earned.

College-Admission Treatment of Deficient Grades

Colleges, universities, and university systems establish their own policies concerning deficient grades, repeated courses, remediation, and validation through subsequent coursework. These policies may vary by institution, academic subject, and year of application.

In limited circumstances, successful completion of a higher-level course may validate a deficient grade or omitted course for college-admission purposes. Validation is not the same as repeating or remediating a course and generally does not remove the original grade from the student's academic record or college-admission GPA calculation.

College-admission validation does not waive Saint Mary's remediation or graduation requirements. Students should consult the College Counseling Office before selecting a remediation course or relying on subsequent coursework to address a college-admission deficiency.

3.8 Determining Unweighted and Internal Weighted Grade Point Averages

Calculating a GPA

To calculate a trimester GPA, the grade-point value earned in each applicable course is multiplied by the number

of credits assigned to that course. The resulting grade points are added together and divided by the total number of applicable credits attempted.

A cumulative GPA is calculated by dividing the total grade points earned in all applicable courses by the total applicable credits attempted.

Grades of F and I are assigned a grade-point value of 0.0 and are included in applicable credits attempted.

Grades of P, NP, and W are not included in GPA calculations.

The highest possible unweighted trimester or cumulative GPA reported by Saint Mary's is 4.0. Official Saint Mary's transcripts report the student's unweighted GPA.

Grades of C– or higher earned in courses designated by the School as weighted receive one additional grade point when Saint Mary's calculates the student's Internal Weighted GPA. The Internal Weighted GPA is used for School purposes, including determining academic honors and awards, but is not reported on the student's official transcript.

Colleges and universities independently determine whether and how they assign additional weight to Honors, Advanced Placement, college, or other advanced courses. Their calculations may differ from Saint Mary's Internal Weighted GPA.

The current Course Catalog identifies the courses eligible to receive additional weight.

Unweighted GPA Example

Course	Letter Grade	Credits	Grade-Point Value	Grade Points
Algebra 3–4	A–	5.0	3.7	18.5
Philosophy	B	5.0	3.0	15.0
AP U.S. History	B+	5.0	3.3	16.5
Chemistry	C+	5.0	2.3	11.5
Spanish 5–6	A	5.0	4.0	20.0
Total		25.0		81.5

Final Unweighted GPA Calculation:

81.5 total grade points ÷ 25.0 credits attempted = 3.26 unweighted GPA

Internal Weighted GPA Example

In this example, AP U.S. History is designated as a weighted course.

Course	Letter Grade	Credits	Weighted Grade-Point Value	Grade Points
Algebra 3–4	A–	5.0	3.7	18.5
Philosophy	B	5.0	3.0	15.0
AP U.S. History	B+	5.0	4.3	21.5
Chemistry	C+	5.0	2.3	11.5
Spanish 5–6	A	5.0	4.0	20.0
Total		25.0		86.5

Final Internal Weighted GPA Calculation:

$86.5 \text{ total grade points} \div 25.0 \text{ credits attempted} = 3.46 \text{ Internal Weighted GPA}$

CHAPTER 4: GRADE REPORTING AND ACADEMIC RECORDS

Chapter 3 establishes Saint Mary’s academic grading system and Habits of Scholarship standards. This chapter explains how grades and Habits of Scholarship marks are communicated, reported, and maintained as part of the student’s academic record.

Saint Mary’s uses PowerSchool to provide students and parents/guardians with access to current academic and attendance information. Teachers update current course grades at least twice each month. Grades displayed between official reporting dates are informational and may change as additional work is assessed, grades are entered, or corrections are made.

Formal academic grades and Habits of Scholarship marks are reported at the midpoint and conclusion of each trimester. Final course grades and authorized transcript marks are recorded on the student’s official transcript.

Academic grades reflect demonstrated achievement of course outcomes. Habits of Scholarship marks—E, M, and U—report the learning behaviors described in Section 3.2 and do not affect the student’s GPA or appear on the official transcript.

Teachers determine grades by evaluating evidence of student learning against the course outcomes, assessment criteria, and grading practices stated in the Course Overview. Mathematical calculations inform the grade, but they do not replace the teacher’s professional judgment concerning the quality and sufficiency of the evidence.

4.1 Cumulative Trimester Grades

Each 12-week trimester includes two six-week reporting periods.

At the midpoint of the trimester, students receive a progress report reflecting their cumulative performance through the applicable grade-submission deadline.

At the conclusion of the trimester, students receive a final grade report. The final trimester grade is cumulative and reflects the work assessed throughout the entire trimester. It is not an average of two separate six-week grades.

Midpoint progress grades provide an update on the student's performance but are not recorded on the student's official transcript. Final trimester grades and authorized transcript marks are recorded on the official transcript.

4.2 Midpoint Progress Reports

Midpoint progress reports are available through PowerSchool approximately six weeks into each trimester.

A progress report shows the student's cumulative academic grade and Habits of Scholarship mark in each course at that point in the trimester. Student narrative self-evaluations are also available at the midpoint as described in Section 3.3.

Progress grades are temporary, may change as the trimester continues, and do not appear on the student's official transcript.

Progress reports are used to determine eligibility for athletics and other co-curricular programs during the subsequent grading period. Academic probation, intervention, and eligibility requirements are governed by Chapter 5.

4.3 End-of-Trimester Final Grade Reports

Final grade reports are available through PowerSchool following the conclusion of each trimester.

A final grade report shows the official final academic grade and Habits of Scholarship mark assigned in each course. The final academic grade or other authorized transcript mark is recorded on the student's official transcript. The Habits of Scholarship mark is not.

Final trimester grades may be used to determine academic probation, academic eligibility, honors, course placement, graduation progress, and other forms of academic standing in accordance with this Handbook and the Course Catalog.

In a two-trimester, 10-credit course, each trimester is graded independently and ordinarily awards five credits. The grades from the two trimesters are not averaged to produce a single course grade. Although students are expected to retain and apply knowledge and skills acquired during the first trimester, the second-trimester grade is based on work assessed during the second trimester.

A student seeking reconsideration of a final grade must follow the Grade Appeals process described in Section 3.5.

4.4 Official Transcripts and Outside Coursework

Final grades and authorized transcript marks for Saint Mary's courses are recorded on the student's official

transcript. Progress grades, Habits of Scholarship marks, and student narrative self-evaluations are not included.

Once recorded, a final grade or transcript mark may be changed only through a process authorized by the School, including an approved grade appeal, correction of an administrative or recording error, or another exception expressly permitted under Chapter 3.

A final Saint Mary's grade may not be removed or replaced solely because the student subsequently repeats or remediates the course or completes supplementary, summer, or outside coursework.

Grades earned through approved summer school, remediation, or independently completed college or concurrent-enrollment coursework may be recorded separately in the comments section or another area of the transcript designated by the School. These grades do not replace the original Saint Mary's grade and are not included in the calculation of the student's Saint Mary's GPA.

Outside coursework completed without the prior written approval required by Sections 1.12 and 1.13 may not be recorded on the Saint Mary's transcript or used to satisfy a Saint Mary's academic requirement.

Transfer coursework completed before the student enrolls at Saint Mary's is evaluated and recorded in accordance with Section 1.15.

The student and parent/guardian are responsible for requesting that an outside institution send an official grade report or transcript directly to the Saint Mary's Registrar by any deadline established by the School.

4.5 Official Grade-Posting Dates

Official progress grades are posted through PowerSchool at the midpoint of each trimester. Final grades are posted following the conclusion of each trimester.

Specific grade-submission deadlines and posting dates are published annually in the School calendar. Students and parents/guardians are responsible for reviewing grades when they become available and promptly reporting any apparent clerical or recording error.

Grades displayed in PowerSchool between official reporting dates are current gradebook information and do not constitute an official progress or final grade report.

4.6 PowerSchool

Saint Mary's uses PowerSchool, a web-based student information system, as a primary means of communicating academic and attendance information to students and families.

Students and their parents/guardians may use PowerSchool to review attendance records, current grades, progress reports, final grades, and available historical academic information.

Teachers update current course grades at least every two weeks. An update does not necessarily mean that every recently submitted assignment has been assessed or entered. Teachers must be allowed reasonable time to evaluate student work and record the results.

Access to current grades may be temporarily restricted at the end of a grading period while teachers calculate, review, and submit official grades.

PowerSchool may be accessed through the link provided on the Saint Mary's website. Each student and parent/guardian receives an individual account. Account-access information is distributed near the beginning of

the School year.

Questions concerning PowerSchool accounts, login credentials, or apparent errors in posted academic records should be directed to the Registrar.

CHAPTER 5: ACADEMIC STANDING AND INTEGRITY

This chapter establishes the standards governing academic standing, co-curricular eligibility, continued enrollment, and academic integrity.

For purposes of this chapter, an official grading period is a midpoint or end-of-trimester reporting period described in Chapter 4. Academic standing and eligibility are determined using the academic grades and Habits of Scholarship marks reported at those times.

5.1 Enrollment and Progress Toward Graduation

Saint Mary's academic program is designed to be completed through four years of full-time enrollment, consisting of 12 trimester terms.

Students must complete all courses, credits, and other graduation requirements established in the curriculum and published in the Course Catalog applicable to their graduating class.

A student is ordinarily in good academic standing when the student:

- Maintains a GPA of at least 2.0;
- Passes all required courses;
- Demonstrates satisfactory Habits of Scholarship;
- Makes satisfactory progress toward graduation; and
- Is not on Academic Probation or Academic Ineligibility.

Only the Principal may waive or modify a curriculum, graduation, or attendance requirement. A waiver or modification may be granted only in extraordinary circumstances, such as a severe medical condition, acute medical emergency, or another circumstance that materially affects the student's ability to complete the requirement.

The Principal must determine that the exception is appropriate, preserves the essential standards of the School's academic program, and does not conflict with a legal, accreditation, or external eligibility requirement beyond the School's authority to modify.

5.2 Academic Probation

A student will be placed on Academic Probation if, during a single official grading period, the student:

- Earns a GPA below 2.0; or
- Receives two U marks in Habits of Scholarship.

A student who meets the criteria for Academic Ineligibility under Section 5.3 is governed by that section.

The School will notify the student and parent/guardian when the student is placed on Academic Probation. The student may be required to meet with the student's counselor or an administrator and complete a written

academic improvement plan.

The plan may include required meetings, progress checks, use of academic-support services, attendance at designated support periods, communication with teachers, limitations on co-curricular participation, or other conditions intended to support the student's improvement and continued enrollment.

Independent of the general eligibility standards in Section 5.3, the administration may temporarily restrict the co-curricular participation of a student who earns an F or I or whose academic performance raises a substantial concern. The administration will determine and communicate the restriction and the conditions for its removal.

Repeated Academic Probation, failure to comply with an academic improvement plan, or insufficient improvement may result in additional intervention, Academic Ineligibility, conditions on continued enrollment, denial of re-enrollment, or dismissal.

5.3 Academic Ineligibility

Academic eligibility is evaluated at each official grading period and takes effect on the eligibility date established by the School.

Students participating in interscholastic athletics must also satisfy all applicable CIF, North Coast Section, league, and Athletic Department eligibility requirements. When an external athletic rule is more restrictive than this section, the more restrictive rule applies.

Habits of Scholarship

A student who receives three or more U marks in Habits of Scholarship during a single official grading period will be placed on Academic Ineligibility for the subsequent grading period.

While ineligible, the student may not participate in interscholastic athletic competitions or School co-curricular performances.

The administration may conditionally restore the student's eligibility during that grading period if the student demonstrates and sustains satisfactory Habits of Scholarship in every course. Restoration ordinarily requires confirmation from the student's teachers that the student's current Habits of Scholarship meet the standards represented by an M or E.

The administration will determine whether eligibility should be restored in consultation with the student's counselor and teachers. Restored eligibility may be subject to an academic improvement plan, continued monitoring, or other conditions.

Academic Achievement

A student who earns a GPA below 2.0 in two consecutive official grading periods will be placed on Academic Ineligibility for the subsequent grading period.

Eligibility based on GPA may be restored only after the student earns a GPA of at least 2.0 at a subsequent official grading period.

Conditional Participation

During a period of Academic Ineligibility, the administration may conditionally permit a student to participate in athletic practices, club meetings, rehearsals, or other activities that do not include interscholastic competition or

public performance.

Before conditional participation is approved, the student must have a written academic improvement plan developed by the student's counselor in consultation with the student, parent/guardian, teachers, coaches, moderators, or other appropriate personnel. The administration must approve the plan.

Continued participation is conditioned upon compliance with the plan and demonstration of satisfactory academic progress and Habits of Scholarship. Conditional participation may be limited, modified, or withdrawn at any time if the student does not meet the established expectations.

5.4 Denial of Re-Enrollment and Academic Dismissal

Academic dismissal or denial of re-enrollment is not automatic. The Principal will determine whether either action is appropriate after reviewing the student's overall academic record, response to intervention, and individual circumstances.

A student may be subject to conditions on continued enrollment, denial of re-enrollment, or dismissal if the student:

- Demonstrates a continuing pattern of unsatisfactory Habits of Scholarship, including repeated U marks across multiple grading periods;
- Is placed on Academic Probation or Academic Ineligibility repeatedly and does not demonstrate sufficient or sustained improvement;
- Demonstrates a continuing pattern of final trimester GPAs below 2.0;
- Fails to earn the courses or credits necessary to make satisfactory progress toward graduation;
- Fails to complete required remediation of an F or I within the timeline and under the conditions established by the School;
- Fails to comply with an academic improvement plan or another condition of continued enrollment; or
- Demonstrates through the totality of the academic record that the student is not succeeding within the School's academic program.

Before making a decision, the Principal may consider the student's academic grades, Habits of Scholarship, attendance, course history, progress toward graduation, response to intervention, completion of remediation, compliance with improvement plans, documented educational or health needs, and other relevant circumstances.

The student and parent/guardian will ordinarily be given an opportunity to provide relevant information before a final decision is made. The School may impose additional academic conditions when it determines that continued enrollment remains appropriate.

Academic dismissal under this section is distinct from suspension, dismissal, expulsion, or denial of re-enrollment resulting from a violation of the Code of Conduct.

5.5 Academic Integrity

As a Lasallian Catholic community committed to ethical and moral conduct, Saint Mary's expects students to act with honesty, responsibility, and integrity in all academic work.

Students must submit work that accurately represents their own knowledge, learning, effort, and authorship. Students must appropriately acknowledge ideas, language, information, data, images, media, code, and other material obtained from another source.

Academic-integrity expectations apply to homework, drafts, papers, projects, presentations, performances, laboratory work, examinations, quizzes, collaborative assignments, digital submissions, and all other academic work, whether completed on or off campus or through School or personal technology.

Cheating, plagiarism, fabrication, falsification, unauthorized collaboration, misuse of technology or artificial intelligence, and assisting another person in committing academic dishonesty are violations of this policy.

An Academic Integrity violation is both an academic matter and a violation of the School's Code of Conduct. A violation may therefore result in academic consequences, disciplinary consequences, or both.

5.6 Cheating

Cheating is obtaining, providing, or using unauthorized assistance, information, materials, or resources in connection with academic work.

Cheating includes, but is not limited to:

- Using unauthorized notes, study aids, answer or summary services, devices, websites, applications, calculators, translation services, artificial-intelligence tools, or other resources. Examples include unauthorized use of smartphones, iPads, smartwatches, smart glasses, ChatGPT, or SparkNotes;
- Copying or attempting to copy another person's work;
- Allowing another person to copy or submit one's work;
- Receiving or providing unauthorized assistance;
- Collaborating when independent work is required;
- Dividing work with another person when collaboration has not been authorized;
- Submitting work completed, in whole or in part, by another person or an unauthorized digital service or artificial-intelligence tool;
- Sharing, requesting, obtaining, or using questions, answers, materials, or other information from an assignment or assessment before all authorized students have completed it;
- Having another person complete an assignment or assessment on the student's behalf;
- Completing an assignment or assessment on behalf of another student; or
- Assisting, encouraging, or enabling another person to violate this policy.

A resource is unauthorized when its use is prohibited by the teacher, Course Overview, assignment instructions, assessment conditions, or another School policy. When uncertain whether a resource, form of assistance, or collaboration is permitted, the student must ask the teacher before using it.

5.7 Plagiarism, Fabrication, and Other Misrepresentation

Plagiarism

Plagiarism is presenting another person's ideas, language, organization, data, images, media, code, or other work as one's own without appropriate acknowledgment.

Plagiarism includes, but is not limited to:

- Copying or closely paraphrasing material from any source without appropriate citation;
- Submitting another person's work, in whole or in part, as one's own;
- Using ideas, information, images, media, code, or other content obtained from the Internet or another source without appropriate acknowledgment;
- Using an artificial-intelligence tool, translation service, editing service, or other outside assistance in a

- manner that misrepresents the student's authorship; or
- Reusing one's own previously submitted work without the teacher's permission when new or original work is required.

Plagiarism does not require an intent to deceive. Inadequate attribution, careless paraphrasing, or improper citation may constitute plagiarism. The student's intent, experience, understanding of citation practices, and the nature and extent of the conduct may be considered when determining the appropriate response.

Fabrication, Falsification, and Other Misrepresentation

Academic dishonesty also includes:

- Inventing, altering, or misrepresenting data, research, sources, citations, results, or other academic information;
- Falsifying the process by which academic work was completed;
- Misrepresenting circumstances to obtain an academic advantage;
- Altering or attempting to alter a grade, academic record, or School information system;
- Interfering with, damaging, concealing, or destroying another student's academic work or access to academic resources; or
- Misrepresenting another person's work, identity, participation, or contribution.

5.8 Artificial Intelligence and Academic Technology

Saint Mary's recognizes that artificial intelligence can support learning, creativity, and responsible innovation when used with appropriate guidance. Consistent with the School's Catholic and Lasallian mission, technology must serve human dignity, truth, intellectual growth, and the development of each student's own abilities. Artificial intelligence must enhance student learning, not replace the student's thinking, effort, judgment, or authorship.

Scope

For purposes of this policy, artificial-intelligence tools include any application, platform, service, or embedded feature that uses artificial intelligence to generate, revise, translate, summarize, analyze, solve, recommend, or create content. This includes tools that produce or modify writing, images, audio, video, presentations, code, calculations, data analysis, translations, summaries, research, or solutions to problems.

This policy applies whether the tool is accessed through a School or personal account, on or off campus, and through a website, application, search engine, learning platform, word processor, calculator, smartphone, tablet, computer, smartwatch, smart glasses, earbuds, camera, or other device or service.

Teacher Authorization Is Required

Students may use artificial intelligence for academic work only when the teacher expressly authorizes its use and only within the limits established for the course, assignment, or assessment.

If the teacher's instructions do not address artificial intelligence, students must presume that its use is not authorized and ask the teacher before using it. The availability of an AI feature on a School device, account, platform, or application does not by itself constitute permission to use it. Citing or disclosing an unauthorized use does not make the use permissible.

Permission to use artificial intelligence:

- Applies only to the particular course, assignment, assessment, or activity for which it was given;
- Does not carry over to another course, assignment, assessment, or activity;
- May be limited to a particular tool, purpose, stage of work, or type of assistance;
- May require the use of a School-approved platform or School-managed account; and
- May be modified or withdrawn by the teacher or administration.

Use of approved assistive technology or artificial-intelligence features required by a student's authorized accommodation or support plan will be addressed in consultation with the appropriate School personnel and the teacher.

Teacher-Approved Uses

When expressly authorized, appropriate uses of artificial intelligence may include brainstorming, generating questions, organizing ideas, receiving feedback, practicing skills, exploring alternative approaches, debugging code, creating specified media, or obtaining explanations intended to support further learning.

Authorization in one area does not authorize every form of AI assistance. The following expectations apply:

Writing and Revision: Students may use AI for brainstorming, outlining, feedback, editing, or revision only to the extent authorized by the teacher. Students may not submit AI-generated or substantially AI-rewritten language as their own unless the assignment expressly permits that use and the assistance is fully disclosed.

Images, Audio, Video, and Other Media: AI-generated or AI-modified media may be used only when authorized. Students must identify the material as AI-generated or AI-modified, provide any required attribution, and comply with privacy, copyright, consent, and assignment requirements. A person's name, image, likeness, or voice may not be used to create deceptive, harmful, or unauthorized content.

Code and Data Analysis: Students may use AI to generate, explain, revise, debug, or analyze code or data only when authorized. Students must identify AI-generated portions, test the work, understand how it functions, and be able to explain the reasoning and decisions reflected in the submission.

Translations and Language Support: AI translation may be used only when authorized. In a world-language course or another assignment designed to assess the student's own language skills, translation or language-generation tools are prohibited unless the teacher expressly permits them. Any authorized translation assistance must be disclosed.

Summaries and Research: AI may not replace assigned reading, source analysis, or independent research. When authorized, an AI-generated summary may assist a student's review, but the student remains responsible for reading the required material, consulting original and credible sources, and verifying all information.

Mathematics, Science, and Problem-Solving: AI may be used only for the stages of problem-solving authorized by the teacher. Students may not submit an AI-generated answer, calculation, proof, explanation, laboratory analysis, or problem-solving process as evidence of their own understanding. Students must show their own reasoning when required and be able to reproduce and explain the work.

Assessments

Artificial intelligence is prohibited on quizzes, tests, examinations, in-class writing, final examinations, culminating projects, performance tasks, laboratory conclusions, and other individual assessments unless the teacher's instructions expressly authorize a specific form of AI use.

When AI use is permitted on an assessment, the teacher will determine the approved tool, purpose, scope, and

disclosure requirements. Students may not use AI to obtain, reconstruct, share, analyze, or generate answers to confidential or unauthorized assessment materials.

Disclosure and Attribution

Whenever artificial intelligence is used in academic work, students must follow the teacher's disclosure and citation requirements. Unless the teacher provides different instructions, the student must identify:

- The AI tool or platform used;
- The date of use;
- The purpose for which it was used;
- The nature and extent of the assistance received; and
- The portions of the submitted work that were generated, revised, translated, summarized, analyzed, or otherwise affected by the tool.

The teacher may require the student to provide prompts, outputs, conversation transcripts, links, screenshots, revision histories, drafts, or another record of the student's process.

AI-generated words, ideas, images, media, code, data, or other content must be cited or labeled in the manner required by the teacher and the applicable academic discipline. Disclosure of AI use does not make an otherwise unauthorized use permissible.

Routine spelling corrections and non-generative grammar suggestions ordinarily do not require disclosure unless the teacher states otherwise. Features that generate or substantially rewrite sentences, paragraphs, code, translations, or other content require authorization and disclosure.

Accuracy and Student Responsibility

Artificial-intelligence output may be inaccurate, incomplete, biased, misleading, or fabricated. AI-generated citations, quotations, calculations, sources, and factual claims must be independently verified.

Students remain responsible for every part of the work they submit, including its accuracy, originality, reasoning, citations, legality, appropriateness, and compliance with School policy. An AI tool may not be identified as the author of student work or used as a substitute for the student's own judgment.

Privacy, Security, Approved Platforms, and Consent

Students may use only the AI tools, accounts, and access methods approved for the activity. A teacher's permission to use artificial intelligence for an assignment does not override the School's student-privacy, acceptable-use, copyright, or data-security policies.

Students may not enter, upload, or disclose any of the following to an unauthorized AI platform:

- Personally identifiable or confidential information concerning a student, family, employee, or other person;
- Health, counseling, disciplinary, financial, or academic records;
- Passwords, authentication information, or other security credentials;
- Another person's work, photograph, recording, likeness, or voice without authorization;
- Confidential School information or unpublished assessment materials; or
- Any information the student is not authorized to possess, use, or disclose.

The School may provide or approve AI-powered tools for teacher-directed educational use. Student access to a

particular platform may require parent/guardian consent, a School-managed account, or both. The School will obtain any additional authorization required by law, the provider, or School policy.

Use of artificial intelligence through a School-managed account, device, network, or platform may be accessed, reviewed, preserved, or monitored by authorized School personnel for legitimate educational, operational, safety, security, investigative, or legal purposes. Students should not expect activity conducted through School-managed technology to remain private from the School.

Student information and digital records remain subject to Chapter 8. Student conduct involving technology remains subject to the Code of Conduct and the School's technology-use policies.

Prohibited Uses

Students may not use artificial intelligence to:

- Complete academic work without the required teacher authorization;
- Generate or substantially revise work and submit it as the student's own;
- Avoid assigned reading, writing, research, calculation, coding, analysis, translation, creative work, or problem-solving;
- Obtain answers or unauthorized assistance on an examination, quiz, or other assessment;
- Fabricate or alter facts, quotations, sources, citations, data, evidence, images, recordings, experiences, or research;
- Conceal or misrepresent the nature or extent of AI assistance;
- Circumvent assessment conditions, security measures, content restrictions, age requirements, or safety controls;
- Impersonate another person or create deceptive or unauthorized representations of another person;
- Bully, harass, threaten, exploit, embarrass, or harm another person;
- Create unlawful, discriminatory, sexually explicit, or otherwise prohibited content;
- Violate copyright, licensing, privacy, intellectual-property, or other legal rights; or
- Upload confidential or protected information to an unauthorized service.

Submitting AI-generated or AI-assisted work as one's own, using AI without authorization, or failing to provide required disclosure or attribution constitutes an Academic Integrity violation.

Demonstration of Learning and Parent/Guardian Support

A student who uses artificial intelligence must be able to explain the submitted work, describe how the tool was used, identify the student's own contribution, and demonstrate the knowledge and skills the assignment was intended to assess.

A teacher may require a student to explain submitted work orally or in writing, reproduce part of the work under supervised conditions, complete an alternative demonstration of learning, or provide notes, drafts, sources, prompts, outputs, version history, or other evidence of the student's process and understanding.

Parents/guardians are expected to support the School's expectations and reinforce the responsible, ethical, secure, and teacher-directed use of artificial intelligence.

5.9 Review, Documentation, Consequences, and Reconsideration

Review and Determination

When a teacher reasonably suspects an Academic Integrity violation:

1. The teacher will review the available information and provide the student with an opportunity to respond.
2. The teacher will document the suspected violation and submit the documentation, including the relevant student work and assignment instructions when available, to the administrator responsible for academics.
3. The teacher and administration will review the circumstances and available evidence. This review may include the student's work, notes, drafts, sources, version history, assignment requirements, communications, explanation of the work, prompts, outputs, and other relevant information.
4. The School will determine whether a violation occurred based on the information reasonably available. No single indicator or automated detection result, standing alone, is necessarily conclusive.
5. If a violation is substantiated, the student and parent/guardian will be notified. Documentation may be provided to the student's counselor and appropriate administrators and retained in the student's confidential School record.
6. If the allegation is not substantiated, the work will be evaluated under the teacher's ordinary grading practices, and the allegation will not be treated as an Academic Integrity violation.

Academic Consequences

Chapter 3 governs the academic grades and marks resulting from an Academic Integrity violation.

A student who commits an Academic Integrity violation on an individual assignment or assessment will receive an I for the affected work, which is treated as equivalent to a grade of F, and a U in Habits of Scholarship for the applicable grading period, consistent with Sections 3.2 and 3.4. For summative assessments designated in the course overview as required to pass the course, the student must still complete the work; upon completion, it is eligible for a maximum grade of F.

A violation involving a final examination, culminating project, or other required culminating assessment is governed by the culminating-assessment provisions in Section 3.4.

Except as expressly permitted by Section 3.4 or authorized by the administration because of extraordinary circumstances, a student may lose any ordinary opportunity to revise, replace, resubmit, or remediate work affected by an Academic Integrity violation.

Additional Consequences

Additional consequences may include:

- Completion of an educational, reflective, or restorative assignment;
- A conference involving the student, parent/guardian, teacher, counselor, or administrator;
- Disqualification from the honor roll or consideration for an academic honor;
- Suspension or removal from an elected office, honor society, service organization, or other leadership position;
- Review of eligibility for future Honors or Advanced Placement courses;
- Loss of co-curricular privileges;
- Disciplinary probation;
- Academic Probation when the criteria in Section 5.2 are met;

- Removal from the course with the academic grade or transcript mark authorized under Chapter 3;
- Suspension;
- Conditions on continued enrollment;
- Denial of re-enrollment;
- Dismissal; or
- Expulsion.

The School will consider the nature, seriousness, and extent of the violation; the academic work involved; the student’s intent, experience, and understanding; the student’s prior Academic Integrity and disciplinary record; the student’s cooperation and honesty during the review; and other relevant circumstances.

Repeated or especially serious violations may result in more significant consequences. The School is not required to impose consequences progressively when the seriousness of the conduct warrants a stronger response.

CHAPTER 6: ACADEMIC HONORS, AWARDS, AND GRADUATION

This chapter establishes the academic honors and recognition awarded by Saint Mary’s and the policies governing Baccalaureate Mass, Graduation, commencement speakers, and diplomas.

6.1 Honor Roll

Honor Roll status is determined at the conclusion of each trimester using the student’s internally calculated weighted trimester GPA described in Section 3.8.

Recognition	Internal Weighted Trimester GPA
First Honors	3.75 or higher
Second Honors	3.50–3.74
Commendation	3.20–3.49

Honor Roll recognition is based only on the student’s academic performance during the applicable trimester and is not recorded on the student’s official transcript.

A student’s eligibility for Honor Roll recognition may be affected by a consequence imposed under the Academic Integrity Policy in Chapter 5.

6.2 Honors at Graduation

Academic honors at Graduation are determined using the student’s internally calculated cumulative weighted GPA through the completion of the first 11 trimesters of the student’s high-school program or their equivalent, as determined by the School. The final trimester of the student’s senior year is not included.

Graduation Honor	Internal Cumulative Weighted GPA
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Summa Cum Laude 3.75 or higher

Magna Cum Laude 3.50–3.74

Cum Laude 3.20–3.49

These academic honors are distinct from selection as Valedictorian or Salutatorian, which is governed by Sections 6.4 and 6.5.

6.3 Baccalaureate Mass and Graduation

Baccalaureate Mass and Graduation are the culminating ceremonies of a Saint Mary's education. Attendance and participation in both events are expected of all graduating students.

Baccalaureate Mass is an integral expression of the School's Catholic and Lasallian identity and the final spiritual gathering of the graduating class. A student who does not attend may be prohibited from participating in Graduation unless the absence was approved in advance by the administration, resulted from an emergency, or arose from another circumstance accepted by the School.

Participation in Baccalaureate Mass and Graduation is distinct from earning a diploma. Participation is a privilege and may be conditioned upon the student's completion of graduation requirements, fulfillment of School obligations, continued good standing, and compliance with School policies and ceremony expectations.

The administration retains discretion to determine whether a student may participate in either ceremony based on the individual circumstances.

6.4 Valedictorian and Salutatorian

Saint Mary's selects one graduating senior to serve as Valedictorian and one graduating senior to serve as Salutatorian.

The Salutatorian delivers an address at Baccalaureate Mass that honors the graduating class and reflects upon the students' shared experiences at Saint Mary's.

The Valedictorian delivers an address at Graduation that challenges the graduating class to pursue higher ideals and put the knowledge, values, and lessons gained at Saint Mary's into action.

Valedictorian and Salutatorian are speaking honors. Selection is not determined solely by class rank or GPA and is governed by the criteria and procedures established in Section 6.5.

6.5 Valedictorian and Salutatorian Selection Process

Graduating seniors in good standing may apply for consideration as Valedictorian, Salutatorian, or both.

The selection process is as follows:

1. Interested seniors must submit an application to the administrator responsible for academics by the published deadline.
2. The School will meet with applicants to explain the selection process, evaluation criteria, speech

requirements, and applicable deadlines.

3. A selection committee composed of faculty members and senior students will review the applications and identify finalists. A student who applies for either speaking honor may not serve on the selection committee.
4. Each finalist must prepare and deliver an original speech before the selection committee, either in person or through an approved video submission.
5. The selection committee will evaluate the finalists and submit its recommendations to the Principal.
6. The Principal will make the final selections. The Principal's decision is final.

Candidates will be evaluated holistically according to the following criteria, each of which will receive equal consideration:

- Citizenship and conduct that consistently reflect the School's Catholic, Lasallian, and community values;
- Meaningful and positive participation in the life of the School, which may include spiritual, service, leadership, athletic, artistic, academic, or other co-curricular involvement;
- Consistent and substantive engagement in intellectual inquiry, as demonstrated by outstanding academic achievement; and
- The composition and effective delivery of an original, engaging, and occasion-appropriate speech.

Excellence in one area does not guarantee selection. The selection committee and Principal will consider each candidate's overall record and demonstrated alignment with the Lasallian Educational Outcomes.

Selection is contingent upon the student's continued good standing and compliance with School expectations through Graduation. Each speech is subject to administrative review and approval before delivery. The School may require revisions or replace a selected speaker if the student does not satisfy the applicable requirements, expectations, or deadlines.

6.6 Student Recognition Awards

During the spring trimester, faculty members may nominate ninth-, tenth-, eleventh-, and twelfth-grade students from their courses for Student Recognition Awards. The number of nominations available to each faculty member is determined by the number of course sections the faculty member teaches.

Student Recognition Awards honor students who demonstrate a meaningful passion for a subject and contribute positively to the classroom learning community. Selection is not based solely on grades, and high academic achievement is not required.

Faculty members exercise professional judgment when making nominations in accordance with criteria established by the School. Receipt of an award is a form of recognition and is not an entitlement based on enrollment, grades, or any other academic measure.

6.7 Diplomas

A Saint Mary's diploma is an official School credential. The student's name will ordinarily appear on the diploma as it appears in the School's official academic records.

Students and their parents/guardians are responsible for verifying the student's name with the Registrar by the published deadline.

A request to change the name printed on the diploma must be submitted in writing with any documentation

required by the School and is subject to administrative approval.

The School may permit an approved alternative or chosen name to be read during the Graduation ceremony or used in the yearbook or other ceremonial publications.

A request to use an alternative name at Graduation must be submitted in writing by the student and, when the student is under 18, the student's parent/guardian by the published deadline. The administration will review the request and make the final determination.

Approval to use an alternative name for ceremonial purposes does not change the student's name on the diploma or in the School's official academic records unless the School separately approves that change.

Requests submitted after the published deadline may not be accommodated.

CHAPTER 7: LASALLIAN FORMATION AND COMMUNITY PROGRAMS

Saint Mary's provides educational and formation programs that extend beyond the traditional academic classroom. These programs support the intellectual, spiritual, personal, and social development of students while strengthening the School's Catholic and Lasallian community.

This chapter governs Lasallian Days, Enrichment Week, Social and Emotional Learning, Community Block, the Inclusive Community Initiative, and Pass the Mic.

Unless the School expressly provides otherwise, all provisions of this Handbook remain in effect during these programs, whether activities occur on campus, off campus, or during overnight travel. The School may review and modify program content, structure, schedules, and procedures in response to student needs, educational objectives, available resources, safety considerations, and the School's mission.

7.1 Lasallian Days

Lasallian Days are required components of the Saint Mary's educational and formation program and are considered regular School days.

Lasallian Days ordinarily occur once during each trimester. Activities are connected to grade-level curriculum, the School's Catholic and Lasallian mission, and issues relevant to students' intellectual, spiritual, personal, and social development.

Students must attend and participate fully unless an absence, accommodation, or alternative arrangement is approved by the School. The School's attendance, conduct, technology, and other applicable policies remain in effect during all Lasallian Day activities.

7.2 Enrichment Week

Enrichment Week is a required component of the Saint Mary's educational program and is considered part of the regular School calendar.

Enrichment Week courses are developed and supervised by Saint Mary's faculty and staff. Courses may include academic, artistic, cultural, scientific, recreational, service, spiritual, vocational, or interdisciplinary experiences. They may be conducted on campus, at locations within the Bay Area, or through overnight, out-of-state,

international, or immersion travel.

The School retains final authority over course offerings, enrollment, placement, staffing, schedules, prerequisites, participation requirements, and program operations.

Course Registration and Placement

The School will publish available courses, anticipated fees, prerequisites, application requirements, and registration deadlines before the selection process begins.

Students and families may indicate course preferences, but placement in a particular course is not guaranteed.

The School may assign each student a randomly generated priority number to assist with course placement. A priority number does not guarantee placement in any particular course. Placement may also depend upon:

- Course capacity;
- Grade level or prerequisites;
- Timely completion of registration materials;
- Academic, attendance, and conduct standing;
- The maturity and preparation required for the course;
- Health, safety, accessibility, and transportation considerations; and
- Other educational or operational needs of the program.

Students must complete the registration process by the published deadline. A parent/guardian must submit any required consent, medical, travel, or permission forms. Failure to submit required materials by the deadline may result in the loss of registration priority or placement by the School in an available course.

Students are ordinarily expected to complete a different Enrichment Week course each year and are encouraged to select courses from different program categories during their four years at Saint Mary's. A student may repeat a course only with the prior approval of the course instructor and the administrator responsible for Enrichment Week.

The School may change a student's placement when reasonably necessary because of enrollment, staffing, safety, transportation, accessibility, financial, behavioral, or other program considerations.

Course Fees and Financial Assistance

Enrichment Week courses may require materials, equipment, admission charges, outside instructors, meals, lodging, or transportation beyond those provided through the regular academic program. Families may therefore be charged a course fee.

Course fees, installment schedules, and payment deadlines will be published annually. Families are responsible for satisfying the applicable financial requirements or obtaining approval for an alternative arrangement from the Business Office by the stated deadline.

Limited financial assistance may be available for designated Enrichment Week courses or immersion programs. Eligibility, application procedures, deadlines, and available funding are determined annually. Families seeking assistance should contact the Business Office by the published deadline. Financial assistance is not guaranteed.

The School may adjust a course fee when transportation, admission, lodging, food, or other program costs change. Families will be notified of a material increase before an additional payment is required.

Refunds and Course Cancellation

Many Enrichment Week expenses must be paid before the program begins. Course payments are therefore not automatically refundable when a student misses all or part of a course because of absence, tardiness, withdrawal, removal for misconduct, or another reason.

The School will determine whether a refund or credit is available after considering the circumstances and any amounts already committed or paid on the student's behalf.

If the School cancels a course, affected students will ordinarily be offered placement in another available course. The School will determine whether prepaid amounts will be transferred, credited, or refunded after accounting for any nonrecoverable expenses.

Transportation and Course Itineraries

Some Enrichment Week courses require off-campus travel. Transportation may be provided through public transportation, chartered transportation, School-authorized vehicles, or another method approved by the School.

Families will receive available information concerning anticipated transportation arrangements and any transportation costs for which they are responsible. Transportation outside the Bay Area will ordinarily be arranged by the School and included in the published course fee.

Before Enrichment Week, the instructor will provide participating students and families with an itinerary containing available information about meeting locations, departure and return times, scheduled activities, transportation, required materials, and emergency-contact procedures.

An itinerary may be modified when weather, transportation, safety, availability, or other circumstances reasonably require a change.

Overnight Travel and Immersion Programs

Overnight travel and immersion programs are educational or spiritual experiences and are not vacations. Participation may be limited and is subject to School approval.

A student seeking selection for an overnight, out-of-state, international, or immersion program may be required to:

- Complete an application explaining the student's interest in and educational goals for the experience;
- Complete assigned preparatory reading, coursework, meetings, or other requirements;
- Demonstrate the maturity and responsibility necessary for the particular program; and
- Remain in satisfactory academic, attendance, and conduct standing, as determined by the School.

The School may also consider course capacity, prerequisites, health and safety considerations, travel requirements, and the student's ability to participate successfully in the program.

A student or parent/guardian requesting an accommodation or other support must provide the information and documentation required by the School by the applicable deadline. The School will evaluate requests individually, consistent with applicable law and the essential requirements, available resources, location, and safety needs of the program.

A student and at least one parent/guardian must attend all required preparatory meetings and complete the necessary consent, medical, insurance, travel, and emergency-information forms by the published deadlines.

Failure to satisfy these requirements may result in removal from the program.

Attendance and Participation

The School's attendance and tardiness policies apply throughout Enrichment Week.

A parent/guardian must report an absence through the School's established attendance-reporting process. The School may require supporting documentation in accordance with its attendance policies.

Missing more than two hours of a scheduled course may be recorded as a full-day absence. An unexcused absence from any portion of Enrichment Week may be treated as truancy.

Except in cases of illness, emergency, approved accommodation, or another circumstance accepted by the administration, students must participate fully in their assigned course. Unexcused nonparticipation may result in consequences under the School's attendance and conduct policies and may affect the student's co-curricular eligibility or continued enrollment.

Student Conduct

Students must follow all School rules and the directions of faculty members, staff members, chaperones, guides, transportation providers, and other authorized supervisors.

Inappropriate behavior may result in immediate restrictions or removal from an activity and additional disciplinary action upon the student's return to School.

For an on-campus course, a student removed from an activity must report immediately to the designated School office or administrator.

For an off-campus day course, the instructor will contact the School and the student's parent/guardian when the student's conduct creates a safety concern or substantially disrupts the activity. The School may require the parent/guardian to retrieve the student from the course location or may make another appropriate arrangement for the student's return.

For an overnight or travel course, a student may be sent home when the School determines that the student's conduct, health, safety, or continued participation presents a significant concern. Unless the School determines otherwise, the parent/guardian is responsible for the costs associated with the student's early return.

Possession, use, distribution, or provision of alcohol, cannabis, an unauthorized controlled substance, or related paraphernalia is a serious violation of the Code of Conduct and may result in significant disciplinary action, up to and including expulsion.

The School may immediately restrict or end a student's participation when reasonably necessary to protect the student, other participants, or the program.

Transcript Notation

A student's completed Enrichment Week course will appear on the student's official transcript in the manner determined by the School and consistent with Chapter 4.

7.3 Social and Emotional Learning

Social and Emotional Learning supports students in developing the knowledge, skills, and attitudes necessary to

understand and manage emotions, establish positive goals, demonstrate empathy, maintain healthy relationships, and make responsible decisions.

These skills advance students' intellectual, personal, social, and spiritual formation and are consistent with Saint Mary's Catholic and Lasallian mission.

The core competencies of Social and Emotional Learning are:

- Self-Awareness: Recognizing one's emotions, values, strengths, limitations, and their influence on behavior.
- Self-Management: Managing emotions, thoughts, and behaviors; exercising self-discipline; and working toward personal and academic goals.
- Social Awareness: Understanding and respecting the perspectives, experiences, and needs of others and demonstrating empathy.
- Relationship Skills: Establishing and maintaining healthy relationships, communicating effectively, collaborating with others, and addressing conflict constructively.
- Responsible Decision-Making: Making thoughtful, ethical, and constructive choices concerning personal, social, and academic behavior while considering potential consequences and the well-being of oneself and others.

Social and Emotional Learning principles and practices may be incorporated into academic courses, counseling, student activities, retreats, Lasallian formation, disciplinary interventions, and other aspects of School life.

Social and Emotional Learning is educational and formative. It does not replace counseling, therapy, medical care, or other appropriate professional services.

7.4 Community Block

Social-emotional learning in Community Block, commonly referred to as C-Block, is a required part of the Saint Mary's educational and formation program.

C-Block provides structured opportunities for students and faculty members to build relationships outside the academic class setting and strengthen the values and principles of the School's Catholic and Lasallian mission.

The C-Block curriculum may address academic, personal, social, spiritual, ethical, and community issues relevant to students' development. Programs and discussion topics are determined or approved by the School. Students must participate actively, constructively, and respectfully in discussions and activities facilitated by their assigned C-Block teacher.

Student-led conversations may be incorporated when appropriate under the direction and supervision of the C-Block teacher. Students are not required to disclose private experiences, identities, beliefs, health information, or other sensitive personal information as a condition of participation.

Social-emotional learning is not counseling or therapy. Although participants are expected to respect the dignity and privacy of others, the School cannot guarantee that information shared during a group discussion will remain confidential.

Faculty and staff members cannot promise confidentiality and must share information when required by law or School policy or when necessary to address suspected abuse or neglect, threats, safety concerns, harassment, or other matters requiring intervention.

Students ordinarily remain with the same C-Block group throughout their four years at Saint Mary's. The School

may change group assignments, faculty facilitators, curriculum, activities, or program structure when it determines that a change is appropriate.

7.5 Inclusive Community Initiative

Saint Mary's is committed to fostering a diverse and inclusive community grounded in the Catholic belief in the dignity of every person and the Lasallian values of respect, belonging, and community.

The School values the social, economic, racial, ethnic, cultural, and religious diversity represented among its students and families. Authentic community requires intentional and continuing efforts to understand one another, recognize cultural traditions, engage differing perspectives, and develop empathy.

Students are expected to treat others with dignity, listen respectfully, consider perspectives different from their own, and engage constructively in discussions involving challenging or sensitive issues.

Respectful disagreement is permitted. Expression or conduct that violates the School's policies concerning harassment, discrimination, bullying, threats, disruption, or other misconduct is not.

The Inclusive Community Initiative may include:

- Professional development for faculty and staff in culturally responsive teaching and the recognition and reduction of bias;
- Curricular experiences that examine the histories, perspectives, experiences, and contributions of diverse peoples and promote empathy, perspective-taking, and self-knowledge;
- Educational resources for students, employees, families, and other members of the School community;
- Structured discussions concerning socioeconomic status, race, culture, religion, public life, current events, and other significant issues;
- Student programs that recognize cultural traditions and affirm the shared dignity, values, and aspirations of the School community; and
- Pass the Mic and other School-sponsored opportunities through which students may examine issues affecting particular communities and share their experiences, perspectives, and learning.

Programs, presentations, discussions, speakers, and materials offered through the Inclusive Community Initiative are School-sponsored and subject to School oversight. They are not open or public forums.

The School retains authority over program content, speakers, format, supervision, safety, scheduling, and alignment with its Catholic and Lasallian mission, educational objectives, policies, and commitment to institutional nonpartisanship.

7.6 Pass the Mic

Pass the Mic provides structured opportunities for students to share experiences, listen to perspectives different from their own, identify points of connection and difference, and develop greater understanding and empathy within the Saint Mary's community.

Each session may focus on a particular identity, experience, belief, community, or issue. Students may volunteer to participate as speakers or listeners, subject to the selection, preparation, and participation procedures established by the School.

No student will be required to disclose a personal identity, belief, experience, health condition, family

circumstance, or other sensitive information to participate in the program.

Before a session, student speakers meet with the faculty or staff moderator to prepare for the discussion, identify themes they wish to address, and review expectations for respectful and appropriate dialogue.

Pass the Mic is a School-sponsored and School-supervised program. Session topics, speakers, content, format, and materials are subject to review and approval by the School and must be consistent with the School's Catholic and Lasallian mission and applicable policies.

Participants must listen respectfully and protect the dignity and privacy of others. Because Pass the Mic occurs in a group setting, the School cannot guarantee that information shared during a session will remain confidential.

Students may not disclose another person's private information or speak on another person's behalf without permission. Faculty and staff members remain responsible for reporting suspected abuse or neglect, threats to safety, harassment, or other matters requiring action under law or School policy.

Pass the Mic is intended for education, reflection, and community formation. It is not counseling or therapy, and participation does not suggest that any individual student speaks for an entire community.

The School may add, modify, combine, postpone, or discontinue session topics based on student needs, educational objectives, available supervision, safety considerations, and alignment with the School's mission.

CHAPTER 8: STUDENT RECORDS AND CONFIDENTIALITY

As a private secondary school, Saint Mary's College High School generally is not subject to the Family Educational Rights and Privacy Act (FERPA). Nevertheless, Saint Mary's maintains student records in confidence and manages access, correction, disclosure, digital information, retention, and transfer in accordance with this chapter, applicable law, and the School's educational responsibilities.

If FERPA or another federal or state law applies to a particular student, record, program, system, or disclosure, the School will comply with the applicable requirements.

8.1 Definitions

For purposes of this chapter:

Student records are records directly related to an identifiable student and maintained by the School or by a person or organization acting on the School's behalf. Records may be maintained in paper, electronic, audio, visual, or another form.

Digital student information means information connected to an identifiable student that is created, collected, maintained, accessed, transmitted, or stored through a School-managed system, account, device, network, or authorized third-party service. Digital student information may constitute a student record and remains subject to the other provisions of this chapter when it does.

Parent/guardian means a student's parent or legal guardian who is authorized to exercise educational rights or receive information concerning the student.

Adult student means a current or former student who is 18 years of age or older.

Student records may include:

- Academic records and transcripts;
- Attendance records;
- Disciplinary and academic-integrity records;
- Enrollment and registration documents;
- Health and immunization information;
- Standardized-testing information;
- Counseling, accommodation, and student-support records;
- Student work, communications, photographs, audio, video, and system activity when maintained as part of the student's School record; and
- Other records maintained by or on behalf of the School.

Not every student record is maintained in the student's permanent or cumulative file. The location, format, system, or account in which a record is maintained does not determine whether it is a student record.

Records created and maintained solely by an employee as personal memory aids, and not shared with or accessible to another person except an authorized temporary substitute, ordinarily are not student records available for inspection. A record does not qualify for this limited exclusion merely because it is labeled a "personal note."

8.2 Parent, Guardian, and Adult-Student Access

Parents/guardians may receive information concerning their minor student and inspect student records as provided by applicable law, subject to Section 8.7 and any lawful restriction contained in current legal documentation provided to the School.

A parent will not be denied access to student records or School information solely because the parent does not have physical custody of the student.

The School may require identification, proof of parental or guardianship status, proof of authority, or other reasonable documentation before providing access to student records or information.

When a current student turns 18, rights that applicable law assigns to an adult student will be exercised by the student. All School policies, procedures, enrollment obligations, and behavioral expectations continue to apply. The School may continue to communicate with a parent/guardian when the adult student has authorized the communication, when communication is permitted or required by law or School policy, or when necessary to address an emergency, safety concern, financial obligation, or another legitimate matter relating to the student's enrollment.

For a former student who is 18 years of age or older, requests for records ordinarily must be made or authorized by the former student unless disclosure to another person is permitted or required by law or School policy.

8.3 Inspection of Student Records

A parent/guardian or adult student may submit a written request to inspect student records maintained by the School. The request must be directed to the Office of the Registrar and identify the records sought with reasonable specificity.

Routine access to current grades, attendance information, and available academic history through PowerSchool is governed by Section 4.6. A formal request under this section is required when the requesting person seeks

records not ordinarily available through PowerSchool.

The School will arrange access within the time required by applicable law or, when no specific period applies, within a reasonable time. Records ordinarily must be reviewed in the presence of a School employee and may not be removed, altered, marked, or destroyed. The School may establish reasonable procedures governing the manner of inspection and the protection of original records.

The School may provide accurate copies instead of, or in addition to, an in-person inspection. A reasonable copying or processing fee may be charged when permitted by law and School policy.

Access remains subject to applicable legal privileges, the privacy rights of other persons, and any limitation or prohibition imposed by law. When a record concerns more than one student or person, the School may redact or withhold information concerning another person to the extent permitted or required by law. The School also may withhold records that are not student records, including qualifying sole-possession notes described in Section 8.1, or records that the School is legally prohibited from disclosing.

8.4 Requests to Amend Records

A parent/guardian or adult student who believes that a student record contains factually inaccurate or misleading information may submit a written request for amendment to the Office of the Registrar.

The request must:

- Identify the disputed information;
- State the proposed correction; and
- Explain the factual basis for the request.

The Principal or the Principal's designee will review the request and may meet with the requesting person or consult employees and other individuals with relevant knowledge. The School will determine whether an amendment is appropriate and communicate its decision.

This process addresses factual accuracy. It may not be used to challenge a grade, disciplinary decision, academic-integrity determination, professional evaluation, placement decision, or another exercise of educational judgment merely because the requesting person disagrees with the decision.

Challenges to those decisions must be made through any review, appeal, or reconsideration process otherwise provided by the School, including the procedures established in Chapters 3 and 5.

If the School declines to amend a disputed record, it may permit the parent/guardian or adult student to submit a concise written statement explaining the disagreement. The School may retain that statement with the disputed record.

8.5 Disclosure of Student Records

The School ordinarily obtains authorization from a parent/guardian or adult student, as appropriate, before releasing personally identifiable student records to an outside party.

An authorization must identify:

- The records to be disclosed;
- The purpose of the disclosure; and

- The person or organization authorized to receive the records.

The School may disclose records without prior authorization when disclosure is permitted or required by law or reasonably necessary for legitimate School purposes, including disclosure to:

- Trustees, employees, contractors, consultants, volunteers, and other School representatives who have a legitimate educational, administrative, operational, legal, financial, technological, or safety-related need for the information;
- A parent/guardian of a current adult student when authorized by the student or otherwise permitted by law or School policy;
- A school, school system, educational program, or other institution in which the student seeks, intends, or is directed to enroll;
- Governmental, regulatory, licensing, accrediting, auditing, or law-enforcement authorities acting within their lawful authority;
- Individuals or organizations involved in determining, administering, or evaluating financial aid;
- Organizations conducting authorized studies, evaluations, testing, or institutional services for or on behalf of the School, subject to appropriate confidentiality requirements;
- Courts, attorneys, or other persons in response to a subpoena, court order, legal proceeding, or other lawful demand;
- Appropriate persons when the School reasonably believes disclosure is necessary to address a health or safety concern, protect a student or another person, or respond to an emergency;
- Child-protection or other authorities when reporting suspected abuse, neglect, or another matter that School personnel are legally required or authorized to report; or
- Other persons when disclosure is authorized by applicable law or School policy.

The School may disclose limited directory-type information in School publications, programs, news releases, websites, social media, or similar communications. Directory-type information may include a student's:

- Name;
- Grade level;
- Participation in School activities or athletics;
- Honors and awards; and
- Graduation information.

Public or promotional use of a student's photograph, image, voice, likeness, performance, or work is governed by Section 20.6.

A parent/guardian or adult student may submit a written request to restrict another particular directory-type disclosure. The School will determine whether and to what extent the request can be accommodated. Any approved restriction ordinarily applies prospectively and may not require the School to recall previously distributed material or remove information from historical publications or archives.

8.6 Student Privacy and Digital Information Systems

Saint Mary's recognizes that protecting student information is part of respecting the dignity, safety, and well-being of each student. This section supplements the other student-records provisions of this chapter and applies to digital student information whether maintained directly by the School or through an authorized service provider.

School-Managed Systems and Accounts

Saint Mary's uses digital systems to support instruction, communication, student services, safety, and School

operations. These systems may include:

- PowerSchool, the School's primary student information system;
- Schoology or another School-designated learning management system;
- School-issued email accounts;
- Google Workspace for Education, including Gmail, Drive, Docs, Calendar, and related services;
- Testing, counseling, college-planning, athletic, financial-aid, health, and co-curricular systems; and
- Other educational applications, websites, platforms, and services approved by the School.

PowerSchool may contain attendance, grades, schedules, progress reports, demographic information, and other student records. A learning management system may contain course materials, assignments, assessments, feedback, communications, and student work. Information appearing in a learning management system may be preliminary and does not replace an official transcript or another final record designated by the School.

The School may add, replace, modify, or discontinue a digital system when educational, security, legal, financial, or operational considerations warrant a change. Families will be informed when a material change affects how they access essential School information.

Collection and Use of Digital Student Information

The School may collect and use digital student information reasonably necessary to:

- Provide instruction, assessment, academic support, counseling, and student services;
- Maintain academic, attendance, disciplinary, health, enrollment, and administrative records;
- Communicate with students and parents/guardians;
- Support athletics, activities, retreats, service programs, and other School-sponsored programs;
- Protect student and campus safety;
- Maintain, secure, troubleshoot, and improve School systems;
- Evaluate educational programs and institutional effectiveness;
- Meet accreditation, auditing, reporting, legal, and contractual responsibilities; and
- Carry out other legitimate educational or operational purposes consistent with the School's mission.

Digital student information may include identifying and contact information, account credentials, grades, attendance, schedules, student work, communications, photographs, audio or video recordings, device or browser information, platform activity, system logs, and other information connected to a student's enrollment or participation in School programs.

Saint Mary's does not sell student records or student personal information. The School will not knowingly authorize a digital platform to use student information for targeted advertising, create a commercial profile unrelated to the authorized educational service, or sell student personal information.

Access by School Officials

Access to digital student information is limited to School officials and authorized service providers who require the information to perform a legitimate educational, administrative, operational, legal, financial, technological, or safety-related responsibility.

Access must be appropriate to the individual's role and limited to the information reasonably necessary for the assigned responsibility. Authorization to use a School system does not permit an individual to review student information out of curiosity, for personal purposes, or for any purpose unrelated to the individual's duties.

School officials and service providers must protect student information from unauthorized access, use, alteration, disclosure, or destruction. Information may be shared as otherwise permitted under Section 8.5.

Third-Party Educational Platforms

The School may authorize contractors and educational technology providers to receive or process student information when reasonably necessary to provide an approved service. When selecting and managing these services, the School will consider the nature of the information involved, the educational purpose of the service, and the provider's privacy and security practices.

The School will seek contractual or other appropriate assurances that an authorized provider will:

- Use student information only for the School-authorized purpose;
- Limit access to authorized personnel;
- Maintain reasonable safeguards against unauthorized access or disclosure;
- Refrain from selling student personal information or using it for unrelated targeted advertising; and
- Return, delete, or otherwise address student information when the service ends, as appropriate to the service and applicable requirements.

School personnel will not require students to use an unapproved platform when doing so would disclose student records, confidential information, or sensitive personal information. Students may not upload or disclose another person's student records, confidential information, or sensitive personal information to an unauthorized artificial-intelligence tool or other external service. Use of artificial intelligence and academic technology is also governed by Section 5.8.

When applicable law or the nature of a service requires additional parent/guardian or adult-student authorization, the School will obtain that authorization before the student uses the service.

School Accounts, Administrative Access, and Monitoring

School-issued accounts, School-managed devices, and School-managed systems are institutional resources provided for educational and School-related purposes. They are not private personal accounts.

Passwords and other security measures do not prevent authorized administrative access. To the extent permitted by applicable law, authorized School personnel may access, review, preserve, restrict, or disclose account content and system information when reasonably necessary to:

- Administer, maintain, secure, or troubleshoot a system;
- Respond to a safety concern or emergency;
- Investigate suspected misconduct or a violation of School policy;
- Protect the rights, property, or safety of a student, employee, or other person;
- Preserve information relevant to a School matter; or
- Comply with a legal, regulatory, or contractual obligation.

Any such access must serve a legitimate School purpose and be handled with appropriate discretion. Students should not use a School account, device, or system to store or transmit personal content they expect to remain confidential from the School. Student conduct involving School technology also remains subject to Chapter 9.

Photographs, Recordings, and Student Work

Student photographs, recordings, voices, names, likenesses, performances, and schoolwork may constitute

student information. The School may create and use such material for internal educational, identification, safety, yearbook, archival, and School-program purposes.

Public or promotional use of a student's name, image, voice, likeness, performance, or work is governed by Section 20.6. The School will not ordinarily publish a student's home address, personal telephone number, personal email address, date of birth, or similarly sensitive identifying information without appropriate authorization or another legitimate legal or safety-related basis.

Privacy and Security Safeguards

The School uses reasonable administrative, physical, and technological safeguards to protect student information. These may include access controls, passwords, multifactor authentication, security monitoring, backups, employee training, vendor review, and procedures for responding to suspected security incidents.

No electronic system can be guaranteed to be completely secure or continuously available. Students and parents/guardians must promptly report suspected unauthorized access, lost credentials, compromised accounts, or other security concerns to the School.

The School will investigate suspected unauthorized access or disclosure and will notify affected persons when required by applicable law or when the School otherwise determines that notification is appropriate.

Student and Parent/Guardian Responsibilities

Each student and parent/guardian is responsible for helping protect the student's information. Students and parents/guardians must:

- Use only the account assigned to them and not access another person's account;
- Keep passwords and authentication information confidential;
- Use separate student and parent/guardian accounts rather than sharing credentials;
- Sign out of accounts when using a shared or public device;
- Maintain reasonable security on personal devices used to access School systems;
- Promptly report suspected unauthorized access or disclosure;
- Maintain current contact and emergency information with the School; and
- Regularly review PowerSchool, the School-designated learning management system, and the email address or School account designated for official communications.

Parents/guardians must not permit an unauthorized person to use their portal account. The School cannot protect information that an authorized user independently downloads, forwards, posts, or shares with another person.

Failure to review an official School account, portal, or designated email address does not invalidate a notice properly sent or posted through the School's established communication channels.

Access rights remain subject to Section 8.7 and any current legal documentation maintained by the School.

Account Suspension, Closure, and Record Retention

The School may suspend, restrict, or terminate access to an account or system when necessary for security, maintenance, suspected misuse, disciplinary action, withdrawal, dismissal, graduation, or the end of the enrollment relationship.

Students and families are responsible for transferring any permitted personal files they wish to retain before an account is closed. The School is not required to preserve personal files or other content that does not constitute a

School record. Student records retained by the School remain subject to Section 8.9.

Questions about access to or correction of student records should be directed to the Office of the Registrar. Questions concerning account access, security, an authorized educational platform, or a suspected privacy incident should be directed to the Main Office or the School's designated technology-support contact.

8.7 Custody Orders and Parental Access

Saint Mary's recognizes the rights and responsibilities of parents and legal guardians while prioritizing student safety and following applicable legal requirements.

Presumption of Parental Rights

Unless the School has been provided with current legal documentation stating otherwise, Saint Mary's will presume that each legal parent has the right to:

- Receive information and inspect records concerning the student;
- Communicate with School employees regarding the student; and
- Participate in conferences and other appropriate School activities concerning the student.

A parent will not be denied access to student records or School information solely because the parent does not have physical custody of the student.

Required Court Documentation

A parent/guardian seeking to limit another person's rights regarding student access, release or pickup, School communications, records, conferences, or campus contact must provide the Office of the Registrar with a complete and current court-filed, file-stamped, or court-certified copy of the applicable custody order, restraining order, protective order, guardianship order, or other controlling legal document.

Verbal instructions, private agreements, or statements from one parent ordinarily are not sufficient to restrict the rights of another parent or legal guardian.

Parents/guardians are responsible for promptly providing the School with any modification, extension, replacement, expiration, or termination of an order. The School will follow the operative terms of the most recent current legal documentation in its possession and cannot enforce restrictions of which it has not been informed.

The School may require identification or additional documentation before changing its records, communications, access procedures, or student-release arrangements.

Student Release and Campus Access

The School will release a minor student in accordance with the current custody documentation and authorized-release information on file. A parent/guardian may not direct the School to disregard a controlling court order or request a change in custody or release arrangements based solely on a verbal or informal written instruction.

The right to receive student records or School information does not provide unrestricted access to the student or the campus. All parents/guardians remain subject to the School's visitor, check-in, appointment, student-release, and safety procedures.

School Neutrality

Saint Mary's will not mediate custody disputes, determine which parent's position is more appropriate, or interpret conflicting or ambiguous legal claims. School employees must remain neutral and may not serve as intermediaries between parents.

If documentation is unclear, incomplete, conflicting, expired, or disputed, the School may:

- Maintain its existing procedures until the matter is clarified;
- Request additional or updated documentation;
- Consult legal counsel;
- Contact law enforcement or another appropriate authority when student safety or legal compliance requires it; or
- Require the parties to obtain a clarifying court order before the School changes access, communication, or release arrangements.

Custody documents will be maintained confidentially and shared only with School personnel who need the information to perform their responsibilities or protect the student.

Once a student reaches 18 years of age, access to the student's records and information will be governed by the other provisions of this chapter, applicable law, and School policy.

8.8 Transcripts and Transfer of Records

The contents of the official Saint Mary's transcript are governed by Section 4.4.

Requests for official transcripts must be submitted through the procedures established by the Office of the Registrar. The School may require written authorization, identity verification, applicable forms, or payment of a published processing fee before completing a request.

For current students, official transcripts ordinarily are sent directly by Saint Mary's to the authorized school, college, university, employer, scholarship organization, educational program, or other recipient. Official transcripts ordinarily are not provided to students or parents/guardians for delivery to the recipient.

When a student seeks or intends to enroll in another school or educational program, Saint Mary's may send the records reasonably necessary to support the student's enrollment, placement, academic history, health and safety, or continued education.

When a student transfers from Saint Mary's to a California public school, Saint Mary's will transfer the student's permanent record, or a copy of it, no later than 10 schooldays after receiving the public school's request, as required by California Education Code section 49068. Any other legally required school-to-school transfer will be completed within the time required by applicable law.

The School determines whether a requested document constitutes an official School record and the form in which it will be provided.

8.9 Record Ownership, Retention, and School Authority

Student records remain the property of Saint Mary's College High School. The School determines how records are created, maintained, secured, retained, archived, transferred, and destroyed, subject to applicable law and the

School's record-retention practices.

The School is not required to maintain every student record indefinitely. Records subject to a legal hold, investigation, audit, accreditation review, or other preservation requirement may be retained beyond the School's ordinary retention period.

No student, parent/guardian, employee, or other person may remove, alter, conceal, destroy, or direct the destruction of a School record without authorization.

Nothing in this chapter limits the School's authority or legal responsibility to:

- Investigate academic or behavioral misconduct;
- Maintain institutional, safety, and disciplinary records;
- Comply with mandatory-reporting obligations;
- Respond to legal process or governmental requests;
- Preserve records relevant to an investigation, claim, or proceeding; or
- Disclose information reasonably necessary to protect the School community.

CHAPTER 9: STUDENT CONDUCT AND COMMUNITY STANDARDS

Saint Mary's College High School seeks to form students who demonstrate faith, integrity, respect, responsibility, compassion, and concern for others. This chapter establishes the conduct, campus, technology, and community standards expected of every student.

Chapter 10 governs disciplinary procedures and the responses that may result from violations of this chapter.

9.1 Saint Mary's Honor Code and Scope

In the Catholic and Lasallian tradition, students are expected to act honestly, treat others with dignity, accept responsibility for their choices, and contribute positively to the School community.

Enrollment at Saint Mary's is a privilege accompanied by responsibilities. Students must comply with this Handbook and the reasonable directives of administrators, faculty members, staff members, coaches, moderators, chaperones, and other authorized representatives of the School.

The Code of Conduct applies:

- On School property;
- During the School day;
- At School-sponsored or School-related activities, whether on or off campus;
- While traveling to or from a School-sponsored activity;
- When using School-owned or School-managed technology, networks, platforms, or accounts; and
- To off-campus or online conduct that has a substantial connection to Saint Mary's, materially disrupts School operations, threatens the safety or well-being of a community member, substantially interferes with another student's education or participation, or materially affects the School's ability to fulfill its Catholic and Lasallian mission.

Students are expected to:

- Treat students, employees, families, visitors, neighbors, opponents, officials, and members of the public with dignity and respect;
- Act honestly and refrain from deception, misrepresentation, forgery, theft, or misuse of School records, technology, or property;
- Follow reasonable instructions from authorized School personnel;
- Avoid conduct that disrupts teaching, learning, worship, activities, or the orderly operation of the School;
- Respect the property, privacy, physical safety, and emotional well-being of others;
- Cooperate honestly in authorized School reviews and investigations; and
- Conduct themselves consistently with the School's Catholic and Lasallian identity and the expectations established in this Handbook.

A student directed to leave a classroom or School activity must report immediately to the Main Office or another location designated by the supervising employee and remain there until given further instructions.

9.2 Serious Misconduct

Conduct that threatens safety, seriously harms another person, substantially disrupts the School community, or demonstrates a fundamental disregard for the responsibilities of enrollment may result in significant disciplinary action under Chapter 10.

The following conduct is considered especially serious. This list is illustrative and not exhaustive:

- Committing, attempting, encouraging, or threatening violence or physical harm;
- Possessing, displaying, using, or threatening to use a firearm, knife, explosive, club, stun device, chemical agent, or any other object as a weapon;
- Possessing or using a replica, toy, or imitation weapon in a manner that creates fear, disruption, or a safety concern;
- Engaging in harassment, discrimination, bullying, cyberbullying, hazing, intimidation, stalking, retaliation, or persecution;
- Using slurs, epithets, threats, or other expression that targets or demeans a person or group and violates School policy;
- Creating, posting, sending, or sharing content that threatens, harasses, humiliates, defames, exploits, or substantially harms another person or materially disrupts the School community;
- Creating, requesting, possessing, displaying, sending, or distributing pornographic, nude, sexually explicit, or similarly inappropriate material, including photographs, videos, recordings, messages, or digitally generated or altered content;
- Creating, requesting, possessing, sending, or distributing a nude or sexually explicit depiction of a minor, including a self-generated, manipulated, or artificially generated depiction;
- Engaging in vulgar, obscene, lewd, or seriously inappropriate language or conduct;
- Stealing, possessing stolen property, extorting another person, committing fraud, or intentionally damaging or misusing property;
- Possessing, using, distributing, furnishing, selling, or being under the influence of a prohibited substance;
- Committing graffiti, vandalism, or intentional destruction of property;
- Engaging in serious or repeated dishonesty, insubordination, disrespect, disruption, or intentional misrepresentation to School personnel;
- Forging, altering, falsifying, or misusing School documents, records, communications, identification, passes, permissions, or electronic credentials;
- Accessing or attempting to access technology, accounts, networks, records, or information systems without authorization or interfering with their operation or security;
- Violating behavioral expectations during athletics, arts, ministry, clubs, student activities, travel, or other co-curricular programs;

- Knowingly making a materially false accusation of serious misconduct;
- Retaliating against a person who makes a good-faith report, seeks assistance, supports another person, or participates in an investigation; or
- Engaging in other conduct fundamentally inconsistent with continued enrollment at Saint Mary's.

The prohibitions concerning substances, paraphernalia, weapons, stolen property, and other contraband apply to items in a student's possession or control, including items in the student's clothing, backpack, locker, vehicle, electronic device, or another location under the student's control.

9.3 Honesty, Fraud, Theft, and Property

Students must act honestly in all financial, administrative, technological, and property-related matters.

Fraud includes intentional deception, concealment, misrepresentation, falsification, or misuse intended to obtain an unauthorized benefit or cause a loss to the School or another person. Fraud may include:

- Theft, embezzlement, or misappropriation of money, property, services, data, or other resources;
- Falsification or alteration of receipts, invoices, time records, permissions, financial records, or other documents;
- Unauthorized use of School funds, accounts, credit cards, technology, property, credentials, or confidential information;
- Misrepresentation in connection with a School purchase, fundraiser, financial transaction, reimbursement, or student activity;
- Concealment of fraudulent or financially improper conduct; or
- Knowingly assisting another person in committing or concealing fraud.

An accounting error, misunderstanding, disputed transaction, or good-faith mistake does not by itself constitute fraud.

Theft, attempted theft, possession of stolen property, and the unauthorized use or removal of another person's physical or intellectual property are prohibited. A student must not knowingly conceal stolen property, assist another person in committing theft, make a knowingly false accusation of theft, or interfere with an investigation.

Suspected fraud, theft, or missing property should be reported promptly to the Dean of Students, Director of Finance, Principal, President, or another appropriate administrator. A report involving one of those individuals should be made to another uninvolved administrator or appropriate School authority.

The School may investigate a report and make reasonable efforts to locate or recover missing property. These efforts do not guarantee that an item will be found, returned, repaired, or replaced.

Students and families may be held financially responsible for theft, vandalism, loss, damage, or misuse caused by a student. Restitution or reimbursement does not prevent the School from imposing additional consequences.

The broader responsibilities of trustees, employees, volunteers, contractors, and other persons acting on behalf of Saint Mary's are governed by the School's institutional anti-fraud, financial-control, and employment policies.

9.4 Alcohol, Drugs, Tobacco, Nicotine, and Other Intoxicating Substances

Saint Mary's is committed to maintaining a safe, healthy, and substance-free educational environment.

Students may not possess, use, consume, distribute, furnish, sell, purchase, exchange, or be under the influence

of:

- Alcohol;
- Cannabis;
- Tobacco or nicotine;
- An unauthorized controlled substance;
- A synthetic or counterfeit drug;
- An inhalant or other product used for intoxication;
- Prescription or over-the-counter medication used or shared contrary to School policy; or
- Any other intoxicating or impairing substance.

Students also may not:

- Possess or use drug- or substance-related paraphernalia, including electronic cigarettes, vaping devices, cartridges, pipes, rolling papers, bongs, or similar items;
- Misuse prescription medication, over-the-counter medication, inhalants, synthetic substances, household products, or any other product for intoxication or impairment;
- Possess a substance that the student represents, believes, or intends others to believe is an illegal or controlled substance;
- Arrange, facilitate, encourage, or assist in the purchase, sale, distribution, sharing, or exchange of a prohibited substance or related paraphernalia; or
- Be present during prohibited substance use while encouraging, assisting, facilitating, or knowingly concealing the misconduct.

These prohibitions apply in every circumstance covered by the Code of Conduct. The tobacco and nicotine prohibition also applies in the surrounding neighborhood when a student is traveling to or from School, attending a School-related activity, wearing School-identifying attire, or otherwise representing Saint Mary's.

Medication possessed or administered for an authorized medical purpose must comply with the School's health and medication policies.

Investigation and Safety Response

A student may be investigated when the School has a reasonable basis to believe that the student possesses, has used, has distributed, or is under the influence of a prohibited substance.

Relevant information may include observed behavior, odor, physical symptoms, credible reports, communications, possession of paraphernalia, an inspection alert, or other reasonably reliable information.

The School may take immediate steps to protect the student and others, including:

- Removing the student from a class, activity, vehicle, or event;
- Contacting the student's parent/guardian;
- Arranging for medical evaluation or emergency assistance;
- Conducting a search or inspection in accordance with Chapter 10;
- Preventing the student from driving or leaving without a School-approved arrangement; or
- Contacting law enforcement or another appropriate authority when required or warranted.

Disciplinary and Supportive Responses

A violation may result in disciplinary action under Chapter 10, up to and including dismissal or expulsion.

Selling, distributing, furnishing, sharing, or possessing a prohibited substance with the apparent intent to distribute is considered especially serious and ordinarily will result in dismissal or expulsion. The School retains authority to determine the appropriate response based on the individual circumstances.

As a condition of continued enrollment, re-enrollment, return to School, or participation in School programs, the School may require:

- A substance-use assessment conducted by a qualified professional or program approved by the School;
- Written authorization permitting the School to receive information reasonably necessary to evaluate the student's safety, compliance, and readiness to return;
- A conference involving the student, parent/guardian, appropriate administrators, counselor, and, when appropriate, a treatment provider;
- Education, counseling, testing, treatment, or another intervention recommended by the School or a qualified professional;
- A safety, behavior, or continued-enrollment agreement;
- Disciplinary probation, suspension, or restriction from School activities; or
- Another response reasonably related to the student's conduct, health, safety, and continued enrollment.

Testing, assessment, counseling, or treatment required by the School will be administered in accordance with applicable law and School policy. The School will seek only information reasonably related to the student's safety, compliance, and readiness to participate.

Failure by a student or parent/guardian to cooperate with an authorized investigation or satisfy reasonable conditions of continued enrollment may result in additional disciplinary action, denial of re-enrollment, dismissal, or expulsion.

Requests for Assistance

Saint Mary's encourages students and families to seek assistance before a substance-related incident occurs.

A student who voluntarily requests help may be referred for appropriate support. Seeking assistance does not grant immunity for misconduct already known to the School or for conduct involving distribution, harm to another person, a threat to safety, or another circumstance requiring disciplinary or legal action.

The School will protect the student's privacy to the extent reasonably possible but cannot promise confidentiality when disclosure or intervention is necessary for safety, legal compliance, or School operations.

Contraband-Detection Inspections

Saint Mary's may use trained contraband-detection canines or other lawful inspection methods on School property.

Inspections may occur without advance notice and may include classrooms, common areas, lockers, vehicles parked on School property, personal belongings, and other locations or property subject to the School's search and inspection policies.

Detection canines ordinarily will inspect locations and objects rather than make direct physical contact with students. An alert or other information developed during an inspection may provide a basis for further investigation or a search under Chapter 10.

9.5 Bullying, Discrimination, Harassment, Sexual Harassment, and Retaliation

Saint Mary's is committed to maintaining a safe, respectful, and inclusive educational environment grounded in the dignity of every person. Bullying, discrimination, harassment, sexual harassment, and retaliation are prohibited.

This policy applies on campus, during School-sponsored activities, through electronic communications, and in other circumstances covered by the Code of Conduct.

The School may address conduct that violates its community standards even when the conduct does not satisfy the legal definition of harassment, discrimination, or bullying.

Bullying

Bullying is unwelcome written, verbal, physical, social, or electronic conduct that is severe, persistent, or pervasive and has the purpose or reasonably foreseeable effect of:

- Causing a person reasonably to fear physical harm or damage to property;
- Substantially harming a person's physical or emotional well-being;
- Substantially interfering with a student's academic performance; or
- Substantially interfering with a student's ability to participate in or benefit from the School's programs, services, activities, or privileges.

Bullying may include threats, intimidation, stalking, physical aggression, sexual harassment, theft, humiliation, defamation, deliberate social exclusion, destruction of property, or retaliation.

A single severe incident may warrant disciplinary action even if it does not satisfy the definition of bullying.

Discrimination and Harassment

Discrimination includes adverse treatment, exclusion, or denial of a School program, benefit, privilege, or opportunity based on an actual or perceived legally protected characteristic.

Harassment is unwelcome verbal, written, visual, physical, sexual, or electronic conduct based on a legally protected or other personal characteristic when the conduct is severe, persistent, or pervasive or has the purpose or reasonably foreseeable effect of intimidating, threatening, humiliating, or materially interfering with a person's education, safety, employment, or participation in the School community.

Protected characteristics include race; traits associated with race, including hair texture and protective hairstyles; color; ancestry; national origin; religion; disability; medical condition; genetic information; marital status; sex; pregnancy; gender; gender identity or expression; sexual orientation; citizenship; primary language; immigration status; association with a person possessing or perceived to possess a protected characteristic; or any other characteristic protected by applicable law.

Prohibited conduct may include:

- Derogatory comments, slurs, epithets, jokes, insults, threats, rumors, or other demeaning verbal or written conduct;
- Bullying, intimidation, or social aggression intended or reasonably likely to isolate, humiliate, or ridicule another person;

- Unwanted physical contact, assault, blocking another person's movement, or other physically intimidating conduct;
- Derogatory, demeaning, sexually suggestive, or inflammatory images, videos, drawings, posters, gestures, or other visual material;
- Taking, altering, generating, posting, or sharing photographs, recordings, or videos for the purpose or reasonably foreseeable effect of humiliating, exploiting, threatening, or harming another person; and
- Conduct through email, text messages, social media, online platforms, group chats, gaming platforms, generative artificial intelligence, or any other electronic medium.

Sexual Harassment

Sexual harassment is prohibited. It includes unwelcome conduct of a sexual nature or unwelcome conduct based on sex, pregnancy, gender, gender identity or expression, or sexual orientation.

Sexual harassment may be verbal, written, visual, physical, or electronic and may occur between individuals of any sex or gender.

Examples include:

- Unwelcome sexual advances, propositions, or requests for sexual conduct;
- Sexual comments, jokes, gestures, rumors, questions, or messages;
- Sexually degrading or demeaning words used to describe a person or the person's body;
- Displaying, creating, requesting, sending, or sharing sexually suggestive, explicit, or obscene images, objects, recordings, or messages;
- Unwanted touching or other physical conduct of a sexual nature;
- Conditioning an academic, athletic, disciplinary, co-curricular, or other School decision or benefit upon submission to sexual conduct; and
- Threatening, intimidating, retaliating against, or treating someone adversely because the person rejected sexual conduct, reported misconduct, supported another person, or participated in an investigation.

Conduct by Employees and Other Adults

Sexual harassment, abuse, exploitation, grooming, or other inappropriate conduct involving a student and an employee, coach, volunteer, contractor, trustee, clergy member, or other adult associated with the School is strictly prohibited.

An adult associated with the School may not pursue or engage in a romantic or sexual relationship with a current student, regardless of the student's age, apparent willingness, or legal capacity to consent.

Employees and other adults associated with the School must maintain appropriate professional boundaries with students in all in-person and electronic interactions.

Reporting

A student who experiences, witnesses, or learns of possible bullying, discrimination, harassment, sexual harassment, retaliation, abuse, or other inappropriate conduct should report it promptly to any teacher, counselor, staff member, administrator, coach, moderator, or other trusted School employee.

A report may be made verbally or in writing. A student:

- Is not required to confront the person responsible or ask that person to stop before making a report;

- Is not required to investigate the conduct or gather evidence;
- Is not required to prepare a written statement before the School begins responding; and
- May request assistance from a parent/guardian or another trusted person when making a report.

A report concerning the Principal should be made to the President. A report concerning the President should be made to the Chair of the Board of Trustees. A report concerning the Board Chair should be made to another uninvolved Board officer.

Any employee who receives a report or becomes aware of possible prohibited conduct must promptly notify the Principal or the Principal's designee.

Nothing in the School's internal reporting process replaces, limits, or delays an individual's duty to make a mandated report directly to the appropriate governmental agency. The School will not delay an external report required by law while it conducts an internal review.

School Response

The School will review reports promptly and conduct a fair investigation appropriate to the circumstances. The review may include interviews with the reporting person, the person accused, and witnesses and examination of documents, communications, recordings, electronic information, or other relevant evidence.

The School may implement interim supportive, protective, or supervisory measures while a matter is under review. These measures are not disciplinary findings and do not establish that misconduct occurred.

When appropriate, the School may restrict an adult's or student's access to another person or to School property, programs, technology, or activities while the review is pending.

The School will protect the privacy of those involved to the extent reasonably possible, consistent with its responsibility to investigate, respond appropriately, comply with applicable law, and protect the School community. Complete confidentiality cannot be guaranteed.

When required or appropriate, the School may report suspected misconduct to law enforcement, child-protection authorities, or another governmental agency.

A report does not create a presumption that misconduct occurred. The School will determine whether a policy violation occurred based on the information reasonably available.

If an allegation against a student is substantiated, the student may be subject to disciplinary action under Chapter 10, up to and including dismissal or expulsion.

Allegations involving an employee or another adult will be addressed under applicable employment, volunteer, contractual, safeguarding, and legal procedures. An employee or other adult found responsible may be removed from the School community or subjected to other action, up to and including termination of employment or services and referral to appropriate authorities.

Retaliation and False Reports

Retaliation against any person for making a good-faith report, seeking assistance, supporting another person, opposing prohibited conduct, or participating honestly in an investigation is prohibited.

A person will not be disciplined merely because a good-faith report cannot be substantiated.

Knowingly making a materially false accusation or deliberately providing materially false information may result in disciplinary or other appropriate action.

9.6 Closed Campus, Off-Campus Lunch, and Restricted Areas

Students must remain on campus throughout the School day unless authorized to leave under this policy or another School-approved arrangement.

Off-Campus Lunch

Off-campus lunch is a privilege available only to juniors and seniors who satisfy the School's eligibility requirements.

Students exercising this privilege must:

- Leave and return through designated campus access points;
- Follow any identification, sign-out, or check-in procedures established by the School;
- Comply with the Code of Conduct while off campus;
- Respect neighboring residents, businesses, property, and the surrounding community; and
- Return to campus in sufficient time to arrive punctually to the class or activity immediately following lunch.

The School may suspend or revoke off-campus lunch privileges because of tardiness, misconduct, safety concerns, academic or attendance concerns, failure to follow required procedures, or any other abuse of the privilege.

Freshmen and sophomores may not leave campus during lunch unless they have received advance authorization from the Dean of Students or the Dean's designee. Leaving campus without authorization is a violation of School policy.

The School may modify, suspend, or discontinue off-campus lunch privileges for an individual student, grade level, or the entire student body because of weather, emergencies, neighborhood concerns, scheduling, supervision, campus safety, or other operational needs.

Restricted Campus Areas

During lunch and break periods, students may not enter the following areas unless accompanied by or specifically authorized by a School employee:

- The roadway leading to the Brothers' Residence and the maintenance area;
- The walkway and stairs between the auditorium and athletic field;
- The lower-campus area near Vellesian Hall; and
- Codornices Creek and its surrounding banks and pathways.

Students must comply with posted signs, barriers, and directions from School personnel concerning restricted or temporarily closed areas. The School may designate additional areas as off-limits when necessary for safety, privacy, maintenance, supervision, or School operations.

9.7 Off-Campus Conduct, Private Gatherings, and the Neighborhood

Off-Campus Conduct

Saint Mary's does not routinely monitor students' private off-campus activities. Off-campus conduct may nevertheless fall within the School's authority when it:

- Has a substantial connection to Saint Mary's;
- Materially disrupts School operations or a School program;
- Threatens the safety or well-being of a student or another community member;
- Substantially interferes with another student's education or participation;
- Involves students because of their relationship to Saint Mary's; or
- Otherwise falls within the scope of the Code of Conduct.

Examples may include hazing, bullying, harassment, discrimination, violence, sexual misconduct, furnishing substances to other students, impaired driving connected to a School activity, or conduct creating a reasonably foreseeable risk of significant harm.

The fact that conduct occurred at a private residence, outside School hours, through a personal account, or without School sponsorship does not necessarily prevent School action when the conduct has a sufficient connection to Saint Mary's or its community.

Private Parties and Gatherings

Parents/guardians are encouraged to take reasonable precautions when their students attend or host parties and other gatherings not sponsored or supervised by the School.

Parents/guardians are encouraged to:

- Ensure gatherings are supervised by a responsible adult;
- Communicate directly with the host parent/guardian;
- Know the location of the gathering and how to contact the supervising adult;
- Establish clear expectations regarding alcohol, cannabis, drugs, tobacco, nicotine, driving, and other safety concerns;
- Discourage gatherings when a parent/guardian will not be present;
- Arrange safe transportation and assure students that they may call for a ride rather than drive or ride with an impaired person; and
- Contact emergency services when a student's health or safety may be at risk.

Families are responsible for understanding and complying with laws governing underage drinking, controlled substances, impaired driving, and furnishing substances to minors.

Neighborhood Conduct

Students must respect the privacy and property of those who live and work near Saint Mary's.

Prohibited conduct includes:

- Obstructing streets, sidewalks, driveways, entrances, or traffic;
- Littering;
- Trespassing;

- Defacing or damaging property;
- Driving unsafely;
- Playing excessively loud music;
- Creating unreasonable noise; or
- Behaving disrespectfully toward neighbors, local businesses, members of the public, or their property.

Violations may result in disciplinary action and restriction or revocation of off-campus lunch, driving, parking, or other privileges.

9.8 Student Driving and Parking

Driving to School and parking on or near campus are privileges, not rights.

Student drivers must operate their vehicles safely, comply with applicable laws and School rules, respect neighboring residents and property, and follow the directions of School personnel and Traffic Monitors.

Licensing and Parking Permits

A student who drives to School must possess a valid driver's license.

Only students who have applied for and received a parking permit from the Dean of Students may drive to School and park on or near campus in a location designated for student parking.

Parking-permit applications ordinarily will be made available before the beginning of the School year and must be submitted by the announced deadline. Submission of an application does not guarantee that a permit will be issued.

Permit priority, fees, and parking assignments may be based upon approved carpool participation, grade level, available space, neighborhood commitments, and other operational considerations established by the School.

Off-campus permits ordinarily will be issued first to students participating in approved carpools, followed by seniors and then juniors, subject to availability.

Students must provide accurate information on parking and carpool applications and comply with the conditions under which a permit is issued. Carpools may be monitored throughout the School year.

Permits must be displayed as directed and may not be transferred, shared, altered, duplicated, or used for an unapproved vehicle or carpool.

On-Campus Parking

Students with an on-campus parking permit must:

- Enter and exit through Albina Avenue only;
- Park only in their assigned space; and
- Avoid spaces designated for visitors, employees, persons with disabilities, emergency access, or another reserved use.

Off-Campus Parking

Students with an off-campus permit must park only in locations authorized by the School.

Students authorized to park on Posen Avenue must park only on the south side and may not park directly in front of a neighboring residence.

Unless the School expressly directs otherwise, students may not park:

- In front of residences on Posen Avenue; or
- On Albina Avenue, Hopkins Court, Hopkins Street, Monterey Avenue, Beverly Place, Ventura Avenue, West Place, Ordway Street, or Peralta Avenue.

Students must comply with all posted parking restrictions and additional directions issued by the School.

Driver Responsibilities

Every student driver must:

- Notify the Dean of Students and obtain any required authorization before beginning to drive to School, including when the student receives a driver's license during the School year;
- Obey traffic laws, posted speed limits, parking restrictions, and directions from School personnel or Traffic Monitors;
- Ensure that every occupant uses an individual seat belt and that the number of occupants does not exceed the vehicle's designated capacity;
- Drive safely and courteously on campus and throughout the surrounding neighborhood;
- Turn off music and other audio while on campus and keep it at a level that does not disturb residents while traveling through the neighborhood;
- Use the vehicle horn only when reasonably necessary for safety; and
- Refrain from littering from or around the vehicle.

Speeding, racing, peeling out, performing "donuts," failing to yield, creating excessive vehicle noise, or engaging in any other reckless, unsafe, disruptive, or discourteous driving is prohibited.

Violations may result in disciplinary action and the suspension or revocation of driving, parking, off-campus lunch, or other privileges.

The School may modify parking locations, permit procedures, fees, priorities, routes, and other requirements when reasonably necessary because of safety, capacity, neighborhood concerns, environmental commitments, construction, or operational needs.

Students park on and off campus at their own risk. Saint Mary's is not responsible for loss, theft, or damage involving a vehicle or property left inside it, except as required by law.

9.9 Dress and Appearance

Students are expected to dress and groom themselves in a manner appropriate for a Catholic and Lasallian high-school community.

Clothing and appearance must be neat, modest, safe, and suitable for the educational environment. The Dress and Appearance Code applies from the time a student arrives on campus until the student leaves at the end of the School day, including free periods and time before or after classes while the student remains on campus.

The administration has final authority to determine whether a student's clothing, grooming, or appearance complies with this policy.

The policy will be administered consistently and without regard to a student's sex, gender, gender identity or expression, race, ethnicity, religion, disability, or another legally protected characteristic. The School will consider reasonable accommodations based on religion, disability, medical need, or another legally protected basis.

Standard-Day Clothing

Clothing must fit appropriately and may not expose undergarments, the midriff, or cleavage. Undergarments must be worn.

Clothing may not be excessively baggy, oversized, revealing, transparent, tattered, ripped, or contain holes resulting in inappropriate exposure.

Pants must be worn securely at the waist and may not sag or expose undergarments.

Clothing, accessories, and personal items may not display words, symbols, images, or graphics that are vulgar, obscene, sexually suggestive, discriminatory, threatening, promote violence or illegal activity, or are otherwise inconsistent with the School's mission and educational environment.

Shirts and Tops

Shirts and tops must have sleeves and adequately cover the shoulders, chest, back, and midriff.

Crew-neck, V-neck, square-neck, and scoop-neck shirts are permitted when the neckline does not expose cleavage or extend more than two inches below the top of the sternum or collarbone.

Collared shirts and blouses are permitted and may be unbuttoned no lower than one inch below the top of the sternum or collarbone.

Polo shirts and short- or long-sleeved sweaters, sweatshirts, and zippered hooded sweatshirts are permitted when they otherwise comply with this policy.

Crew-neck sweatshirts sold by Saint Mary's, displaying the official name or logo of a college or university, or without writing or graphics are permitted.

Tank tops, sleeveless tops, and garments designed or ordinarily worn as undergarments may not be worn as outer garments.

Pants, Shorts, Skirts, Dresses, and Other Bottoms

Jeans, sweatpants, athletic pants, athletic shorts, board shorts, pajama bottoms, velour pants, leggings worn as pants, jeggings, and other athleisure-style bottoms are not permitted during the School day.

Leggings, tights, Lycra, spandex, or similar fitted garments may be worn only beneath a skirt, dress, shorts, or another garment that independently satisfies the length requirements of this policy.

Pants must fit properly and be worn at the waist. Excessively baggy, sagging, or otherwise ill-fitting pants are not permitted.

The hem of shorts, skirts, and dresses may be no shorter than five inches above the top of the kneecap.

Shoes appropriate for the School environment must be worn.

Grooming and Appearance

Hair must be clean and neatly groomed. Hair color must be limited to colors that occur naturally, including black, brown, red, and blonde.

Natural hair texture and protective hairstyles, including braids, locs, and twists, are permitted. A hairstyle may be restricted only when the administration determines that it presents a genuine safety concern or materially disrupts the educational environment.

Beards and moustaches must be neatly trimmed and groomed.

Pierced ears and one small nose piercing are permitted. Other visible body piercings must be modest, safe, and not materially disruptive to the educational environment, as determined by the administration.

Hats, hoods, headgear, and other head coverings may not be worn in classrooms, offices, liturgies, assemblies, or other School functions unless authorized by the School or worn for religious, medical, or disability-related reasons.

Sunglasses may not be worn inside School buildings unless authorized for a medical or disability-related reason.

Professional Dress Days

On designated days, including liturgies, academic assemblies, and other special events, students must wear professional dress for the entire School day.

Students may wear either of the following options regardless of sex, gender, or gender identity:

- A collared dress shirt, tucked in; necktie; dress slacks or khaki-style pants worn with a belt when designed for one; dress shoes; and socks. Knit sweaters, dress jackets, and sport coats are permitted.
- A collared blouse, tucked or untucked as appropriate; an appropriate-length dress skirt, dress pants, or khaki-style pants; and dress shoes. Flat dress shoes are permitted.

Clothing must fit appropriately and be neat, clean, and free of tatters, rips, holes, inappropriate graphics, or prohibited messaging.

The following are not permitted on Professional Dress Days:

- Hooded sweatshirts;
- Denim, including jeans and denim skirts;
- Shorts;
- Cargo pants;
- Athletic or casual shoes;
- Flip-flops or similar footwear; or
- Hats, caps, beanies, scarves, bandanas, or other head coverings, except when authorized by the School or worn for religious, medical, or disability-related reasons.

Violations

A student whose clothing, grooming, or appearance does not comply with this policy may be referred to the Main Office and required to correct the violation before returning to class or participating in School activities.

The School may provide temporary clothing, require the student to change, contact the student's

parent/guardian, or establish restrictions on the student's permitted clothing.

Repeated, intentional, or persistent noncompliance may result in disciplinary action under Chapter 10.

9.10 Lockers, Personal Property, and Lost and Found

Assigned Lockers

Each student is assigned a locker and School-issued or School-approved lock.

All lockers, including athletic lockers, are the property of Saint Mary's and remain under the School's control. Students have no expectation of privacy in School lockers.

The School may open, inspect, and search a locker and its contents with or without notice or consent, consistent with Chapter 10 and applicable law.

Students:

- May use only the locker assigned to them;
- May not change lockers without authorization;
- May not share a locker or lock combination;
- Must keep the locker securely locked;
- May use only a School-issued or School-approved lock; and
- Must keep the locker clean, orderly, and free of prohibited, dangerous, illegal, or inappropriate items or materials.

The School may remove an unauthorized lock.

Students must remove all belongings from their lockers at the end of the School year or whenever directed. Items remaining after the announced deadline may be discarded, donated, or otherwise disposed of by the School.

Personal Property

Students are responsible for taking reasonable precautions to protect their belongings.

Personal property should be clearly identified and kept in the student's possession or secured in a locked locker or another location designated by the School.

Vehicles, buses, vans, unlocked locker rooms, athletic facilities, team gathering areas, and unattended backpacks are not considered secure storage locations.

Students are discouraged from bringing unnecessary valuables or large amounts of money to School.

Saint Mary's is not an insurer of personal property and does not assume financial responsibility for property that is lost, stolen, misplaced, damaged, or left unattended on School property or at a School activity, except as required by law.

Lost and Found

Found property should be turned in to the Main Office.

Students may retrieve lost items from the Main Office before or after School or during lunch. A student may be

required to provide identification or an accurate description before an item is released.

Unclaimed property may be donated, discarded, sold, or otherwise disposed of at the end of each trimester or at another announced time. Any net proceeds received from unclaimed property will be donated to charity.

9.11 Bicycles, Scooters, Skates, and Skateboards

Students may not ride bicycles, scooters, skateboards, roller skates, rollerblades, or similar devices on campus except as expressly permitted by this section.

Students who use bicycles, scooters, or skateboards to commute may ride them on campus only at the beginning and end of the School day while proceeding directly to or from the designated storage area.

At all other times, these items must be walked or carried while on campus.

Bicycles must be secured with a lock to a designated campus bicycle rack. They may not be secured to railings, fences, trees, buildings, or other campus structures.

Scooters, skateboards, skates, and similar items must be stored in an area designated or approved by the School and may not obstruct walkways, entrances, exits, emergency-access routes, or accessibility features.

Items left unattended or in an unauthorized location may be removed and secured by the Dean of Students or designee. Unclaimed items may be handled under Section 9.10.

Students are responsible for securing and safeguarding these items. Saint Mary's is not responsible for loss, theft, or damage, except as required by law.

9.12 Personal Mobile and Audio Devices

Smartphones, smartwatches, earbuds, headphones, portable sound systems, and other personal mobile communication or audio devices can interfere with student attention, learning, safety, and well-being.

Storage and Permitted Access

Upon arriving on campus, students must turn off and secure all personal mobile communication and audio devices in their School-assigned lockers.

Devices may not be carried in a student's clothing, purse, backpack, or other personal belongings during the School day.

Students may briefly check a device only while at their assigned locker between classes or during lunch. After checking the device, the student must turn it off, return it to the locker, and leave the locker area without it.

Permission to check a device at a locker does not permit the student to carry the device during break, lunch, Individual Study Time, a free period, assembly, liturgy, or another School-day activity.

Students may retrieve and carry their devices after the bell ending the final class of the day.

Portable sound systems may not be used on campus without express authorization.

Confiscation and Consequences

A School employee may confiscate a device found in a student's possession or used contrary to this policy. The device will be delivered to the Dean of Students or designee for safekeeping.

A first violation ordinarily will result in detention, parent/guardian notification, and return of the device at the end of the School day.

A second violation ordinarily will result in Saturday detention and may require a parent/guardian to retrieve the device.

Three or more violations may result in loss of co-curricular privileges, a requirement that a parent/guardian retrieve the device, restrictions on bringing the device to School, and additional disciplinary action.

The School may impose a different or additional response when warranted by unauthorized recording, academic dishonesty, harassment, refusal to surrender a device, interference with School operations, or repeated noncompliance.

Emergency Communication

Parents/guardians should not rely on text messages, emails, or calls sent directly to a student during the School day because the student may not receive the communication promptly.

In an urgent or emergency situation, a parent/guardian should call the Main Office. School personnel will deliver the message and, when an immediate response is necessary, arrange for the student to contact the parent/guardian as soon as reasonably possible.

A student who needs to contact a parent/guardian during the School day must obtain permission from a School employee and use the Main Office telephone or another School-approved method.

Exceptions

A teacher or administrator may authorize a device for a specific instructional, emergency, safety, or School-approved purpose.

A student may use a device as required by an approved accommodation, medical plan, or other individualized arrangement.

Any authorized use must remain limited to the approved purpose, location, and period.

9.13 Student Technology and Responsible Use

Student iPads, laptops, School accounts, networks, platforms, software, cloud services, and other technology resources are provided or permitted primarily to support teaching and learning.

This policy applies to:

- School-owned and personally owned devices used on campus or for School purposes;
- School networks, internet access, accounts, email, applications, and information systems;
- School-managed platforms and cloud services;
- Classroom and campus technology;
- Artificial-intelligence and machine-learning tools; and

- Digital conduct having a sufficient connection to Saint Mary's or its community.

Educational Use

During classes, Individual Study Time, and other academic activities, technology use must be limited to authorized educational purposes.

Students must promptly follow directions to close, silence, surrender, or discontinue use of a device, application, website, account, or other technology resource.

Teachers may establish additional reasonable requirements governing technology use in their courses.

Privacy and Monitoring

School-owned or School-managed technology, networks, accounts, platforms, and information systems remain under the School's control.

Students should not expect privacy when using School-owned or School-managed resources. The School may monitor, access, inspect, preserve, restrict, or disclose information on those resources when reasonably necessary for educational, operational, security, safety, disciplinary, or legal purposes.

Use of the School network through a personally owned device may be monitored for network administration, safety, security, and compliance.

Any inspection of the private contents of a personally owned device will be governed by Chapter 10 and applicable law.

Prohibited Uses

Students may not:

- Use technology for a purpose prohibited by School policy or applicable law;
- Create, send, access, upload, download, display, possess, or distribute material that is obscene, pornographic, sexually explicit, threatening, harassing, discriminatory, defamatory, exploitative, or otherwise inappropriate for the School environment;
- Use social media, messaging, gaming, streaming, or another nonacademic platform during instructional time or Individual Study Time unless expressly authorized for an educational purpose;
- Send unauthorized or inappropriate mass messages, emails, or communications;
- Access or attempt to access another person's account, device, files, communications, credentials, or data without authorization;
- Share passwords or permit another person to use the student's account, identity, or access credentials;
- Use School technology resources for unauthorized commercial activity, financial gain, partisan political campaigning, or illegal activity;
- Bypass or attempt to bypass a web filter, security control, device-management system, monitoring tool, or other technology restriction, including through a proxy, virtual private network, unauthorized application, personal hotspot, altered device setting, or similar method;
- Install, possess, distribute, or use malicious code, hacking tools, unauthorized software, or technology intended to compromise, disrupt, damage, or gain unauthorized access to a device, account, network, or system;
- Interfere with or gain unauthorized access to classroom or campus technology, including displays, projectors, audiovisual systems, wireless networks, or administrative systems;

- Photograph, record, livestream, or distribute an image, video, or audio recording of another person without School authorization and, when appropriate, the person's knowledge or consent;
- Photograph or record in a restroom, locker room, changing area, counseling or health-services space, or another location where a person reasonably expects privacy;
- Record a confidential conversation without the knowledge and consent required by law and School policy;
- Violate copyright, licensing, or intellectual-property rights;
- Plagiarize, misrepresent authorship, obtain or distribute unauthorized academic work, or use technology in violation of the Academic Integrity Policy in Chapter 5;
- Use generative artificial intelligence to impersonate, deceive, exploit, harass, threaten, or create prohibited or harmful content;
- Enter another person's personal, confidential, health, educational, financial, or identifying information into an artificial-intelligence system without authorization;
- Enter School passwords, credentials, confidential records, or restricted institutional information into an unauthorized platform;
- Use technology to bully, harass, threaten, intimidate, stalk, impersonate, deceive, exploit, or embarrass another person; or
- Use a device or technology resource in any manner that disrupts teaching, learning, School operations, safety, or the rights of others.

Artificial Intelligence

Academic use of generative artificial intelligence is governed by the Academic Integrity Policy in Chapter 5 and the instructions established by the teacher for the particular assignment or assessment.

Students may use an artificial-intelligence tool for academic work only to the extent authorized by the teacher. Required attribution, disclosure, verification, documentation, and explanation of the student's process remain applicable.

Artificial-intelligence tools may assist learning but may not replace the student's independent thought, understanding, judgment, or authorship when those are the objectives of the assignment.

Recording and Distribution

School authorization to create a photograph, video, or recording does not automatically authorize its publication or distribution.

A student must obtain any additional approval required by the School before posting, transmitting, publishing, or otherwise distributing content created during a class, activity, meeting, performance, athletic event, or other School program.

Consequences

Violations may result in confiscation or restriction of a device, removal of content from School-controlled systems, loss of network or technology privileges, loss of co-curricular privileges, and disciplinary action under Chapter 10.

The School will determine the appropriate response based on the nature, seriousness, frequency, and effect of the conduct.

CHAPTER 10: DISCIPLINARY PROCEDURES AND ACTIONS

Saint Mary's College High School seeks to address student misconduct in a manner consistent with its Catholic and Lasallian mission and its responsibility to maintain a safe, orderly, respectful, and effective educational environment.

Discipline may serve several purposes, including protecting the School community, holding students accountable, repairing harm, correcting behavior, restoring relationships, and helping students make better decisions.

Chapter 9 establishes the conduct expected of students. This chapter governs the procedures and actions the School may use when those expectations are not met.

10.1 Disciplinary Framework and School Authority

The School will determine the appropriate response based on the individual circumstances. Relevant considerations may include:

- The nature, seriousness, frequency, and circumstances of the conduct;
- The student's age, maturity, intent, and disciplinary history;
- The effect on individuals and the School community;
- Any safety, health, disability, or other relevant student needs;
- The student's honesty, cooperation, accountability, and efforts to repair harm;
- Whether the conduct involved planning, coercion, retaliation, concealment, or repeated behavior; and
- Any other information the School considers relevant.

Disciplinary actions are not required to follow a particular sequence and should not be understood as a progressive system. A serious first offense may result in suspension, disciplinary probation, required withdrawal, dismissal, or expulsion.

The School may impose one or more disciplinary, educational, restorative, protective, or supportive measures. Possible responses include:

- A verbal or written warning;
- Detention;
- A reflective or educational assignment;
- Restitution, repair, or School service;
- Confiscation or restriction of property or technology;
- Loss or restriction of privileges;
- Removal from a class, team, activity, leadership position, honor organization, ceremony, or School program;
- A parent/guardian conference;
- A behavior, safety, reentry, or continued-enrollment agreement;
- Counseling, assessment, education, or another appropriate intervention;
- Conflict resolution or restorative practices;
- Administrative leave;
- Suspension;
- Disciplinary probation;
- Required withdrawal or dismissal; or

- Expulsion.

Teachers and other employees may correct routine misconduct and refer matters to the Dean of Students. The Dean of Students ordinarily administers student discipline. The Principal retains final School authority over student discipline and may act directly when appropriate.

A School investigation or disciplinary decision is separate from any criminal, juvenile, civil, or governmental proceeding. The School may take action before, during, after, or without such a proceeding and is not required to delay its response while an outside matter remains pending.

Nothing in this chapter limits the School's authority to take immediate protective action, obtain emergency assistance, preserve evidence, restrict access, or make a report required or authorized by law.

10.2 Warnings, Detention, and Corrective Measures

Warning

A student may receive a verbal or written warning identifying conduct that violates or may lead to a violation of School policy.

A warning may direct the student to discontinue or correct the conduct and may explain the consequences of continued or repeated misconduct.

Detention

A student who violates School rules or expectations may be assigned detention before School, after School, on a Saturday, or at another time designated by the School.

Disciplinary detention takes precedence over the student's personal, athletic, co-curricular, employment, transportation, or other commitments. The student and family are responsible for arranging any necessary transportation.

Failure to attend, arrive punctually, complete assigned work, or cooperate during detention may result in additional disciplinary action.

Other Corrective Measures

The School may require restitution, an educational or reflective assignment, School service, a conference, a written agreement, loss of privileges, or another corrective response reasonably related to the conduct.

Restitution, reimbursement, repair, or completion of a corrective assignment does not prevent the School from imposing an additional disciplinary consequence.

10.3 Conflict Resolution and Restorative Practices

When appropriate, Saint Mary's may use conflict resolution or restorative practices to help students understand the effects of their conduct, accept responsibility, repair harm, restore relationships, and move forward constructively.

Conflict resolution is a facilitated process through which the participants seek to understand a disagreement and develop an appropriate resolution. Restorative practices focus on the harm caused and the actions needed to

address that harm.

The process may include:

- Separate preparation meetings with the students;
- Communication with parents/guardians;
- A facilitated meeting involving the students and a trained employee or facilitator;
- An opportunity for each participant to describe what occurred and how the situation affected the participant;
- A written or verbal agreement addressing future conduct, communication, social-media activity, restitution, corrective action, or another appropriate measure; and
- Follow-up meetings or support.

A joint restorative meeting ordinarily requires the agreement of the participants. No student will be required to participate in a face-to-face process when the School determines that doing so would be inappropriate because of safety concerns, harassment, coercion, a significant power imbalance, the seriousness of the conduct, or another relevant circumstance.

The School will not condition protection, support, or an investigation upon a reporting student's willingness to participate in a restorative process.

Conflict resolution and restorative practices do not replace disciplinary action when discipline is warranted. Failure to comply with an agreed-upon resolution or continuation of the conduct may result in further disciplinary action.

10.4 Administrative Leave and Interim Measures

The School may place a student on administrative leave while it:

- Reviews an allegation;
- Investigates possible misconduct;
- Evaluates a health or safety concern;
- Coordinates with an outside authority; or
- Determines an appropriate response.

Administrative leave is a precautionary measure. It does not, by itself, constitute discipline or a finding that the student violated School policy.

While on administrative leave, the student may not attend classes, enter campus, participate in or attend School activities, or represent Saint Mary's unless specifically authorized by the Principal or Dean of Students.

The School may also establish other interim measures, including:

- A no-contact directive;
- A temporary schedule, class, seating, or activity change;
- Restrictions on campus, technology, transportation, or activity access;
- Supervised arrival, dismissal, or movement on campus;
- Temporary confiscation of property; or
- Another measure reasonably related to safety, privacy, supervision, or School operations.

Parents/guardians will ordinarily be notified before a student on administrative leave leaves campus. The School will determine how the student may access assignments or academic support during the leave.

Before returning, the student and parent/guardian may be required to meet with the Principal, Dean of Students, counselor, or other designated personnel and satisfy appropriate return conditions.

Following its review, the School may end the administrative leave, continue appropriate protective measures, or impose disciplinary action. The School may determine whether any period of administrative leave will be credited toward a suspension.

10.5 Investigations and Student Cooperation

The School may investigate any report, observation, incident, communication, electronic information, inspection result, or other circumstance suggesting a possible policy violation or safety concern.

An investigation may include:

- Interviews with the reporting person, the student accused of misconduct, witnesses, and other persons with relevant information;
- Review of statements, School records, photographs, videos, recordings, messages, social-media content, electronic information, physical evidence, or other relevant material;
- Inspection or search under Section 10.6;
- Consultation with School personnel, qualified professionals, legal counsel, law enforcement, child-protection authorities, or other appropriate persons; and
- Other reasonable information-gathering measures.

Before a final decision involving suspension, disciplinary probation, required withdrawal, dismissal, or expulsion, the student ordinarily will be informed of the general nature of the concern and given a meaningful opportunity to respond. Temporary or emergency measures may be imposed before that opportunity when necessary to protect safety, preserve evidence, prevent disruption, or address another urgent concern.

The disciplinary process is an administrative and educational process, not a court proceeding. It does not include a right to discovery, sworn testimony, formal rules of evidence, confrontation, or cross-examination.

The School may interview a student without advance notice and without a parent/guardian or representative present. The School will determine when parent/guardian notification or participation is appropriate and is not required to delay an interview or investigation while awaiting such participation.

Students are expected to:

- Cooperate with authorized School investigations;
- Provide truthful and complete information;
- Preserve relevant evidence;
- Comply with reasonable directives;
- Refrain from discussing confidential investigative information when directed; and
- Refrain from retaliation, intimidation, interference, or efforts to influence another person's account.

Refusal to cooperate, destruction or concealment of evidence, retaliation, or knowingly providing materially false information may constitute separate misconduct. The School will determine the appropriate response based on the circumstances and will not impose automatic dismissal or expulsion solely because a student declines to provide a written statement.

An allegation does not create a presumption that misconduct occurred. The School will determine whether a policy violation occurred based on the information it considers credible, relevant, and reasonably available.

The School will protect the privacy of those involved to the extent reasonably possible. Complete confidentiality cannot be guaranteed. Students and families are not entitled to receive confidential information concerning another student or the disciplinary action imposed upon another person.

10.6 Searches, Inspections, and Confiscation

Searches of Students and Personal Property

The School may conduct a reasonable search of a student or the student's personal property when it has a reasonable basis to believe that:

- The student possesses an illegal, dangerous, stolen, unauthorized, or prohibited item;
- A location or item contains evidence of a policy violation; or
- A search is reasonably necessary to address a health, safety, or security concern.

The nature and scope of the search will be reasonably related to the basis for the search and will not be more intrusive than reasonably necessary under the circumstances.

A search may include a student's:

- Bag, backpack, purse, or other container;
- Clothing pockets;
- Shoes or outer garments;
- Personal property brought to School or a School activity;
- Vehicle located on School property or used in connection with a School activity; or
- Personally owned electronic device, subject to the limitations below.

A student may be directed to empty the student's own pockets, remove shoes or outer garments, open a container, or display the contents of the student's belongings. School personnel will not reach into or otherwise search clothing being worn by a student.

School personnel will not conduct a strip search, an intrusive bodily search, or any search requiring a student to remove or rearrange clothing in a manner that exposes undergarments or private areas of the body.

Except when an immediate health or safety concern requires prompt action, a search involving a student or the student's personal belongings will be authorized and conducted by an administrator. When reasonably practicable, another School employee will be present, and the search will occur in a private location. All searches will be conducted in a manner reasonably respectful of the student's age, dignity, and privacy and appropriate to the circumstances.

School Property and General Inspections

Lockers, desks, School-issued devices, School accounts, networks, platforms, and other School-owned or School-managed property remain under the School's control.

Students should not expect privacy in these resources. The School may open, access, monitor, or inspect them with or without advance notice or consent.

The School may conduct general inspections of lockers, classrooms, parking areas, common areas, and other School-controlled property without individualized suspicion. Inspections may include trained contraband-detection canines or other lawful methods.

Personal Electronic Devices

Confiscation of a personally owned electronic device does not, by itself, authorize inspection of its private contents.

The School may inspect a personally owned device when it has a reasonable basis to believe that the device contains evidence of a policy violation or information relevant to a health, safety, security, or disciplinary concern. Any inspection will be limited to content reasonably related to the concern.

A student may be directed to unlock the device or display reasonably identified content, including communications, applications, photographs, recordings, accounts, or other information. When reasonably practicable, the inspection will be conducted in the student's presence. The School will not require a student to disclose an account password or provide the School with permanent access to a personal account.

School personnel will not use physical force to compel access to a personal device. Refusal to provide authorized access may be addressed as a failure to cooperate and may result in continued confiscation, restrictions on bringing the device to School, or other appropriate action.

Confiscated Items and Parent/Guardian Notification

The School may confiscate prohibited property or evidence of misconduct. Confiscated property may be retained, returned to a parent/guardian, transferred to law enforcement or another appropriate authority, or otherwise handled as the School determines appropriate and lawful.

Parents/guardians may be notified before or after a search depending on the urgency, safety considerations, nature of the concern, and surrounding circumstances.

A search conducted by law enforcement is separate from a School search and is governed by applicable law.

10.7 Suspected Alcohol or Drug Use

Chapter 9 establishes the School's substance-use prohibitions and related conditions of continued enrollment.

School Response

When Saint Mary's has a reasonable basis to believe that a student possesses, has used, has distributed, or is under the influence of a prohibited substance, the School may:

- Separate the students involved;
- Interview them individually;
- Conduct a search under Section 10.6;
- Confiscate suspected substances or paraphernalia;
- Contact the student's parent/guardian;
- Prevent the student from driving or leaving without an arrangement approved by the School;
- Arrange for medical evaluation or emergency assistance;
- Require testing only in accordance with the protocol below; or
- Contact law enforcement, emergency services, or another appropriate authority.

Reasonable Basis for Testing

Saint Mary's will not conduct random alcohol or drug testing under this section.

Testing may be considered only when specific, articulable observations or reasonably reliable information provide a reasonable basis to believe that the student recently used or is under the influence of a prohibited substance.

The basis may include:

- Odor;
- Physical symptoms;
- Impaired behavior, coordination, speech, or alertness;
- Statements by the student;
- Possession of a substance or paraphernalia;
- Search or inspection results;
- Communications or other records;
- A reasonably reliable report; or
- Other relevant circumstances.

A hunch, stereotype, rumor of unknown reliability, or generalized suspicion is not sufficient by itself.

Authorization and Consent

Testing must be authorized by the Principal or the Principal's designee. The authorizing administrator will document the factual basis for testing, the type of test authorized, and the testing provider or administrator.

Testing may be required only when:

- Permitted by applicable law;
- Authorized by the Enrollment Agreement or another written consent signed by the student's parent/guardian;
- The testing provider has any additional consent or authorization required to perform the test and release the permitted result to the School; and
- The student has been informed of the procedure and provided an opportunity to cooperate.

Before a nonemergency test, Saint Mary's ordinarily will inform the parent/guardian of:

- The factual basis for testing;
- The type of test to be administered;
- The person or provider who will administer the test;
- The substances or substance categories for which testing will be conducted;
- The anticipated cost;
- How results will be reported and maintained;
- The right to request confirmation or independent review; and
- The possible consequences of refusal.

When immediate testing is reasonably necessary because the usefulness of the test is time-sensitive and the parent/guardian cannot be reached promptly, testing may proceed only if the School has valid prior written authorization covering the test and release of its results. The School will continue attempting to contact the parent/guardian.

Permitted Testing Methods

Testing under this section may include:

- A breath-alcohol test;
- An oral-fluid or saliva test; or
- A urine test.

Saint Mary's will not require a blood test, hair test, or another invasive bodily procedure for disciplinary purposes.

A breath or oral-fluid screening may be administered only by a person trained to use the particular testing method. Testing involving urine or another biological specimen must be administered by a qualified healthcare professional, qualified laboratory, or independent testing service selected or approved by the School.

School employees will not directly observe the collection of a urine specimen. Collection procedures may include appropriate measures to protect specimen integrity that do not unnecessarily intrude upon the student's dignity or privacy.

Testing Standards and Collection Procedures

Testing will be conducted:

- Using a reasonably reliable method appropriate to the substance being investigated;
- In accordance with the test manufacturer's instructions and applicable calibration, quality-control, storage, and expiration requirements;
- Within a reasonable detection period for the suspected substance;
- In a location that protects the student's dignity and privacy;
- Using documented collection, identification, handling, and chain-of-custody procedures for biological specimens; and
- In a manner designed to avoid testing for or disclosure of unrelated medical information.

The testing provider should report only the information reasonably necessary for Saint Mary's to determine whether the result is negative, preliminary positive, confirmed positive, invalid, adulterated, substituted, or refused. Unrelated medical information should not be reported to the School.

Screening and Confirmation

A positive result from an initial screening test is preliminary and will not, by itself, serve as the basis for significant discipline.

Before imposing significant discipline based materially on a screening result, Saint Mary's ordinarily will obtain confirmation through:

- A qualified laboratory;
- A different analytical method generally accepted for confirmation; or
- Another comparably reliable confirmatory procedure approved by the testing provider.

When a confirmed result may be affected by a lawfully used prescription or nonprescription medication, the family may provide relevant information confidentially to the qualified testing provider or medical review professional. When reasonably available, the provider or reviewer will consider that information before reporting a verified result to the School.

Saint Mary's may impose appropriate interim safety measures while confirmation or review is pending. Interim measures may include removing the student from class or an activity, prohibiting the student from driving, requiring parent/guardian retrieval, or requiring appropriate medical clearance before the student returns.

Retesting and Independent Review

When a test produces a confirmed positive result, the School will provide the parent/guardian with reasonably available information concerning:

- The type of test performed;
- The substance or substance category identified;
- Whether the result was confirmed;
- The testing provider;
- How to request review or retesting; and
- The deadline for making that request.

The family may promptly request:

- Reanalysis of a retained specimen, when available;
- Review by a qualified medical or testing professional; or
- Independent testing by another qualified provider.

An independent test must be conducted within a timeframe that permits a meaningful comparison and must use a method reasonably capable of evaluating the result at issue. The School will consider a timely independent result before making a final disciplinary determination. The weight given to that result may depend upon the timing, testing method, substances tested, chain of custody, and other relevant circumstances.

A request for independent review or retesting does not prevent Saint Mary's from maintaining appropriate interim safety measures.

Refusal, Delay, and Invalid Results

Refusal to submit to authorized testing will not be treated as a positive test result.

Saint Mary's may, however, consider an unjustified refusal as a failure to cooperate with a reasonable safety or disciplinary investigation. Based on the available information and surrounding circumstances, the School may:

- Require the student to leave School or a School activity;
- Require an appropriate medical evaluation or clearance before the student returns;
- Restrict the student's participation in an activity;
- Maintain other interim safety measures; or
- Address the failure to cooperate under the applicable provisions of this Handbook.

An inability to provide a specimen immediately, an unavoidable delay, a medical limitation, or an inconclusive or invalid result will not automatically be treated as a refusal. The student and parent/guardian ordinarily will be given a reasonable opportunity to explain the circumstances or complete another appropriate test.

A specimen will be treated as adulterated, substituted, or intentionally invalid only when supported by reasonably reliable testing or collection information. Deliberate interference with an authorized test may be addressed as failure to cooperate or dishonesty, but it will not automatically be treated as proof of substance use.

Costs

Saint Mary's will pay the reasonable cost of testing it requires solely for disciplinary verification, including:

- The initial required test;
- Any required confirmatory test; and
- Any medical-review procedure required by the testing protocol.

The family ordinarily will pay the cost of an additional independent test or review requested by the family. Saint Mary's may agree to pay or reimburse that cost when appropriate based on the circumstances or when required by law.

The family remains responsible for the cost of medical evaluation, diagnosis, treatment, or clearance obtained for the student's healthcare rather than solely for the School's disciplinary verification, except as otherwise required by law or agreed to by the School.

Evaluation of Information

Test results are one part of the School's investigation. Saint Mary's may consider them together with:

- Observations and physical symptoms;
- Statements;
- Possession of substances or paraphernalia;
- Communications;
- Search or inspection results;
- Witness information; and
- Other reasonably reliable evidence.

A negative test does not prevent the School from addressing possession, distribution, dishonesty, failure to cooperate, or other misconduct established by reasonably reliable information.

A positive test does not, by itself, determine the disciplinary consequence. Saint Mary's will consider the reliability of the result, the circumstances of the incident, the student's safety and well-being, and the applicable provisions of this Handbook.

Confidentiality and Records

Testing information and results will be treated as confidential student information and shared only with:

- The student and parent/guardian;
- School personnel who have a legitimate educational, disciplinary, health, safety, or operational need to know;
- The testing provider or medical-review professional;
- Healthcare or emergency personnel;
- Legal counsel; or
- Governmental authorities when disclosure is authorized or required.

Testing records will be maintained in accordance with Chapter 8 and the School's student-records practices. Testing information will not appear on the student's academic transcript.

Saint Mary's will not request or retain medical or prescription information unrelated to interpreting the test or

addressing the student's health, safety, or educational needs.

Safe Release and Medical Assistance

A parent/guardian ordinarily will be required to retrieve a student suspected of being under the influence. The student will not be permitted to drive or leave without an arrangement approved by the School.

If the incident occurs during an overnight or distant activity and immediate transportation would be unsafe or impracticable, Saint Mary's will supervise the student and coordinate a safe release or transportation plan. The family may be responsible for resulting transportation costs under the applicable trip or activity agreement.

A student experiencing a medical emergency will receive appropriate emergency assistance. Necessary medical care will not be delayed for testing or disciplinary procedures.

Testing performed for diagnosis or medical treatment will be determined by the treating healthcare provider and governed by the consent, confidentiality, and disclosure requirements applicable to that care.

10.8 Suspension

Suspension is the temporary removal of a student from classes, campus, and School participation because of serious or repeated misconduct or when the School otherwise determines that suspension is appropriate.

A suspension may be served on campus or away from campus.

During suspension, the student may not enter campus or participate in or attend athletic, co-curricular, social, ceremonial, or other School-sponsored activities unless expressly authorized by the Principal or Dean of Students.

Restrictions on participation, campus access, leadership, or other privileges may extend beyond the suspension period.

Parents/guardians will be notified of the suspension and, when applicable, before the student leaves campus. The School will communicate its expectations concerning assignments, assessments, attendance, and academic responsibilities during the suspension.

Before returning, the student and parent/guardian ordinarily will be required to meet with the Principal, Dean of Students, counselor, or other designated personnel.

The student's return may be conditioned upon compliance with a reentry plan, behavior agreement, assessment, counseling requirement, safety plan, restitution requirement, or another appropriate condition.

10.9 Disciplinary Probation

Disciplinary probation is a formal period during which a student's continued enrollment is conditioned upon compliance with specified behavioral expectations.

The Dean of Students, Principal, or designee ordinarily will communicate the probation and its principal terms to the student and parent/guardian in writing.

The terms may include:

- Specific behavioral expectations;
- Regular meetings or progress reviews;

- Counseling, education, testing, or assessment;
- Restitution or corrective action;
- A no-contact directive or safety plan;
- Restrictions on campus or technology access; or
- Limitations on participation in athletics, activities, leadership positions, honor or service organizations, ceremonies, or other privileges.

The School will determine the duration and conditions of probation.

Completion of the stated period does not automatically end probation or restore privileges. Completion and restoration depend upon the student's compliance and the School's determination that sufficient improvement has occurred.

Violation of probation, failure to satisfy its conditions, or additional serious misconduct may result in further disciplinary action, up to and including required withdrawal, dismissal, or expulsion.

10.10 Dismissal or Required Withdrawal

Last Resort and School Authority

Saint Mary's may dismiss a student or require the student to withdraw when the Administration determines that continued enrollment is no longer in the best interests of the student or the School community or is fundamentally inconsistent with the School's ability to educate, support, or supervise the student effectively.

Dismissal or required withdrawal ordinarily will be used only when the Administration determines that less serious measures have been unsuccessful, would be inadequate, or would be inappropriate under the circumstances. The School may act immediately when the seriousness or urgency of the circumstances warrants separation without an intermediate corrective measure.

Grounds for Separation

Dismissal or required withdrawal may result from:

- Serious or repeated student misconduct;
- Failure to comply with disciplinary, behavioral, safety, academic, attendance, or continued-enrollment conditions;
- Failure to cooperate reasonably with an authorized School investigation, evaluation, safety intervention, or student-support process;
- Conduct that materially undermines the School's ability to educate, support, protect, or supervise the student;
- A pattern of conduct demonstrating that the student is unwilling or unable to meet the essential expectations of enrollment; or
- Other circumstances that the Administration determines are fundamentally inconsistent with continued enrollment.

When conduct by a parent, guardian, family member, or family representative is a material basis for the proposed separation, the School will evaluate the matter under Section 20.1. A required withdrawal based specifically on the Administration's determination that the School-family partnership has irretrievably broken down is an administrative enrollment decision governed by Section 20.1.

Form and Basis of Separation

The Administration will determine whether a separation constitutes dismissal, expulsion, disciplinary required withdrawal, administrative required withdrawal under Section 20.1, or another form of enrollment termination authorized by this Handbook.

A required withdrawal permits the family to withdraw the student by a date established by the School. If the family does not complete the withdrawal process by that date, the School may process the separation administratively. Dismissal or expulsion terminates enrollment on the effective date determined by the School.

When circumstances permit, Saint Mary's may allow a family to withdraw a student in lieu of dismissal or expulsion. This alternative is within the School's discretion and is not an entitlement.

Notice and Terms of Separation

The School ordinarily will provide written notice identifying:

- The form and basis of the separation;
- The effective date of the separation or deadline for withdrawal;
- Any restrictions concerning campus, activities, events, communications, or future contact with the School;
- Requirements for returning School property and discontinuing access to School accounts, systems, and services;
- The administrative and records procedures governed by Section 17.6; and
- The financial provisions applicable under Section 18.7 and the student's enrollment and tuition agreements.

The effective date of a School-initiated separation does not depend upon the family completing or signing a voluntary-withdrawal form.

Financial and Records Consequences

When Saint Mary's requires withdrawal under Section 20.1 specifically because the School-family partnership has irretrievably broken down, tuition will be refunded in accordance with Section 18.7.

For dismissal, expulsion, disciplinary required withdrawal, voluntary withdrawal in lieu of dismissal or expulsion, and other separations, the family's remaining financial obligation and any refund, credit, cancellation, or proration will be determined under Section 18.7 and the applicable enrollment and tuition agreements.

Section 17.6 governs separation procedures, School property, accounts, academic status, and the transfer or disclosure of student records. Student records will be maintained and disclosed in accordance with Chapter 8.

10.11 Expulsion

Expulsion is the permanent and immediate termination of a student's enrollment at Saint Mary's.

A student who is expelled is not eligible for readmission unless the School expressly determines otherwise.

The Principal has authority to expel a student and may consult the President, Dean of Students, other administrators, legal counsel, or other appropriate persons before making the decision.

Saint Mary's may impose immediate expulsion when the seriousness of the conduct warrants that response, even

if the student has not previously received another disciplinary consequence.

The School will notify the student and parent/guardian of the decision and establish any conditions concerning withdrawal from campus, School records, future campus access, or participation in School activities.

10.12 Notice, Records, and Reconsideration

Notice of Major Disciplinary Action

The School ordinarily will provide written notice of a suspension, disciplinary probation, required withdrawal, dismissal, or expulsion.

- The notice may identify:
- The nature of the policy violation;
- The disciplinary action imposed;
- The effective date and duration, when applicable;
- Conditions governing return, continued enrollment, separation, or future participation; and
- Any available reconsideration procedure.

The School is not required to disclose confidential witness information, privileged communications, protected student information, internal deliberations, or the disciplinary action imposed upon another person.

Disciplinary Records

The School may create and retain records of reports, investigations, searches, interviews, evidence, administrative leave, disciplinary actions, agreements, and reconsideration decisions.

Disciplinary records remain School property and are governed by Chapter 8 and the School's record-retention practices.

Reconsideration of Suspension or Probation

A parent/guardian may submit a written request asking the Principal to review a suspension or disciplinary-probation decision imposed by the Dean of Students or another designee.

The request must be received within five School business days after written notice of the decision.

Reconsideration of Dismissal or Expulsion

A parent/guardian may submit a written request asking the President to reconsider a required-withdrawal, dismissal, or expulsion decision.

The request must be received within five School business days after written notice of the decision.

Grounds and Procedure

A request for reconsideration must identify at least one of the following:

A significant procedural error that may have materially affected the decision;

Material information that was not reasonably available during the original review; or

A disciplinary action that is materially inconsistent with the established facts or this Handbook.

General disagreement with the decision is not, by itself, a basis for reconsideration.

The reviewer may consider the existing record, request additional information, meet with appropriate persons, affirm or modify the decision, or return the matter for further review. The School is not required to conduct a new investigation or formal hearing.

A request for reconsideration does not postpone the effective date of the disciplinary action unless the School expressly provides otherwise.

The decision on reconsideration is final. No further appeal lies to the Board of Trustees unless a Board policy expressly provides otherwise.

Warnings, detentions, corrective assignments, administrative leave, interim measures, and restorative-process decisions are not subject to formal reconsideration under this section.

Grade appeals remain governed by Section 3.5. Academic-integrity determinations and related reconsideration remain governed by Section 5.9.

CHAPTER 11: ATTENDANCE POLICIES AND PROCEDURES

Regular and punctual attendance is essential to a student's academic progress and full participation in the Saint Mary's community.

Students are expected to attend School regularly and punctually and to remain for the full duration of all classes, assemblies, liturgies, Individual Study Time, retreats, Enrichment Week, Lasallian Days, and other required School programs unless excused by the Dean of Students or the Dean's designee.

An absence or tardiness is not excused merely because a parent/guardian reports it. The School determines whether an absence or tardiness will be classified as excused or unexcused in accordance with this chapter.

Students may be subject to academic or disciplinary consequences for unexcused absences, excessive absences, tardiness, leaving campus without authorization, cutting class, or failing to follow attendance procedures.

When a student will be absent or tardy, a parent/guardian must notify the School promptly by calling the Attendance Voicemail Line at (510) 559-6211 or speaking directly with the Main Office at (510) 526-9242.

Absence and tardiness reports should not be left on the Main Office's general voicemail. A message left there may not be received in time to verify the student's absence or tardiness.

The School may require additional information or documentation to verify an absence or determine whether it will be excused. Parent/guardian notification does not guarantee that an absence or tardiness will be excused.

Students and families are responsible for following all attendance procedures, including those governing late arrival, early dismissal, anticipated and extended absences, and return to School.

11.1 Tardiness and Tardy Absences

Students are expected to arrive at School and report to each class and required activity on time. Chronic or repeated tardiness disrupts instruction and may adversely affect the student's academic progress and the learning

of others.

First-Period Tardy Passes

Each student is permitted five first-period tardy passes per term.

A pass applies when the student arrives no more than 15 minutes after the beginning of the first period. The passes are intended to account for occasional traffic delays, family circumstances, or other unavoidable morning delays.

A parent/guardian is not required to contact the School when a student uses one of the five first-period tardy passes.

Use of a pass means that the late arrival will not ordinarily be classified as unexcused. The tardy will nevertheless remain part of the student's attendance record and will count toward the three-tardy conversion and eight-tardy threshold established below.

After the student has used all five passes, each additional first-period tardy will ordinarily be recorded as unexcused unless the School determines that documented or exceptional circumstances warrant a different classification. Parent/guardian notification does not automatically excuse the tardiness.

Tardy-Absence Conversion

Arrival more than 15 minutes after the beginning of a class will be recorded as an absence from that class rather than as a tardy.

Three tardies to a course during a term will be converted to one absence from that course and included in the student's total absence count under Section 11.4.

When a student will arrive more than 15 minutes after the beginning of the first period, a parent/guardian must notify the School by calling the Attendance Voicemail Line or speaking directly with the Main Office. Failure to provide notification may result in the absence being classified as unexcused.

Chronic Tardiness

Parents/guardians will be notified when a student develops a pattern of excessive tardiness. The School may require a conference, attendance-improvement plan, or other intervention and may impose disciplinary consequences under Chapter 10.

A student who accumulates eight first-period tardies during a term may be suspended. The five tardy passes do not prevent the underlying tardies from counting toward this threshold.

Continued or excessive tardiness may result in additional disciplinary action.

Following a suspension for chronic tardiness, the student and a parent/guardian must meet with the Dean of Students or the Dean's designee before the student returns to classes, consistent with Chapter 10.

11.2 Excused Absences

When a student will be absent, a parent/guardian must call the Attendance Voicemail Line at (510) 559-6211 before 9:00 a.m. on each day of the absence.

The message must include:

- The student's name;
- The date or dates of the absence;
- The anticipated date of return; and
- The reason for the absence.

Parents/guardians are strongly encouraged to schedule medical, dental, legal, and other appointments outside regular School hours or during School vacations whenever reasonably possible.

Parent/guardian notification does not automatically make an absence excused. The School determines whether an absence is excused and may require additional information or documentation.

Saint Mary's reserves the right to determine that an absence is excessive, avoidable, educationally detrimental, insufficiently documented, or otherwise inconsistent with School policy.

Make-Up Work Following an Excused Absence

Students returning from an excused absence may make up missed assignments and assessments, subject to the following requirements:

- The student is responsible for reviewing the applicable course webpage or learning-management system and contacting each teacher promptly upon returning to School;
- The student must arrange with each teacher to complete missed assignments and assessments;
- For an absence of relatively short duration, the student must submit missed work within the reasonable time established by the teacher. Ordinarily, one additional School day will be allowed for each day of absence;
- A teacher may establish a different deadline based on the nature of the assignment, the length and circumstances of the absence, previously announced due dates, the needs of the course, and the School's Rigor with Redemption policies; and
- Work assigned before the absence may remain due on its original due date unless the teacher authorizes an extension.

Extended absences are governed by Sections 11.5 and 11.9.

11.3 Unexcused Absences and Truancy

An absence may be classified as unexcused when:

- A parent/guardian fails to notify the School in accordance with established attendance procedures;
- Required verification or documentation is not provided within the period established by the School;
- The student leaves School or a required activity without authorization; or
- The School determines that the reason for the absence does not qualify as excused.

Truancy is an intentional, unjustified, or unauthorized absence from School, a class, or another required School program.

Truancy includes:

- Cutting or intentionally missing a class;
- Leaving campus without authorization;
- Failing to report to an assigned location;

- Being absent from a required program without authorization; or
- Misrepresenting or attempting to conceal the reason for an absence.

Unexcused absences and truancy may result in disciplinary action under Chapter 10. The School will determine the appropriate response based on the circumstances, frequency, seriousness, and effect of the conduct.

Consequences may include detention, an attendance-improvement plan, loss or restriction of privileges, disciplinary probation, suspension, or another appropriate action.

Students may be denied credit or the opportunity to make up assignments, assessments, or other work missed because of truancy or an unexcused absence. The School will determine what missed work may or must be completed, whether an assessment can reasonably be recreated, and what academic consequence applies.

Academic consequences do not prevent the School from imposing a separate disciplinary response under Chapter 10.

11.4 Course Absences and Credit Review

Regular attendance is necessary for a student to receive instruction, demonstrate mastery of course requirements, and earn academic credit. Each course ordinarily meets approximately 40 times per term.

Counting Absences and Tardies

For purposes of determining whether a student has received sufficient instruction to earn course credit, both excused and unexcused absences ordinarily count toward the student's course-absence total. School-related absences will not be included in this total.

Absences will be counted, excluded, or otherwise treated as required by applicable law and any approved accommodation, medical plan, or Educational Support Plan. The School will consider legally protected absences, documented medical circumstances, approved accommodations, and other exceptional circumstances before making an adverse academic or enrollment decision. An excused, medically documented, legally protected, or accommodated absence will not automatically result in withdrawal from a course or loss of credit.

Three tardies to a course during a term ordinarily will be converted to one absence and included in the course-absence total. Arrival more than 15 minutes after the beginning of a class is recorded as an absence under Section 11.1. An arrival recorded as an absence will not also be counted as a tardy for purposes of the three-tardy conversion. These rules will be applied consistently with any approved accommodation, medical plan, or Educational Support Plan.

Early Intervention

When a student's absences begin to interfere materially with the student's progress in a course, the School ordinarily will notify the student and parent/guardian. The School may require a conference, an attendance-improvement plan, completion of missed essential work, additional academic support, or another appropriate intervention.

Grades, Credit, and Course Deficiencies

An Incomplete may be assigned when the School determines that the student can reasonably complete the remaining essential requirements within an approved period. The student ordinarily will receive a written completion plan identifying the work to be completed and the applicable deadline. The assignment, calculation,

and resolution of an Incomplete are governed by Section 3.4.

If the School determines that credit cannot be awarded, the student will receive the final grade or transcript notation applicable under Section 3.4 and the School's grading policies, will receive no credit for the course, and will incur the corresponding unit deficiency.

The School will establish an appropriate plan for addressing the unit deficiency based on the course involved, the student's academic record, graduation requirements, scheduling considerations, and other relevant circumstances.

The plan may require or permit the student to:

- Repeat the course at Saint Mary's;
- Complete the course through an accredited academic institution approved in advance by Saint Mary's;
- Complete specified instruction, assessments, or other requirements through an approved recovery plan;
- Enroll in another approved course that satisfies the applicable requirement; or
- Follow another academic plan approved by the Administration.

Course repetition is not automatic. It will be required only when the Administration determines that repetition is necessary to satisfy an essential prerequisite, graduation requirement, or other academic requirement that cannot appropriately be met through another approved arrangement.

When a course is completed through an outside institution, the course and grade earned will appear on the student's official transcript but will not be included in the Saint Mary's GPA.

Repeated Attendance Concerns

A repeated pattern of excessive absence may result in an attendance or continued-enrollment agreement, a required academic plan, or a review of whether Saint Mary's can continue to meet the student's educational needs.

Disciplinary action under Chapter 10 may be imposed when the conduct underlying the absences independently violates School policy. An excused, legally protected, or appropriately accommodated absence does not, by itself, constitute student misconduct.

11.5 Extended Illness, Injury, or Other Extraordinary Circumstances

Saint Mary's does not maintain a general individualized homebound-instruction, distance-learning, or independent-study program for students who are unable to attend School for an extended period because of a serious illness or injury, family tragedy, or another unusual, extraordinary, and documentable circumstance.

In exceptional circumstances, the School may authorize limited temporary remote participation for an individual student under Section 21.2 and the requirements below. Such participation is intended as a temporary bridge during a documented absence. It is not guaranteed and does not create an entitlement to individualized remote instruction.

Unless the School has approved a written individualized arrangement, teachers are not required to livestream classes, record or recreate classroom instruction, develop a parallel online course, provide continuous individualized instruction, or modify the essential requirements of a course.

This section does not limit a School-wide remote-learning program implemented because of a campus closure,

public-health emergency, natural disaster, or another School-wide operational condition under Chapter 21.

Individualized Review and Documentation

When a student is unable to attend classes or participate meaningfully in coursework for an extended period, the School will review the student's individual circumstances and determine whether continued enrollment in the affected courses is academically feasible.

The parent/guardian must provide timely documentation supporting the circumstances. When the absence results from a medical or psychological condition, the School may require documentation from an appropriately licensed healthcare professional describing:

- The student's relevant limitations;
- The anticipated duration of those limitations;
- The student's expected ability to attend School or participate meaningfully in coursework; and
- Any recommended restrictions or adjustments relevant to School attendance or academic participation.

The School will not require more private medical information than it reasonably determines is necessary to evaluate the student's needs and available academic options.

Before determining whether the student can complete the essential requirements of the affected courses, the School will consider approved accommodations, reasonable temporary adjustments, limited temporary remote participation, an administratively approved course-completion plan, and other options the School determines are educationally appropriate and reasonably available.

The individualized review may result in:

- Continued enrollment under the regular attendance and make-up-work policies;
- Continued enrollment with approved accommodations or temporary adjustments;
- Limited temporary remote participation under Section 21.2;
- An administratively approved course-completion plan using Grade Pending under Section 3.4;
- Withdrawal from one or more affected courses; or
- Another academic plan approved by the School.

Limited Temporary Remote Participation

Temporary remote participation for an individual student may be authorized only by the Administration through a written individualized arrangement.

The School may authorize such participation when it determines that:

- A documented circumstance temporarily prevents or substantially limits the student's ability to attend School in person;
- The student is expected to be able to return to on-campus instruction within a reasonably defined period;
- The student remains capable of participating meaningfully and completing required coursework and assessments;
- The essential requirements and learning outcomes of the affected courses can be met through the proposed arrangement;
- The format is appropriate for the student's educational needs and the nature of the affected courses; and
- The necessary staffing, instructional methods, supervision, and technology are reasonably available.

A recommendation from a healthcare professional will be considered but does not, by itself, require the School to

provide remote participation or determine the form that an arrangement must take.

Temporary remote participation will not ordinarily be authorized for personal convenience, family travel, scheduling preferences, avoidance of disciplinary or attendance consequences, or absences that do not arise from circumstances covered by this section.

The written arrangement will identify, as applicable:

- The courses covered by the arrangement;
- The approved method of participation;
- Attendance and participation expectations;
- Assignment and assessment requirements;
- Approved accommodations or temporary adjustments;
- The responsibilities of the student, family, teachers, and School;
- The beginning and anticipated ending dates; and
- Any review dates or conditions for continuation.

An arrangement may include access to digital course materials, limited participation in live classes when reasonably feasible, asynchronous assignments, scheduled conferences, modified attendance expectations, or another format approved by the School. Authorization does not necessarily require every class to be livestreamed or recorded.

The School may modify or end the arrangement when:

- The student is able to return to on-campus instruction;
- The approved period expires;
- The student does not participate consistently or maintain reasonable academic progress;
- The student is no longer able to engage meaningfully in the affected courses;
- The essential requirements of a course cannot be met remotely;
- Required staffing, technology, supervision, or instructional arrangements are no longer reasonably available; or
- The School determines that the arrangement is no longer academically appropriate.

If temporary remote participation is not approved or can no longer continue, the School will determine whether another accommodation, a Grade Pending course-completion plan, course withdrawal, or another academic plan is appropriate.

Course Withdrawal

If the School determines that the student cannot reasonably complete the essential requirements of one or more affected courses, the student will be withdrawn from those courses and receive a grade of W.

A W:

- Is a permanent academic-record mark;
- Remains on the student's transcript;
- Awards no course credit; and
- Is not included in the Saint Mary's GPA.

The School will work with the student and family to develop an appropriate plan for addressing any resulting subject or credit deficiencies. The plan may include future courses at Saint Mary's or courses completed through

another accredited academic institution approved in writing by Saint Mary's before the student enrolls.

Grades earned through outside institutions will appear on the student's official transcript but will not be included in the Saint Mary's GPA.

Completion of a Course After the Term Ends

In rare circumstances, a student who participated regularly in a course through the midterm point but subsequently became unable to attend classes or engage meaningfully in coursework for several weeks may be permitted to complete the course after the term ends.

The School will determine whether this option is academically appropriate based on:

- The timing and length of the absence;
- The student's participation and academic progress before the absence;
- The nature and essential requirements of the course;
- The amount of instruction and coursework remaining;
- The documentation provided;
- The availability of appropriate instructional and assessment arrangements; and
- The student's demonstrated ability to complete the remaining requirements.

If completion after the term is approved, the Administration will establish a written plan identifying the work and assessments the student must complete, the applicable conditions, and the final administrative deadline. The student must complete all required major summative assessments.

Teachers may provide limited clarification and guidance during the regular School year but are not required to reteach missed material or provide continuous individualized instruction.

Teachers are not expected to supervise or assist with spring-term coursework during the summer. For a spring-term course, the Administration may establish a completion and evaluation schedule that begins when School resumes in the fall. The School may recommend that the family retain a tutor at the family's expense.

Incomplete

Until the approved requirements have been completed and evaluated, the student will receive a temporary designation of Incomplete (I) under Section 3.4.

I:

- Is a temporary designation;
- Awards no course credit;
- Must be resolved by the administrative deadline established in the written completion plan.

After the student completes the approved requirements, the teacher will evaluate the work and assign the final grade earned in the course. The I will then be replaced by the final letter grade. For a spring-term course, the final evaluation and grade change may not occur until School resumes in the fall.

If the student does not complete the approved requirements by the administrative deadline, or if the School determines that completion is no longer academically feasible, the I will be replaced by a permanent W. The student will receive no credit for the course and must resolve the resulting deficiency through coursework or another academic plan approved in writing by Saint Mary's.

Permission to complete coursework after the term ends is granted only in exceptional circumstances. It is not available merely because a student accumulated absences unrelated to a circumstance covered by this section, failed to complete required work, or wishes to improve a grade. Authorization in one situation does not require the School to approve the same arrangement in another.

11.6 Effect of Absence on Athletics and Activities

Under Saint Mary's policy, a student who is absent for more than half of the scheduled class periods on a school day is ineligible to practice, compete, perform, rehearse, or participate in an athletic or student activity that day or evening.

This requirement applies whether the absence is excused or unexcused, unless the School approves an exception.

The School may make exceptions for:

- School-related absences;
- Medical, dental, legal, or college-related appointments approved in advance;
- Approved accommodations or medical plans;
- Family emergencies; or
- Other circumstances approved by the Dean of Students or the Dean's designee.

When the need for an exception is known in advance, the student or parent/guardian must request approval before the student participates.

The School determines a student's eligibility under this daily-attendance policy. The rule operates in addition to any academic or conduct-based eligibility requirements established by Saint Mary's, the Tri-County Athletic League, the North Coast Section, or the California Interscholastic Federation.

11.7 Anticipated Absences

When an unusual or unavoidable circumstance will require a student to be absent and the absence is known in advance, the following procedures apply.

Family vacations, recreational travel, and other discretionary activities are not ordinarily considered valid reasons for missing School.

A parent/guardian must email the Attendance Office and the student's counselor as soon as the anticipated absence becomes known. The email must explain the reason for the absence and provide the dates and expected duration.

The student must communicate with each teacher as far in advance as reasonably possible and obtain information about assignments, assessments, and other work that will be missed.

The student remains responsible for completing all missed work. Teachers are not required to:

- Provide work substantially in advance;
- Create alternative assignments or assessments;
- Recreate classroom experiences that cannot reasonably be duplicated; or
- Provide individualized instruction for material missed because of the anticipated absence.

Missed assignments and assessments must be completed within the time permitted under the School's Rigor with

Redemption policies or within another deadline established by the teacher or administration.

Unless excluded under Section 11.4, an anticipated absence will count toward the maximum allowable number of absences and may affect the student's academic progress, eligibility, or participation in athletics and activities.

11.8 College Visits

Parents/guardians are strongly encouraged to schedule college visits during weekends, School vacations, Lasallian Days designated for college visits, or other times that do not require students to miss class.

College visits may not be scheduled during midterm or final examination periods or at a time that would interfere with a scheduled major assessment unless the administration approves an exception.

Seniors are encouraged to use the Fall Lasallian Days weekend for college visits, and juniors are encouraged to use the Spring Lasallian Days weekend. These weekends are scheduled with college visits in mind.

Enrichment Week is a required School program. A student may miss Enrichment Week for a college visit only with advance approval from the Enrichment Week Director, the Director of College Counseling, and the Dean of Students or the Dean's designee.

When missing class is unavoidable, the following procedures apply:

- A parent/guardian must notify the Attendance Office and the Director of College Counseling at least ten School business days before the anticipated absence;
- The notification must include the dates and itinerary of the visit;
- The student must communicate with each teacher before the absence and arrange to complete missed assignments, assessments, and other academic work; and
- The student must follow any additional procedures established by the Attendance Office or College Counseling Office.

Advance notice does not automatically excuse the absence. The School determines whether the absence is excused and may request documentation confirming the college visit.

Teachers are not required to provide work substantially in advance, create alternative assignments or assessments, or provide individual instruction for material missed during the visit.

Absences for college visits count toward the maximum allowable absences established in Section 11.4 unless the School expressly designates the visit as School-related.

11.9 Make-Up Work During Extended Absences

Extended absences caused by surgery, illness, injury, or other significant circumstances can substantially disrupt a student's academic progress.

Students and families are responsible for communicating with the School and coordinating the completion of missed work to the extent reasonably possible.

Absence of One or Two Days

For an absence of one or two days, the student must:

- Review the applicable course webpages or learning-management system; and

- Communicate directly with each teacher regarding missed lessons, assignments, and assessments.

The student must complete missed work within the deadlines established under Section 11.2 and the School's Rigor with Redemption policies.

Absence of Three or More Days

When a student is expected to be absent for three or more consecutive School days, the parent/guardian must contact the student's counselor.

The counselor will notify the student's teachers and assist in coordinating communication when appropriate.

The student must continue to review course webpages or the learning-management system and communicate with each teacher throughout the absence to the extent reasonably possible.

Whenever an extended absence is anticipated, the student should make arrangements with each teacher before the absence begins.

Teachers will establish reasonable deadlines for completing missed work based on:

- The length and circumstances of the absence;
- The student's ability to participate during the absence;
- The nature of the course;
- The amount and significance of the work missed;
- Previously established deadlines; and
- Any applicable accommodation or academic plan.

Students are responsible for completing missed assignments and assessments within the deadlines established by their teachers.

Teachers may prioritize essential assignments and assessments when requiring completion of every missed activity would be unreasonable or educationally counterproductive.

When an absence becomes prolonged or significantly affects the student's ability to complete coursework, the School may develop an academic plan consistent with Sections 11.4 and 11.5.

11.10 Illness

Students who feel ill before School should remain home to protect their well-being and reduce the risk of transmitting illness to others.

A student who becomes ill during the School day must report directly to the Main Office.

Main Office personnel will contact the student's parent/guardian when the student needs to leave School because of illness.

Students may not use a cell phone or another personal device to arrange an early departure without first reporting to and receiving authorization from the Main Office.

Students may not leave campus because of illness without authorization from the Main Office and completion of the School's required release procedures.

The School may require appropriate medical clearance before a student returns following a serious or communicable illness when reasonably necessary to protect the student or School community.

In a medical emergency, the School may contact emergency services, provide emergency assistance within the scope of available personnel and training, and take other reasonable action necessary to protect the student's health and safety.

11.11 Early Dismissal

When a student must leave campus before the end of the School day, the following procedures apply.

A parent/guardian must call the Attendance Voicemail Line at (510) 559-6211 or speak directly with the Main Office at (510) 526-9242.

Early-dismissal requests should not be left on the Main Office's general voicemail.

The message must include:

- The reason for the early dismissal;
- The requested departure time; and
- The anticipated return time, when applicable.

Email and fax requests are not accepted as authorization for early dismissal.

The student must report to the Main Office and obtain an off-campus permit before leaving campus.

Only the Principal, Dean of Students, or another administrator authorized by the School may approve a student's departure during the School day after confirming the knowledge and authorization of the student's parent/guardian.

Teachers, coaches, moderators, and other School employees may not authorize a student to leave campus.

The Main Office will contact the student's parent/guardian when pickup or additional verification is required.

Students may not use a cell phone or another personal device to arrange an early departure without first reporting to the Main Office.

Upon returning to campus, the student must report directly to the Main Office before returning to class or another School activity.

Leaving campus without authorization from the Main Office constitutes truancy and may result in suspension or other disciplinary action under Chapter 10.

CHAPTER 12: SCHOOL COUNSELING, COLLEGE COUNSELING, AND ACADEMIC SERVICES

Saint Mary's College High School supports students through coordinated school counseling, college counseling, and academic services. These programs promote student growth, educational progress, responsible decision-making, self-advocacy, and increasing independence.

The effectiveness of these services depends upon timely communication, accurate information, active student

participation, and appropriate collaboration among students, parents/guardians, counselors, teachers, administrators, and other School personnel.

12.1 School Counseling

Saint Mary's School Counseling Program supports students' academic, social, emotional, and spiritual growth throughout high school.

Counselor Assignment and Responsibilities

Students are assigned a school counselor according to the first letter of their last name and ordinarily remain with that counselor through graduation. The School may change a counselor assignment when appropriate because of staffing, caseloads, conflicts, student needs, or other circumstances.

The school counselor:

- Monitors the student's academic progress;
- Assists with academic planning and goal-setting;
- Coordinates the course-selection process;
- Helps students understand graduation and college-entrance requirements;
- Supports students in developing organizational, communication, problem-solving, and self-advocacy skills;
- Provides short-term support when personal, social, emotional, or family circumstances affect the student's well-being or educational progress;
- Consults and collaborates with parents/guardians, teachers, administrators, and other appropriate School personnel; and
- Refers students and families to qualified outside professionals or community resources when appropriate.

Scope of School Counseling

School counseling is an educational and student-support service. It is not a substitute for ongoing psychotherapy, psychiatric care, medical treatment, substance-use treatment, crisis intervention, or another clinical service.

School counselors do not ordinarily diagnose medical, psychological, psychiatric, or learning conditions or provide long-term therapy. When a student requires support beyond the scope of the School Counseling Program, the counselor may recommend evaluation, treatment, or assistance from an appropriate outside professional.

Parents/guardians remain responsible for arranging, authorizing, and paying for outside services unless the School expressly agrees otherwise.

Privacy and Information Sharing

School counselors seek to respect a student's privacy while recognizing the responsibilities of parents/guardians and the School's obligations concerning student welfare, education, and safety.

Information shared with a school counselor will be treated with appropriate discretion but cannot be guaranteed to remain confidential. A counselor or the School may share information with parents/guardians, administrators, teachers, health or safety personnel, outside professionals, government authorities, or other appropriate persons when the School determines that disclosure is reasonably necessary to:

- Protect the health or safety of the student or another person;
- Respond to suspected abuse, neglect, exploitation, self-harm, or threatened harm;

- Comply with a legal or professional obligation;
- Coordinate appropriate educational, behavioral, medical, or safety support;
- Investigate or respond to possible misconduct; or
- Fulfill another legitimate educational or operational responsibility.

The School will ordinarily limit disclosure to information reasonably related to the purpose for which it is shared. Counseling information and records are also governed by Chapter 8.

Nothing in this section limits or delays the mandated-reporting obligations described in Section 16.5.

Urgent Concerns

Students are encouraged to speak promptly with a counselor, teacher, administrator, or another trusted School employee when they are experiencing a significant personal, emotional, medical, or safety concern.

The School cannot guarantee an immediate response to an email, voicemail, or other message and does not provide after-hours crisis services. A student facing an immediate health or safety emergency should seek assistance from a parent/guardian, another trusted adult, a qualified professional, or emergency services.

The School's authority to respond when a student's physical or mental condition affects the student's safety or ability to participate meaningfully in the School day is addressed in Section 16.4.

12.2 College Counseling

Saint Mary's provides a comprehensive college-counseling program designed to help students identify and pursue appropriate postsecondary opportunities.

The program emphasizes thoughtful decision-making, personal fit, academic preparation, financial awareness, student well-being, and an appropriately balanced college-search process. Admission to a particular institution is not treated as the measure of a student's worth or the quality of the student's Saint Mary's education.

College-Counseling Program

During the ninth and tenth grades, students are encouraged to focus on academic growth, constructive involvement in School and community life, development of interests and talents, and increasing personal responsibility.

Beginning ordinarily during the winter of the junior year, students are assigned a college counselor and enter the formal college-counseling program. The program may include:

- Individual meetings with a college counselor;
- College-search and application planning;
- Guidance concerning course selection and academic preparation;
- College, career, and postsecondary exploration;
- Standardized-testing information;
- College-list development;
- Application and essay guidance;
- Financial-aid and scholarship information;
- Evening programs for students and parents/guardians;
- College-representative visits; and

- Other workshops, communications, and resources established by the College Counseling Office.

During the fall of senior year, students ordinarily participate in a weekly, required College Advisory class or another required college-application program established by the School.

Student Responsibilities

The college-application process is principally the student's responsibility. Students are expected to:

- Participate actively and honestly in the college-counseling process;
- Attend required meetings, classes, and programs;
- Read and respond to communications from the College Counseling Office;
- Meet School and college-application deadlines;
- Maintain accurate information in the School-designated college-planning platform;
- Research colleges, programs, costs, admission requirements, and financial-aid requirements;
- Complete their own applications, essays, supplements, and other required materials;
- Provide accurate and complete information to Saint Mary's and prospective institutions;
- Request transcripts, recommendations, and other materials according to established procedures and internal deadlines;
- Inform the College Counseling Office promptly of application decisions, changes, and results; and
- Make the final enrollment decision in consultation with their parent/guardian.

Parents/guardians are encouraged to support the student's work, communicate significant concerns, participate in designated programs, and discuss affordability candidly. Parents/guardians and other adults may not write, substantially revise, or submit application materials as though the work were the student's own.

School Records and Recommendations

Saint Mary's may establish internal deadlines earlier than the deadlines published by colleges or scholarship organizations. Students must comply with the School's internal deadlines to allow sufficient time for the preparation and submission of official materials.

Official transcripts, School reports, School profiles, and other institutional records may be submitted only through procedures authorized by Saint Mary's.

A recommendation is the professional assessment of the employee who prepares it. The writer determines its content and may decline a request when insufficient time, information, or direct knowledge exists. Students and parents/guardians may not draft, edit, approve, or direct the content of a School recommendation.

Saint Mary's will not knowingly verify or submit information it determines to be false, misleading, or materially incomplete. Misrepresentation, falsification, impersonation, unauthorized assistance, or submission of work that is not the student's own may be addressed under Chapters 5 and 10.

Independent College Advisors

Families may retain an independent college advisor at their own expense. An outside advisor does not replace the student's participation in the Saint Mary's College Counseling Program or alter School procedures, responsibilities, or deadlines.

Saint Mary's personnel are not required to meet or correspond with an outside advisor. The School may require written parent/guardian authorization before sharing information and will determine what communication, if any,

is appropriate.

An outside advisor may not direct School employees, alter School records, prepare or approve School recommendations, or submit official School documents on Saint Mary's behalf.

College-Representative Visits

Seniors may attend designated information sessions conducted by college representatives during the fall. Students must:

- Register through the School-designated platform;
- Obtain the affected teacher's permission in advance;
- Follow any attendance or sign-out procedures established by the School; and
- Make appropriate arrangements for missed work.

A student may not miss a scheduled test, major assessment, or another required academic activity to attend a college-representative session unless the teacher and College Counseling Office approve an exception.

College visits requiring an absence from School are governed by Section 11.8.

Admission and Financial Decisions

Saint Mary's provides information, guidance, and institutional materials but cannot guarantee:

- Admission to a particular college or program;
- Receipt of a scholarship or financial-aid award;
- Athletic recruitment or eligibility;
- Acceptance into an honors, specialized, or competitive program;
- Transfer or acceptance of college credit; or
- A particular financial, academic, or career outcome.

Colleges, universities, scholarship organizations, testing agencies, athletic organizations, and financial-aid authorities make their own decisions under their respective requirements.

Policies governing accommodations for College Board examinations and other external testing programs are set forth in Section 12.3.

12.3 Academic Services Program and Reasonable Accommodations

Commitment to Individualized Consideration

As referenced in Section 2.5, Saint Mary's supports students with documented learning disabilities, health conditions, and other conditions that affect their access to or participation in the School's educational program.

The Academic Services Program helps eligible students access the School's academic program, understand their individual learning needs, develop effective academic strategies, and strengthen their ability to advocate for themselves.

Saint Mary's evaluates requests for accommodations individually. The School will not make an accommodation or enrollment decision solely because of a diagnosis, disability label, category of need, or generalized assumption about a student's abilities. No particular diagnosis or type of need automatically qualifies or disqualifies a student

for an accommodation, admission, continued enrollment, or participation in a course, activity, or program.

Academic accommodations are intended to provide meaningful access to Saint Mary's educational program. They do not guarantee academic success, a particular grade, admission to a particular course, college, or program, or another academic or postsecondary outcome.

Requesting Academic Accommodations

A parent/guardian seeking academic accommodations for a student should submit appropriate documentation to the Academic Services Coordinator during the admissions process or, if the student's condition or need is first identified after enrollment, as soon as reasonably possible.

A student's previous receipt of an accommodation does not automatically establish eligibility for the same accommodation at Saint Mary's. However, an Individualized Education Program, Section 504 plan, accommodation plan, Educational Support Plan, or similar plan developed by another school or institution will be considered as relevant supporting information.

The School may meet with the student and parent/guardian, consult appropriate School personnel, seek clarification from an evaluator with proper authorization, or use another collaborative process reasonably necessary to understand the student's needs and evaluate possible accommodations.

Documentation Requirements

Documentation ordinarily should be prepared by a licensed or otherwise qualified professional with appropriate training and expertise concerning the student's condition.

Documentation should generally be dated within the previous three years. The School may accept older documentation, existing educational records, observations, or other reliable information, or may require an updated evaluation, depending upon:

- The nature and expected duration of the student's condition;
- The student's current educational functioning;
- Changes in the student's condition or needs;
- The accommodations requested; and
- The information reasonably necessary to evaluate the request.

Not every request requires a comprehensive diagnostic or psychoeducational evaluation. The nature and extent of the documentation required will depend upon the accommodation requested and the information already available to the School.

Documentation should include, as applicable:

- A clearly stated diagnosis or identification of the condition;
- The evaluator's relevant professional qualifications;
- Relevant educational, developmental, psychological, or medical history;
- Applicable cognitive, achievement, medical, psychological, or other assessment results;
- A description of how the condition currently affects the student's learning, testing, attendance, communication, mobility, concentration, or participation in School;
- Recommended accommodations and an explanation of the relationship between the student's functional limitations and each recommendation; and
- Other information reasonably necessary for the School to evaluate the student's needs and the requested

support.

A brief note identifying a diagnosis without explaining its current educational effect may be insufficient.

The School may request updated or additional information when the information provided is incomplete, outdated, inconsistent, or insufficient to evaluate the student's present needs or the accommodations requested. Saint Mary's will not require more private medical, psychological, or educational information than it reasonably determines is necessary to complete the review.

Individualized and Collaborative Review

Saint Mary's will review each request based on the student's individual circumstances. The Academic Services Coordinator will consider the documentation, relevant educational records, demonstrated needs, and other reasonably available information in consultation with appropriate School personnel.

The review may consider:

- The student's documented functional limitations and current educational needs;
- The student's courses, activities, and academic program;
- The purpose and essential requirements of the applicable course, assessment, activity, or program;
- The student's use of and response to previous accommodations;
- The expected effectiveness of the requested accommodation;
- Whether another reasonable accommodation would be similarly effective;
- Legitimate health and safety requirements based on an individualized assessment of the student's circumstances;
- The staffing, professional expertise, facilities, technology, scheduling, and resources reasonably necessary to implement the accommodation; and
- Other relevant educational or operational circumstances.

Recommendations from an evaluator, healthcare provider, public school, or other professional will be carefully considered but do not automatically require Saint Mary's to provide every recommended accommodation or service.

The School may:

- Approve the requested accommodation;
- Approve another effective and reasonable accommodation;
- Approve an accommodation for a trial period or subject to appropriate conditions;
- Request additional information;
- Continue the collaborative review to identify a workable alternative; or
- Deny a request that is unsupported by the available information or cannot reasonably be provided within the School's program and applicable legal obligations.

When a requested accommodation cannot be approved, the School will communicate its determination to the family and consider whether another effective and reasonably available accommodation would appropriately address the student's documented need.

Potential Limits on Accommodations and Services

Approved accommodations provide access to Saint Mary's educational program. They do not ordinarily eliminate or substantially modify the essential learning outcomes of a course, substitute for the student's completion of

required work, or excuse the student from demonstrating the knowledge and skills required for credit or graduation.

The following considerations do not create automatic or categorical exclusions. Saint Mary's will evaluate the nature, duration, feasibility, and effect of the requested accommodation and reasonably available alternatives before reaching a determination.

Following individualized review and consistent with applicable law, the School may determine that a requested accommodation cannot reasonably be provided when it would:

- Fundamentally alter the nature or essential requirements of a course, assessment, activity, graduation requirement, or School program;
- Eliminate an academic, attendance, conduct, safety, or academic-integrity requirement that the School determines is essential after considering reasonable modifications;
- Compromise the validity, security, or integrity of an assessment;
- Create a significant health or safety risk, based on the student's individual circumstances, that cannot be reduced through reasonable measures;
- Require unlimited absences, unlimited time, open-ended extensions, or an indefinite reduction in essential academic expectations;
- Require continuous individualized instruction, an individualized curriculum, or another fundamental restructuring of the School's educational program; or
- Impose an undue administrative or financial burden after consideration of reasonably available alternatives.

If a particular accommodation cannot be provided, Saint Mary's will consider whether another effective and reasonably available accommodation would permit the student to access the applicable course, activity, assessment, or program.

Scope of the Academic Services Program

The Academic Services Program is an academic-access and support program. It is not designed to serve as the primary provider of:

- Diagnostic or psychoeducational evaluations;
- Medical treatment, psychotherapy, crisis treatment, medication management, or other clinical services;
- Personal-care assistance or a personal attendant;
- Continuous one-to-one instruction, a dedicated classroom aide, or private tutoring;
- Specialized therapeutic, behavioral, medical, or rehabilitation services;
- A separate or individualized curriculum; or
- A general homebound-instruction, independent-study, or individualized distance-learning program.

A student's need for an outside evaluation, treatment, tutoring, therapy, or another service that Saint Mary's does not ordinarily provide does not automatically preclude admission, continued enrollment, or approval of an accommodation. The School will evaluate whether the student can access and participate in its program with reasonable accommodations and, when appropriate, services obtained independently by the family.

Temporary adjustments or limited remote participation necessitated by an extended illness, injury, or another extraordinary circumstance are governed by Sections 11.5 and 21.2. Authorization requires an individualized administrative determination and is not guaranteed solely because an Educational Support Plan or healthcare provider recommends it.

Attendance concerns related to a documented condition will be considered under Sections 11.4 and 11.5 and the student's approved Educational Support Plan. An accommodation does not create an entitlement to unlimited absences or guarantee course credit without completion of the course's essential requirements.

Students remain subject to the School's conduct and academic-integrity requirements. When appropriate, Saint Mary's will consider the student's documented condition, approved accommodations, and individual circumstances in applying those requirements. A disability or documented condition does not excuse misconduct, but the School will not impose an adverse decision based solely on generalized assumptions about the condition.

Educational Support Plans

Following its review, Saint Mary's, through the Academic Services Coordinator and appropriate academic personnel, will develop an Educational Support Plan when accommodations or services are approved.

The Educational Support Plan identifies, as applicable:

- The accommodations and supports approved by Saint Mary's;
- The student's relevant educational needs;
- The student's academic and self-advocacy goals;
- The responsibilities of the student, family, and School personnel; and
- Any applicable review date, limitation, trial period, or condition.

The Educational Support Plan governs the accommodations approved by Saint Mary's. It does not automatically incorporate every accommodation or service contained in a plan developed by another school, public-school district, evaluator, or healthcare provider.

An Educational Support Plan becomes effective after it has been approved in writing and communicated to the appropriate School personnel.

Only accommodations identified in the approved Educational Support Plan or otherwise authorized by the Academic Services Coordinator or Administration are approved School accommodations. A temporary adjustment or informal practice used by an individual teacher does not, by itself, create an ongoing entitlement or modify the Educational Support Plan.

Accommodations generally are not applied retroactively to grades, assignments, assessments, attendance determinations, disciplinary decisions, or requirements completed before the accommodation was approved. The School may authorize an appropriate corrective measure when an approved accommodation was not implemented, when a delay was attributable to the School, or when otherwise required by applicable law.

Student and Family Responsibilities

A student receiving academic accommodations or support is expected to:

- Participate in meetings and planning;
- Understand the accommodations approved by the School;
- Communicate appropriately with teachers and other School personnel;
- Follow established procedures for requesting or using an approved accommodation;
- Use approved accommodations responsibly;
- Complete the essential requirements of each course;
- Meet applicable deadlines and attendance requirements, as adjusted by the approved plan;
- Follow School conduct and academic-integrity expectations; and

- Notify the school counselor promptly when an approved accommodation is not being implemented or no longer addresses the student's needs.

Parents/guardians are responsible for:

- Providing timely, complete, and accurate documentation;
- Informing the School of material changes in the student's condition or needs;
- Participating in requested meetings and reviews;
- Communicating concerns promptly through the appropriate School procedures; and
- Supporting the student's increasing independence and self-advocacy.

Review and Revision

Educational Support Plans ordinarily will be reviewed annually, generally before the beginning of the School year.

A plan may also be reviewed or revised based upon:

- Updated documentation;
- Changes in the student's condition or demonstrated needs;
- Changes in the student's courses, activities, or academic program;
- The effectiveness of existing accommodations;
- The student's use of and response to approved supports;
- Changes in the School's programs, staffing, facilities, technology, or available resources; or
- Other relevant educational, health, safety, or operational circumstances.

A student or parent/guardian may request a review when circumstances materially change. The School may also initiate a review and request updated or additional documentation when reasonably necessary to evaluate the student's continuing needs or a requested change.

If Saint Mary's determines, following individualized review, that it cannot reasonably meet a student's educational needs within its program, the School will communicate the basis for that determination to the family. Before recommending a different educational setting, the School will consider whether reasonable accommodations or other effective and reasonably available alternatives would permit the student to continue accessing the Saint Mary's program.

Appropriate next steps may include an outside evaluation, private tutoring or treatment, consultation with the student's public-school district, an alternative academic plan, or consideration of another educational setting.

Questions, Implementation Concerns, and Reconsideration

Questions concerning an Educational Support Plan or the implementation of an approved accommodation should first be directed to the Academic Services Coordinator.

A request for reconsideration of an accommodation decision must be submitted in writing to the administrator responsible for academics. The request should:

- Identify the decision at issue;
- Explain why reconsideration is requested; and
- Include any additional documentation or information the student or parent/guardian would like the School to consider.

Further review is governed by the parent-concern process in Section 20.2. A request concerning a grade must

follow the Grade Appeal process in Section 3.5 and does not create a separate grade appeal under this section.

Records and Privacy

Documentation, Educational Support Plans, and related records are maintained as part of the student's confidential School record and are governed by Chapter 8.

Information may be shared with School personnel who have a legitimate educational, health, safety, or operational need for it or as otherwise authorized or required. Information disclosed to the College Board or another external testing organization is also subject to that organization's privacy and records practices.

External Testing Accommodations

Accommodations for College Board examinations and other external testing programs are governed by the eligibility, documentation, application, and approval requirements of the organization administering the examination.

The family must provide all required consent, documentation, and information sufficiently in advance of the applicable deadline. Students and families are responsible for cooperating with the School and meeting all published School and testing-organization deadlines.

Approval of a Saint Mary's Educational Support Plan or School-based accommodation does not guarantee approval by the College Board or another testing organization.

The College Board's Services for Students with Disabilities independently determines eligibility and the accommodations it will approve. Other testing agencies, colleges, universities, and programs establish their own documentation and accommodation requirements.

Saint Mary's cannot guarantee that an incomplete or late request will be reviewed or approved before the examination, that an external organization will approve a particular accommodation, or that a particular testing location or administration will be able to provide the requested testing conditions.

12.4 Pregnant and Parenting Students

Commitment to Students and Continued Enrollment

Consistent with its Catholic and Lasallian mission, Saint Mary's will respond to a student's pregnancy or parenting responsibilities with dignity, compassion, pastoral care, and practical educational support.

Pregnancy is not an automatic basis for dismissal from Saint Mary's. Pregnancy, childbirth, a pregnancy-related condition, or a student's status as an expectant or parenting student will not, by itself, result in:

- Discipline;
- Required withdrawal or dismissal;
- Denial of re-enrollment;
- Exclusion from a course, activity, or School program;
- Loss of an academic, leadership, athletic, or co-curricular opportunity; or
- Another adverse enrollment or educational decision.

A student remains subject to the School's generally applicable academic, attendance, conduct, eligibility, and safety expectations, as reasonably adjusted under this section. Pregnancy or parenting status will not be treated

as proof that the student engaged in misconduct.

Individualized Support

Saint Mary's will consider the individual circumstances of a student who:

- Is pregnant;
- Is recovering from childbirth, pregnancy loss, or a related medical condition;
- Is lactating;
- Is expecting to become a parent, including through birth, adoption, or placement; or
- Has responsibilities as the parent or legal guardian of an infant or child.

The School will not make decisions based on generalized assumptions about the student's health, academic ability, attendance, capacity to graduate, or ability to participate in School life.

When support or an adjustment is needed, the student or parent/guardian should contact the student's school counselor, the Academic Services Coordinator, or the administrator responsible for academics as soon as reasonably practicable. A student who is not comfortable approaching one of these individuals may speak with another trusted School employee, who will help connect the student with an appropriate counselor or administrator.

The School may meet with the student and parent/guardian and, when appropriate, consider information from a qualified healthcare provider. Parents/guardians will be involved as appropriate based on the student's age, the circumstances, School policy, and applicable law.

Saint Mary's will request only the medical or personal information it reasonably determines is necessary to understand the student's limitations, evaluate available support, protect health and safety, and develop an appropriate educational plan.

The School may develop a written individualized support plan addressing:

- Attendance and anticipated absences;
- Medical appointments;
- Seating, elevator access, or other physical-access needs;
- Reasonable opportunities to eat, drink water, use the restroom, or rest;
- Temporary adjustments to physical education, athletics, retreats, travel, or other activities;
- Assignment deadlines and assessment schedules;
- Make-up work;
- Temporary medical leave;
- Limited temporary remote participation when authorized under Sections 11.5 and 21.2;
- Return-to-School arrangements;
- Lactation needs;
- Communication among the student, family, teachers, counselor, and administrators; and
- Other educational, health, safety, or pastoral support reasonably available through the School.

Pregnancy-related adjustments under this section do not necessarily require a disability diagnosis, comprehensive evaluation, or Educational Support Plan under Section 12.3.

Participation in Classes and School Activities

A pregnant or parenting student ordinarily may continue participating in the student's regular courses and School

activities, including advanced-placement and honors courses, athletics, clubs, performing arts, leadership, retreats, service, and School events.

Participation may be adjusted when:

- The student voluntarily requests an adjustment;
- A qualified healthcare provider identifies a relevant limitation;
- The essential requirements of the course or activity cannot be completed safely with reasonable adjustments; or
- The School determines through an individualized review that an adjustment is reasonably necessary to protect health or safety.

Saint Mary's will not require medical clearance solely because a student is pregnant. The School may require appropriate documentation when a particular level of physical ability is essential to safe participation or when comparable documentation would be required from a student with another temporary medical condition.

Attendance, Medical Leave, and Academic Work

Absences necessitated by pregnancy, childbirth, pregnancy loss, recovery, lactation, or a related medical condition will be treated as excused for as long as medically necessary when supported by reasonable documentation.

A student may take an approved medical leave for the period that a qualified healthcare provider determines is medically necessary. The student will not be required to begin a leave solely because the student is pregnant if the student remains able to participate safely and meaningfully in the School's program.

During an approved absence or leave, Saint Mary's will work with the student and family to establish reasonable academic arrangements. Depending upon the student's health, the duration of the absence, and the essential requirements of the affected courses, these arrangements may include:

- Reasonable extensions;
- Rescheduled assessments;
- Prioritization of essential assignments;
- A make-up-work plan;
- Temporary adjustments to attendance or participation;
- Grade Pending under Section 3.4;
- A course-completion plan under Section 11.5; or
- Another arrangement approved by the Administration.

A student will not receive an academic penalty solely for using an adjustment or leave approved under this section. Upon returning from an approved pregnancy-related medical leave, the student will be restored to the academic status and, when applicable, the extracurricular status held when the leave began, subject to the same neutral academic, eligibility, safety, and season-specific requirements applied to students returning from a comparable medical leave.

The student will be provided a reasonable opportunity to complete essential work and assessments missed during an approved absence. The student remains responsible for completing the essential learning outcomes and graduation requirements applicable to the student's academic program.

When the duration or timing of an absence makes completion of a course's essential requirements academically infeasible, the School will conduct an individualized review under Section 11.5. The resulting plan may include later completion of the course, withdrawal from an affected course, an approved outside course, an adjusted

graduation plan, or another educationally appropriate arrangement. Such an academic determination is not student discipline.

Temporary Remote Participation

Pregnancy or parenting status does not automatically create a right to permanent remote, hybrid, homebound, or individualized instruction.

When a documented pregnancy-related condition temporarily prevents on-campus attendance, Saint Mary's will consider whether limited temporary remote participation or another instructional arrangement is appropriate and reasonably feasible under Sections 11.5 and 21.2. The School will also consider services ordinarily available to students experiencing comparable temporary medical conditions.

A healthcare provider's recommendation will be considered but does not, by itself, determine the instructional method or require the School to livestream classes, create parallel online courses, or provide continuous individualized instruction.

Parenting Responsibilities and Lactation Support

Saint Mary's recognizes that parenting students may experience responsibilities related to childbirth, recovery, medical appointments, adoption or placement, infant care, or an urgent illness affecting their child.

The School will consider reasonable requests for limited attendance, scheduling, deadline, or participation flexibility based on the student's individual circumstances. Parenting status does not create an entitlement to unlimited absences, open-ended extensions, reduced graduation requirements, or permanent remote instruction.

A lactating student will be provided reasonable break time and access to a clean, private location other than a restroom for expressing breast milk or breastfeeding. The student should work with the school counselor or another designated employee to establish appropriate access and storage arrangements.

Saint Mary's does not provide childcare. A student may not bring an infant or child to classes or leave a child on campus without the School's prior authorization and an approved arrangement for continuous adult supervision.

Privacy, Safety, and Mandated Reporting

Information concerning a student's pregnancy, related medical condition, or parenting status will be handled with sensitivity and appropriate discretion in accordance with Chapter 8, Section 12.1, and applicable law.

Information may be shared with parents/guardians, administrators, counselors, teachers, health or safety personnel, or other appropriate individuals when disclosure is permitted or required and reasonably necessary to:

- Develop or implement an educational or support plan;
- Protect the health or safety of the student or another person;
- Coordinate attendance, academics, or participation in School programs;
- Comply with a legal obligation; or
- Fulfill another legitimate educational or operational responsibility.

The School cannot guarantee absolute confidentiality.

Disclosure of a pregnancy does not, by itself, establish student misconduct or child abuse or neglect. Nothing in this section limits an employee's individual mandated-reporting obligations under Section 16.5 when the

employee knows or reasonably suspects that abuse or neglect has occurred.

Harassment, humiliation, sexual comments, rumors, retaliation, or adverse treatment based on pregnancy or parenting status is prohibited under Section 9.5 and should be reported promptly.

Questions and Concerns

Questions concerning support under this section should first be directed to the student's school counselor or the administrator responsible for academics.

A student or parent/guardian who believes that an approved adjustment is not being implemented or that the student has been treated adversely because of pregnancy or parenting status should report the concern promptly. Requests for further review are governed by Section 20.2.

CHAPTER 13: MINISTRY

The Saint Mary's Ministry Program supports and nurtures the spiritual growth of the entire School community. Rooted in the Lasallian Catholic tradition and inspired by the Gospel of Jesus Christ, Ministry invites students to deepen their relationship with God, recognize God's presence in daily life, serve others, build community, and participate meaningfully in the spiritual life of the School.

Ministry programs and experiences are guided by the School's Mission and the Five Lasallian Core Principles: Faith in the Presence of God, Quality Education, Inclusive Community, Respect for All Persons, and Concern for the Poor and Social Justice.

The Ministry Program encompasses five principal areas:

- Liturgy, through communal prayer and worship;
- Retreat, through reflection upon faith, relationships, community, and the journey of life;
- Service, through the development of compassion, solidarity, and habits of service;
- Immersion, through encounters with communities and issues of poverty, marginalization, culture, and social justice; and
- Vocation, through discernment of how each person is called to live with faith, purpose, and responsibility.

Saint Mary's recognizes that students come from varied religious traditions, spiritual backgrounds, and personal experiences. All students are welcomed into the spiritual life of the School and are expected to approach Ministry programs with openness, respect, and appropriate participation.

The Ministry Center is located in Saint Joseph's Hall behind the Library and is ordinarily available during the School day to students, faculty, and staff seeking program information, resources, conversation, prayer, or guidance.

13.1 Prayer, Liturgies, and Prayer Services

As a Lasallian Catholic school, Saint Mary's incorporates prayer, worship, and reflection throughout the life of the School community.

Prayer and Reflection

Each class period begins with a moment of prayer or reflection consistent with the School's Lasallian prayer practices.

Students are expected to be attentive and respectful during prayer. A student is not required to profess a personal belief that the student does not hold, but may not disrupt, ridicule, or interfere with the prayer or reflection of others.

Schoolwide Liturgies and Prayer Services

Saint Mary's ordinarily celebrates two schoolwide Eucharistic liturgies, or Masses, during each School year.

Schoolwide prayer services may also be held to:

- Celebrate significant religious or School occasions;
- Observe important events or liturgical seasons;
- Recognize the needs of the local or global community;
- Memorialize a deceased member of the community; or
- Provide communal reflection following a significant event.

Masses for Catholic Holy Days of Obligation may be celebrated in the Student Chapel and made available to students, faculty, staff, and parents/guardians who wish to attend, subject to space, scheduling, and School visitor procedures.

Sacraments

Students are ordinarily offered opportunities to receive the Sacrament of Penance and Reconciliation during Advent and Lent.

Participation in the Sacraments, including the reception of Holy Communion and Penance and Reconciliation, is voluntary and governed by the teachings and practices of the Catholic Church. No student will be required to receive a sacrament.

Students who do not receive Holy Communion or participate in another sacramental practice must nevertheless remain respectful and follow the directions provided for appropriate participation or observance.

The Student Chapel

The Student Chapel is available for individual and communal prayer, reflection, and silence at times established by the School.

Students must conduct themselves respectfully and preserve the chapel as a sacred space. Food, disruptive behavior, unauthorized gatherings, and uses inconsistent with the chapel's purpose are prohibited.

If the chapel is locked, a student may ask a faculty or staff member for access. Access may be limited because of supervision, scheduling, safety, or another legitimate School need.

Required Participation

Liturgies, prayer services, and other designated religious observances are part of the educational and formative program of a Lasallian Catholic school.

Students are required to attend and participate respectfully in designated School observances regardless of their individual faith tradition or beliefs. Required participation means respectful presence, attention, and compliance with reasonable directions. It does not require a student to profess a personal belief, receive Holy Communion,

participate in Penance and Reconciliation, or receive another sacrament.

Disruptive, mocking, disrespectful, or deliberately inappropriate conduct during prayer, liturgy, or another religious observance may result in disciplinary action under Chapter 10.

13.2 Retreats and Days of Reflection

Retreats and Days of Reflection provide students with opportunities to step away from their ordinary routines and consider their relationships with God, themselves, others, and the wider community.

These experiences encourage students to reflect upon faith, service, community, personal responsibility, relationships, decision-making, vocation, and the presence of God in their lives.

Grade-Level Program

The retreat program follows a developmental sequence across a student's four years at Saint Mary's.

Ninth Grade

All ninth-grade students are required to participate in a one-day retreat or Day of Reflection. The experience ordinarily focuses on community, belonging, relationships, and the student's entrance into the Saint Mary's Lasallian community.

Tenth Grade

All tenth-grade students are required to participate in a one-day retreat or Day of Reflection. The experience ordinarily builds upon the ninth-grade program and encourages reflection upon identity, community, service, culture, faith, and responsibility.

Eleventh Grade

Eleventh-grade students may apply to participate in the Junior Choices Retreat, ordinarily offered as a one-night, two-day experience during designated Lasallian Days.

The retreat provides opportunities for fellowship, personal testimony, prayer, reflection, and discernment concerning the choices students have made and will make in their lives.

Twelfth Grade

Twelfth-grade students may apply to participate in the Senior Journey Retreat, ordinarily offered as a two-night, three-day experience during designated Lasallian Days.

The retreat invites seniors to reflect upon their experiences, relationships, growth, faith, future responsibilities, and transition from Saint Mary's.

The School may adjust retreat names, locations, schedules, formats, or program components when educational, pastoral, operational, health, safety, or financial circumstances require.

Participation and Eligibility

Participation in required ninth- and tenth-grade retreat experiences is part of the School's educational program.

Participation in junior and senior overnight retreats is optional and may be limited by capacity, staffing, student eligibility, application requirements, health or safety considerations, or other program needs. Applying for an optional retreat does not guarantee selection or participation.

Students participating in any retreat must:

- Submit all required forms and information by the established deadlines;
- Obtain parent/guardian permission when required;
- Provide accurate health, medication, dietary, emergency, and accommodation information;
- Follow transportation, lodging, supervision, technology, and safety requirements;
- Participate constructively in the retreat program;
- Respect the privacy, dignity, experiences, and beliefs of other participants; and
- Follow this Handbook and all retreat-specific expectations.

The School may establish reasonable restrictions concerning personal devices, outside communication, food, lodging, transportation, and personal belongings when necessary to preserve the purpose, safety, and integrity of the retreat.

Accommodations and Health Needs

A parent/guardian should notify the Ministry Office promptly when a documented disability, medical condition, dietary need, religious practice, or other circumstance may affect the student's participation.

Saint Mary's will review requests for reasonable accommodations in consultation with the family and appropriate School personnel. The School may request information reasonably necessary to evaluate the request and plan for the student's health, safety, and participation.

An accommodation does not require the School to fundamentally alter the essential nature of a retreat, provide a level of medical or personal care beyond available resources, or approve participation when the School determines that it cannot reasonably address a significant health or safety concern.

Absence from a Required Retreat

A student who will be absent from a required retreat or Day of Reflection must follow the notification procedures established in Chapter 11.

Absence from a required experience does not automatically satisfy the retreat requirement. The Ministry Office may require the student to participate in another scheduled retreat, complete an alternative Day of Reflection, or fulfill another appropriate formative assignment.

The Ministry Office will determine the nature and deadline of any required alternative experience.

Conduct

Retreats are School-sponsored activities. All provisions of this Handbook remain in effect during transportation, programming, meals, lodging, recreation, free time, and other retreat-related activities.

Misconduct may result in removal from the retreat, restrictions on future participation, disciplinary action under Chapter 10, or another appropriate response.

13.3 Service

Rooted in Catholic Social Teaching, the Lasallian Core Principles, and the School's Mission, Saint Mary's calls students to recognize the world as a gift from God and to respond to the needs of others through meaningful service.

Service is not understood solely as the accumulation of hours. The purpose of the program is to help students develop compassion, responsibility, solidarity, empathy, self-awareness, and a lasting commitment to serving others, particularly people and communities experiencing poverty, marginalization, exclusion, or injustice.

Students are encouraged to serve with others rather than viewing service merely as something done for others. Reflection, encounter, mutual respect, and attention to the dignity and gifts of every person are essential elements of the program.

Four-Year Service Framework

The four-year service program is organized around the following grade-level themes:

Ninth Grade

Local Community Outreach and Cultural and Environmental Awareness: Phase I

Tenth Grade

Local Community Outreach and Cultural and Environmental Awareness: Phase II

Eleventh Grade

Self-Care, Personal Growth and Responsibility, and Educating and Caring for Others

Twelfth Grade

Service To and With Family

The Ministry Office may refine the specific activities, projects, learning outcomes, and reflection components associated with each theme while preserving the overall developmental progression of the program.

13.4 Immersion Experiences

Saint Mary's may offer faith-based, service-oriented, cultural, and educational immersion experiences through Ministry, Enrichment Week, or another School program.

Immersion experiences invite students to encounter people and communities whose circumstances may differ from their own and to examine issues of poverty, human dignity, culture, faith, justice, and social responsibility. These experiences are intended to promote listening, humility, solidarity, reflection, and meaningful engagement rather than tourism or observation alone.

Participation may require an application, interview, preparation meetings, parent/guardian permission, health information, payment of applicable fees, and compliance with trip-specific expectations.

Participation is not guaranteed. The School may consider program capacity, student readiness, academic or disciplinary standing, health and safety, prior conduct, completion of required preparation, and other relevant

circumstances.

Students participating in an immersion experience must:

- Complete all required preparation and follow-up activities;
- Follow Chapter 7, this Handbook, and all trip-specific requirements;
- Respect the dignity, privacy, culture, property, and beliefs of the host community;
- Follow the directions of School employees and authorized program leaders;
- Remain with the assigned group and follow all supervision requirements;
- Refrain from unauthorized photography, recording, posting, or disclosure of another person's story or circumstances; and
- Participate honestly and constructively in prayer, service, reflection, and community life.

Misconduct may result in removal from the program, restrictions on future participation, disciplinary action under Chapter 10, or another appropriate response.

13.5 Vocation and Discernment

Saint Mary's understands vocation as the continuing process of discerning how God calls each person to live with purpose, use individual gifts, serve others, and contribute to the common good.

Students are encouraged to explore questions of vocation through religious-studies courses, retreats, service, immersion experiences, prayer, individual conversation, and other Ministry programs.

Vocation is broader than a particular occupation. It may include reflection upon family life, professional life, service, leadership, lay ministry, ordained ministry, religious life, and other ways of responding faithfully and responsibly to the needs of the world.

Consistent with Saint Mary's Lasallian identity, particular attention may be given to the vocation of the De La Salle Christian Brother as a lay religious educator dedicated to the human and Christian education of young people.

Students may request an individual conversation with a member of the Ministry staff or another appropriate School employee concerning vocation, faith, spiritual development, or discernment.

Participation in individual sacramental, devotional, or vocation-specific activities is voluntary unless the activity forms part of a required course, retreat, liturgy, prayer service, or other designated School program. All vocation programming will be conducted with respect for the religious traditions, beliefs, dignity, and freedom of conscience of each student.

CHAPTER 14: STUDENT LIFE AND LEADERSHIP

The Saint Mary's Student Life Program supports the education of the whole person by providing opportunities for students to build relationships, explore their interests, develop their gifts, and contribute to the School community beyond the classroom.

Through clubs, social events, student government, leadership programs, performing arts, service, travel, and other co-curricular activities, students develop communication, collaboration, organization, judgment, creativity, and responsible decision-making. These experiences encourage students to strengthen an inclusive community and exercise leadership in service to others.

All Student Life programs operate within the School's Lasallian Catholic Mission and are subject to School

supervision, policies, eligibility requirements, available resources, and administrative approval.

14.1 Student Government

Student government provides students with opportunities to learn and practice leadership, communication, collaboration, organization, and responsible decision-making. Through participation in student government, students contribute to a rules-based community grounded in shared purpose, trust, responsibility, and School tradition.

The student council at Saint Mary's is known as Student Leadership.

The goals of Student Leadership are to:

- Advocate for students and represent their ideas and concerns constructively;
- Collaborate with students, faculty, staff, and School administrators;
- Encourage students to participate actively in the Saint Mary's community;
- Promote School spirit, belonging, service, and responsible community participation;
- Assist with the planning and implementation of approved School programs, assemblies, traditions, and events; and
- Develop and apply the skills, judgment, integrity, and responsibility required of effective leaders.

Student Leadership serves in a representative and advisory capacity. It does not possess independent governing authority over the School, its employees, its programs, or other students.

All Student Leadership activities, decisions, proposals, communications, expenditures, and initiatives are subject to the direction of designated School personnel and administrative approval.

Student Leadership and its members may not enter into contracts, make commitments on behalf of Saint Mary's, collect or expend funds, establish external affiliations, issue official School statements, or use the School's name, visual identity, accounts, or resources without prior authorization.

14.2 Government Structure

Student Leadership is ordinarily composed of an Executive Council and Cabinet.

The Executive Council consists of officers elected by the student body. The Cabinet consists of 12 to 16 elected or appointed class representatives, ordinarily with three to four representatives from each grade level.

Directors, communications teams, committees, class councils, or other working groups may be established under individual Executive Council members to support the development, planning, communication, and implementation of approved programs and activities.

Student Leadership operates under the direction of its faculty moderator, Student Leadership advisors, the Director of Student Activities, and the School administration.

The School may modify the structure, number of positions, titles, responsibilities, selection procedures, or committee assignments because of enrollment, program needs, staffing, scheduling, student participation, or other relevant circumstances.

Election or appointment to a Student Leadership position does not create an entitlement to a particular title, responsibility, committee assignment, or term of service.

14.3 Meetings

The Executive Council ordinarily meets weekly for leadership formation, training, planning, and coordination of Student Leadership programs and events.

Cabinet members, class representatives, directors, committees, and other Student Leadership groups will meet according to schedules established or approved by the Student Leadership moderator.

All Student Leadership meetings are School-sponsored activities and must be conducted under the supervision or direction of an authorized faculty or staff member.

Student leaders are expected to:

- Attend required meetings, training, programs, and events;
- Arrive punctually and prepared;
- Participate constructively and respectfully;
- Complete assigned responsibilities by established deadlines;
- Communicate promptly when unable to fulfill a responsibility;
- Maintain appropriate records when directed;
- Protect confidential or sensitive information entrusted to them; and
- Follow the directions of the Student Leadership moderator and School administration.

The School may schedule, reschedule, cancel, combine, or change the format of a meeting or activity when appropriate.

14.4 Elections and Continued Service

Candidate Eligibility

A student may seek a Student Leadership position for which the student satisfies the applicable grade-level and other published requirements.

A candidate must be in good standing with the Saint Mary's community. In determining a candidate's good standing and suitability for leadership, the School may consult the Dean of Students, the student's school counselor, Student Leadership advisors, and other appropriate School personnel.

The School may consider:

- Academic progress and eligibility;
- Attendance and punctuality;
- Conduct and disciplinary history;
- Academic integrity;
- Reliability and completion of responsibilities;
- Previous participation in Student Leadership or other School programs; and
- The student's ability to serve as a responsible representative of the School community.

Application and Campaign Procedures

Candidates must complete a declaration of candidacy, submit the Student Leadership Candidate Application, and satisfy all other published requirements by the established deadlines.

Candidates must follow the election and campaign procedures established for the applicable election. These procedures may regulate speeches, posters, digital communications, social media, endorsements, distribution of materials, campaign expenditures, campaigning locations, and other election activities.

Campaigning must be truthful, respectful, and consistent with the School's Mission and standards of conduct. Harassment, intimidation, retaliation, misrepresentation, improper inducements, defacement or removal of campaign materials, or misuse of School technology or resources is prohibited.

Election Schedule and Results

Student Leadership elections are ordinarily held during the spring. Elections for ninth-grade representatives ordinarily take place during the first six weeks of the fall term.

The School will administer and certify election results in accordance with the procedures published for the applicable election. Results become official only after the School has verified candidate eligibility, vote totals, and compliance with those procedures.

The School may disqualify a candidate, remove or prohibit campaign materials, investigate an election concern, delay or repeat an election, correct an error, or set aside a result when a rule violation, procedural error, misconduct, or other circumstance materially affects the fairness or integrity of the process.

Continued Service

A student elected or appointed to Student Leadership must remain in good standing and fulfill the responsibilities of the position throughout the period of service.

A student leader may receive guidance, a warning, an improvement plan, suspension from particular duties, reassignment, or removal from office because of:

- Failure to attend required meetings or events;
- Repeated failure to complete assigned responsibilities;
- Academic or co-curricular ineligibility;
- Significant attendance or punctuality concerns;
- Violation of the Academic Integrity Policy or another School policy;
- Conduct inconsistent with the responsibilities of student leadership;
- Misuse of the position, School funds, information, technology, or resources; or
- Another circumstance that materially affects the student's ability to serve.

Removal or reassignment from a leadership position is separate from disciplinary action, although the same conduct may result in both.

The School determines how a vacancy will be filled. A vacancy may be filled through appointment, succession, a special election, reassignment of duties, or another process established by the School.

14.5 Student Life

The Student Life Program is coordinated through the offices of the Vice Principal and Director of Student Activities, with assistance from Student Leadership and other designated School personnel.

Participation in clubs, student government, performing arts, dances, social events, travel, and other co-curricular activities is a privilege. Participation may be subject to applications, auditions, tryouts, grade-level requirements,

academic or conduct standards, attendance expectations, capacity limits, fees, deadlines, and program-specific requirements.

Students who participate in Student Life programs are expected to:

- Act with integrity and good judgment;
- Follow the School's Mission, Honor Code, Academic Integrity Policy, and standards of conduct;
- Attend and participate reliably;
- Fulfill the responsibilities associated with their roles;
- Treat other participants, moderators, employees, guests, and community members with dignity and respect;
- Protect School facilities, equipment, funds, and other resources; and
- Follow all activity-specific directions and safety requirements.

The provisions of this Handbook remain in effect during all Student Life programs, including meetings, rehearsals, performances, dances, social events, travel, off-campus activities, digital communications, and other School-related participation.

A student may be placed on probation, suspended, restricted, or removed from one or more activities because of academic ineligibility, attendance, misconduct, safety concerns, failure to fulfill program responsibilities, or another circumstance affecting the student's eligibility or appropriate participation.

Daily participation following an absence is governed by Section 11.6. Academic Integrity violations are governed by Chapter 5, and behavioral violations are governed by Chapter 10.

The School will determine the appropriate response based upon the nature and seriousness of the circumstances, the student's role, the needs of the program, and other relevant information.

The School may add, modify, suspend, or discontinue an activity or program because of participation, staffing, scheduling, finances, facilities, safety, Mission alignment, or other operational considerations. Inclusion of a program in this Handbook, on the School website, or in another publication does not guarantee that the program will be offered or continued.

14.6 Clubs and Activities

Saint Mary's is committed to building an inclusive community in which students of different cultures, identities, backgrounds, and experiences learn and grow together.

Student clubs may center on cultural, identity-based, social, academic, artistic, faith, service, recreational, or other shared interests. Clubs may provide meaningful opportunities for affinity, mutual support, education, leadership development, and community building while strengthening the unity of the School.

Student-initiated clubs are intended to be welcoming and ordinarily open to all current Saint Mary's students. The School may approve reasonable participation requirements based upon grade level, qualifications, skill, academic or conduct eligibility, program purpose, capacity, health, safety, or another legitimate program consideration.

No club may operate in a manner inconsistent with the School's Lasallian Catholic Mission, Catholic identity, policies, educational purposes, or responsibilities for student welfare. Clubs may not engage in harassment, demeaning conduct, or improper exclusion.

Purpose of Clubs

Student clubs are established to:

- Create a welcoming community for students, faculty, and staff;
- Support and advance the School's Lasallian Catholic Mission;
- Build School spirit by bringing students together around common interests;
- Encourage students to participate in the life of the School;
- Develop leadership, collaboration, communication, and organizational skills;
- Provide opportunities for learning, creativity, service, recreation, affinity, and community building; and
- Sponsor approved activities that enrich the Saint Mary's community.

School Recognition

A student organization must receive School approval before operating as a Saint Mary's club or representing itself as affiliated with the School.

A proposed club must ordinarily submit:

- A description of its purpose and proposed activities;
- The names of its proposed student leaders;
- An initial membership roster;
- The name of an approved faculty or staff moderator;
- A proposed meeting schedule and location;
- Information concerning any proposed outside affiliation; and
- Any additional information requested by the Club Coordinator or administration.

Approval of a club is not permanent. Recognition must be maintained through compliance with School requirements and may be reviewed annually or at another time determined by the School.

Club Requirements

Each recognized club must:

- Operate under the supervision of an approved faculty or staff moderator;
- Maintain at least 10 active student members;
- Hold at least two meetings each month;
- Appoint student leaders and maintain an accurate membership roster and appropriate contact information;
- Maintain a current description of the club's purpose;
- Establish an approved meeting schedule and location;
- Maintain minutes or notes from club meetings;
- Report its activities to the Club Coordinator each term for inclusion in School communications;
- Sponsor at least one campuswide event each term that is open to the Saint Mary's student body;
- Sponsor at least one activity each term that promotes engagement and community among club members; and
- Seek appropriate opportunities to collaborate with other clubs and School programs.

The Club Coordinator may approve a different arrangement for one or more operational requirements when appropriate because of a club's purpose, calendar, developmental status, membership, staffing, or other special

circumstances.

Supervision and School Authority

A club may meet or conduct an activity only at an approved time and location and with the supervision required by the School.

All club meetings, events, announcements, publications, digital communications, social-media accounts, fundraising, expenditures, guest speakers, outside affiliations, use of facilities, and use of the School's name or visual identity require prior approval.

Club funds must be collected, deposited, maintained, and expended through procedures authorized by Saint Mary's. A club or student leader may not establish an independent bank account, payment account, fundraising page, contract, or financial obligation in the name of the club or School.

A recognized club is a School-sponsored student program, not an independent organization. Student leaders and moderators may not commit the School to a position, partnership, purchase, event, or other obligation without authorization.

An unrecognized student group may not use School facilities, communication systems, accounts, logos, or the Saint Mary's name in a manner suggesting School recognition or sponsorship.

The School may deny, suspend, condition, or withdraw recognition from a club because of:

- Failure to maintain an approved moderator;
- Insufficient membership or participation;
- Failure to meet or report activities;
- Violation of School policy;
- Conduct inconsistent with the School's Mission or Catholic identity;
- Financial or operational irregularities;
- Health or safety concerns;
- Inadequate staffing, facilities, or other resources; or
- Another circumstance that makes continued recognition inappropriate.

14.7 School-Sponsored Activities, Events, Field Trips, and Travel

Saint Mary's may sponsor curricular and co-curricular activities beyond the regular classroom and School day, including field trips, retreats, service experiences, immersion programs, competitions, performances, athletic travel, dances, social events, and other day, overnight, domestic, or international programs.

An activity is School-sponsored only when it has received appropriate School authorization. The School determines the educational purpose, eligibility requirements, supervision, transportation, itinerary, cost, capacity, and other conditions applicable to each activity.

The School may modify, postpone, relocate, restrict, or cancel an activity because of weather, transportation, enrollment, staffing, finances, facilities, health, safety, security, governmental restrictions, vendor availability, or another circumstance affecting the activity or the School community.

All provisions of this Handbook remain in effect during School-sponsored activities, events, field trips, and travel, including during transportation, lodging, meals, scheduled free time, digital communications, and other related participation.

Permission and Required Documentation

A student may participate only after the School has received all required permissions, acknowledgments, emergency information, releases, payments, travel documents, and other materials by the established deadlines.

For a student under the age of 18, the required authorization must be completed by the student's parent or legal guardian. A student who is 18 years of age or older must personally complete or reaffirm the required forms and comply with Section 20.4.

A general or annual authorization does not replace a trip-specific permission form unless the School expressly provides otherwise. Verbal permission ordinarily is insufficient. The School may establish an approved electronic or other alternative process when circumstances require it.

Students and parents/guardians must provide complete, accurate, and timely information concerning:

- Emergency contacts;
- Health conditions, allergies, dietary needs, medications, mobility needs, or other circumstances that may affect safe participation;
- Insurance information when requested;
- Passports, visas, identification, or other travel documents; and
- Any other information reasonably requested by the School.

Medication during an activity or trip must be handled in accordance with Chapter 16 and any additional instructions issued for the program. A student may not carry, share, or use medication contrary to School policy or an approved health plan.

Failure to submit complete and accurate information by the deadline may result in denial or withdrawal of permission to participate.

Participation and Eligibility

Participation in an optional or co-curricular activity is a privilege and is not guaranteed by registration, selection, ticket purchase, payment, or previous participation.

The School may establish or review eligibility based upon:

- Grade level, course enrollment, or program membership;
- Academic progress and co-curricular eligibility;
- Attendance and punctuality;
- Conduct, disciplinary status, and academic integrity;
- Completion of required preparation, training, meetings, or assignments;
- Capacity, staffing, supervision, health, safety, or transportation limitations;
- Timely submission of required forms, payments, and travel documents; and
- The student's ability and willingness to follow the responsibilities of the program.

Eligibility may be reviewed when the student applies or registers and again before departure or participation. The School may deny or withdraw permission when a student no longer satisfies the applicable requirements or when participation would create a material concern regarding the student's welfare, the safety or supervision of others, or the orderly operation of the program.

When a documented disability or health condition affects participation, the School will conduct an individualized review consistent with Section 12.3 and, when applicable, the student's Educational Support Plan. A healthcare

provider's recommendation will be considered but does not, by itself, determine whether or how the student may participate.

Curricular and Required Activities

The School will identify whether an activity is required, expected, or optional.

When a parent/guardian does not authorize participation in a required curricular activity, the School may provide an alternative assignment, require participation in another educational program, or establish another appropriate arrangement. Nonparticipation does not automatically excuse a student from the learning objectives, assignments, assessments, service requirements, or other academic responsibilities associated with the activity.

Students participating in School-sponsored activities remain responsible for communicating with their teachers and completing required work according to the procedures and deadlines established by the School and individual teachers.

Transportation, Supervision, and Release

Students must use the transportation arrangements authorized for the activity and follow all instructions concerning departure, arrival, seating, safety restraints, conduct, and supervision.

Unless the School provides prior authorization, a student may not:

- Drive another student to or from an activity;
- Use a private vehicle, rideshare service, taxi, public transportation, or another alternative arrangement;
- Leave the activity with a parent/guardian or another adult;
- Arrive separately, depart early, or remain at the destination after the activity; or
- Change an approved transportation or release arrangement.

The School may require a written parent/guardian request and may deny an alternative arrangement because of supervision, safety, scheduling, insurance, program, or operational concerns.

Students remain under School authority until released through the procedure established for the activity. Parents/guardians are responsible for arranging prompt pickup at the announced return or dismissal time.

Student Conduct

Students must represent Saint Mary's responsibly and conduct themselves in a manner consistent with the School's Lasallian Catholic Mission, Honor Code, Academic Integrity Policy, and standards of conduct.

Students must:

- Follow the directions of employees, moderators, coaches, chaperones, drivers, guides, host organizations, and other authorized personnel;
- Remain with the assigned group and participate in scheduled activities;
- Follow all schedules, curfews, room assignments, check-in procedures, safety rules, and supervision requirements;
- Treat other participants, employees, guests, members of the public, property, cultural sites, lodging facilities, and host communities with dignity and respect;
- Use technology and social media responsibly;
- Protect personal belongings, School property, travel documents, and program materials; and
- Report promptly any illness, injury, unsafe condition, missing student, misconduct, or other significant

concern.

Students may not leave the assigned group, lodging facility, activity area, or destination without express authorization. Unauthorized visitors, room changes, transportation, purchases, excursions, or activities are prohibited.

Possession, use, distribution, or being under the influence of alcohol, cannabis, illegal drugs, unauthorized medication, nicotine, vaping products, or another prohibited substance is prohibited. Weapons, dangerous items, harassment, hazing, fighting, theft, vandalism, sexually inappropriate conduct, and other violations of School policy are also prohibited.

A student's conduct away from direct adult observation remains subject to School policy. A student may be held accountable for conduct discovered during or after the activity.

Dances and Social Events

Attendance at a School-sponsored dance or social event is a privilege. Students and guests must comply with this Handbook, the Annual Family Resource Guide, event-specific instructions, and the directions of School personnel.

The Annual Family Resource Guide or event-specific communication will identify, as applicable:

- The event date, time, and location;
- Eligible grade levels;
- Ticket prices, sales periods, and registration deadlines;
- Admission and permitted-departure times;
- Drop-off, pickup, parking, and transportation procedures;
- Guest eligibility and guest-pass procedures;
- Attire expectations;
- Items that may or may not be brought into the event; and
- Other event-specific requirements.

A Saint Mary's student may bring a guest only when guests are permitted and the School has approved the guest through the established process. The School may require identification, parent/guardian authorization, confirmation from the guest's school, or other information before granting approval.

Guest approval is discretionary and may be denied or withdrawn because of incomplete information, a missed deadline, eligibility, capacity, identification, safety, conduct concerns, or another relevant circumstance.

The Saint Mary's student is responsible for informing the guest of School policies and event expectations. The student may lose future guest privileges or receive other consequences because of conduct connected to the guest.

A ticket purchase, registration, payment, or guest application does not guarantee admission. The School may deny admission or remove a student or guest who does not satisfy applicable identification, eligibility, timing, attire, conduct, documentation, safety, or other requirements.

Students and guests may be required to present current photo identification. Personal items brought to an event are subject to inspection in accordance with School policy. Students and guests may not leave and reenter an event unless the School expressly permits it.

Refunds are governed by the information issued for the particular activity or event. Refunds are not guaranteed when costs have already been incurred, payments are nonrefundable, participation is denied or withdrawn, or a

student or guest fails to comply with applicable requirements.

14.8 Removal from School-Sponsored Activities, Events, and Travel

A student or guest who violates School policy, refuses to follow directions, fails to comply with supervision requirements, or creates a risk to health, safety, or the orderly operation of an activity may be restricted or removed by the administrator or employee in charge.

Conduct warranting removal may include:

- Possession, use, distribution, or being under the influence of alcohol, cannabis, drugs, or another prohibited substance;
- Violence, fighting, threatening behavior, harassment, or hazing;
- Possession of a weapon or another prohibited item;
- Serious or repeated disruption;
- Unauthorized departure from the activity, group, lodging, or supervision area;
- Refusal to follow transportation, safety, room-assignment, curfew, or supervision requirements; or
- Another violation that the School determines requires removal.

When removal is necessary:

- The School will contact the student's parent/guardian and explain the situation;
- The student will remain under appropriate supervision until released to an authorized adult, returned home, transferred to emergency personnel, or otherwise directed by the School;
- The parent/guardian may be required to pick up the student promptly or arrange transportation approved by the School;
- The School may require the student and parent/guardian to meet with School officials; and
- The student and family are responsible for transportation, lodging, rebooking, supervision, and other costs resulting from removal or an early return unless the School determines otherwise.

For an overnight, domestic, or international trip, the School may arrange for the student's early return when continued participation is no longer appropriate. The School will determine the return arrangements based upon the student's age, location, safety, available transportation, and other relevant circumstances.

When a guest is removed, the School may contact the guest's parent/guardian, school, or another appropriate person and coordinate the guest's safe release or return. The Saint Mary's student who invited the guest may also be subject to consequences related to the guest's conduct.

When reasonably necessary to protect health or safety, the School may contact emergency services, law enforcement, medical personnel, transportation providers, governmental authorities, or another appropriate person or agency.

Removal from an activity is separate from disciplinary action, although the same conduct may result in both. Removal may also result in loss of eligibility for future activities, events, travel, or guest privileges and additional action under Chapter 10.

14.9 Identification Card

Each student is issued a School identification card at the beginning of the School year.

Students must:

- Carry their current identification card during the School day;
- Carry the card at School-sponsored events, including events held off campus;
- Present the card upon request by any faculty or staff member; and
- Use the card only for its authorized School purposes.

Saint Mary's students receive free admission to designated School activities when they present their current identification card. Free admission does not apply to every School event, and a student who does not present the required identification may be denied admission.

A student may not alter, reproduce, lend, borrow, transfer, or permit another person to use a School identification card. A student may not possess or use an identification card issued to another person.

Misuse of an identification card may result in confiscation, loss of privileges, replacement charges, and disciplinary action.

A lost or damaged identification card must be reported promptly to the Main Office. The student is responsible for purchasing a replacement card and following any temporary identification procedure established by the School.

CHAPTER 15: INTERSCHOLASTIC ATHLETICS

The Saint Mary's College High School interscholastic athletic program supports the education of the whole person by developing character, teamwork, discipline, resilience, leadership, sportsmanship, and responsible competition.

Guided by the School's Lasallian Catholic Mission, Saint Mary's Athletics seeks excellence without compromising the academic, social, spiritual, emotional, or physical well-being of student-athletes.

Saint Mary's is a member of the Tri-County Athletic League (TCAL), the North Coast Section (NCS), and the California Interscholastic Federation (CIF). Athletic programs operate in accordance with applicable School, league, section, federation, and sport-specific rules.

Participation in interscholastic athletics is a privilege and an educational opportunity. It is not a right and does not guarantee selection for a team, placement at a particular level, a particular position or role, playing time, captaincy, recognition, college recruitment, a scholarship, or another athletic outcome.

The School may adopt additional athletic policies, team rules, clearance procedures, safety requirements, and participation standards consistent with this Handbook. When a CIF, NCS, TCAL, or sport-specific rule changes, the current rule controls.

15.1 Program Offerings

Saint Mary's offers interscholastic athletic opportunities during the fall, winter, and spring seasons. Current sports and levels of competition are published by the Athletic Department.

The School may add, modify, combine, suspend, or discontinue a sport, team, level, schedule, contest, or program because of:

- Student interest and participation;
- Team size and competitive classification;
- Availability of qualified coaches and officials;

- League, NCS, or CIF requirements;
- Facilities, transportation, finances, or scheduling;
- Health, safety, weather, air-quality, or emergency conditions; or
- Other educational or operational considerations.

Publication of a sport or team does not guarantee that it will be offered or continued in a particular year.

Athletic Clearance

A student must be cleared by the Athletic Department before participating in a tryout, practice, scrimmage, competition, or other required team activity.

Clearance ordinarily requires completion of the School's online athletic-clearance process, submission of a current pre-participation physical examination, and completion of all required permissions, acknowledgments, waivers, emergency information, and health-and-safety forms.

A returning student-athlete must complete the clearance process each School year. Previous participation does not carry clearance forward automatically.

Tryouts and Team Selection

When a sport requires tryouts, coaches will evaluate students using criteria appropriate to the sport and level of competition. Criteria may include:

- Skill and sport-specific ability;
- Physical readiness and conditioning;
- Effort, preparation, and improvement;
- Coachability and response to instruction;
- Teamwork, communication, and attitude;
- Reliability and attendance;
- Conduct and sportsmanship;
- Positional or event needs;
- Roster limitations; and
- Health and safety considerations.

Team selection involves the professional judgment of the coaching staff and is subject to review by the Athletic Director. A student's participation on a team in a previous season, participation in summer activities, club experience, family relationship, grade level, or outside coaching relationship does not guarantee selection.

A student who is not selected may respectfully request an explanation from the head coach. The coach may explain the criteria and areas for growth but will not discuss another student's evaluation, health information, conduct, or placement.

Team Levels and Playing Time

The coaching staff determines team level, position, event assignment, starting status, playing time, and competitive role based upon the needs of the program and the student-athlete's readiness, performance, conduct, effort, and development.

A student-athlete may be reassigned between levels when permitted by applicable rules. Such decisions do not guarantee equal playing time or a permanent position at a particular level.

Team Rules

A head coach may establish written rules and expectations addressing attendance, punctuality, communication, attire, equipment, travel, conduct, leadership, and other legitimate team matters.

Team rules must be approved by the Athletic Director and may not conflict with this Handbook or an applicable School, TCAL, NCS, or CIF rule.

15.2 Student-Athletes and Sportsmanship

Saint Mary's Athletics promotes trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Administrators, coaches, student-athletes, parents/guardians, and spectators share responsibility for creating an environment that reflects these values.

Student-Athlete Expectations

A student-athlete must:

- Follow all School, team, facility, league, NCS, CIF, and sport-specific rules;
- Conduct themselves as a positive representative of Saint Mary's;
- Attend practices, competitions, meetings, and team activities reliably and punctually;
- Communicate promptly and appropriately when unable to participate;
- Complete academic responsibilities and remain eligible under Chapter 5;
- Treat coaches, teammates, opponents, officials, spectators, employees, and hosts with dignity and respect;
- Protect the health, safety, privacy, and property of others;
- Follow the directions of coaches, athletic personnel, officials, and administrators;
- Report injuries, unsafe conditions, hazing, harassment, or other significant concerns promptly;
- Use School facilities, uniforms, equipment, transportation, and technology responsibly; and
- Demonstrate integrity in academic, athletic, digital, and community life.

Educational values and character development will not be compromised in pursuit of athletic success. The well-being of student-athletes takes priority over pressure to win.

Hazing, Bullying, and Harassment

Hazing, initiation practices, bullying, harassment, retaliation, humiliation, coercion, abusive conduct, and dangerous or degrading activities are prohibited, whether they occur in person, digitally, on or off campus, during or outside the season.

A student may not organize, direct, participate in, encourage, record, post, conceal, or fail to report conduct that places another person at risk or subjects another person to humiliation, intimidation, or abuse.

Alleged violations will be addressed under Chapter 10 and may also result in suspension or removal from athletic participation.

Sportsmanship

Verbal abuse, profanity directed at another person, taunting, baiting, threatening conduct, inappropriate celebrations, fighting, retaliation, and disrespect toward opponents or officials are prohibited.

Coaches have a special responsibility to model appropriate conduct, teach sportsmanship, and respond to misconduct by members of their teams.

A student-athlete who is ejected, disqualified, or otherwise penalized for misconduct is subject to all applicable automatic league, NCS, and CIF consequences. Saint Mary's may impose additional team or School consequences when appropriate.

Athletic and Disciplinary Consequences

A student-athlete may receive coaching intervention, reduced responsibilities, suspension from a practice or competition, loss of leadership responsibilities, probation, or removal from a team because of:

- Violation of a team or athletic rule;
- Failure to fulfill team responsibilities;
- Unexcused absence or repeated tardiness;
- Unsafe or unsportsmanlike conduct;
- Academic or attendance ineligibility;
- Violation of the Honor Code or Academic Integrity Policy;
- Misuse of School property or athletic resources;
- Hazing, harassment, bullying, retaliation, or discrimination;
- Substance-related or performance-enhancing-drug violations; or
- Other conduct inconsistent with participation in Saint Mary's Athletics.

Athletic consequences are separate from disciplinary action under Chapter 10, although the same conduct may result in both.

15.3 Eligibility

A student-athlete must satisfy all applicable Saint Mary's, TCAL, NCS, and CIF eligibility requirements. These requirements may address enrollment, age, semesters of attendance, academics, residence, transfers, amateur status, outside competition, participation history, and other circumstances.

General Requirements

A student-athlete must ordinarily:

- Be regularly enrolled at Saint Mary's;
- Be eligible under the academic requirements of Chapter 5;
- Satisfy applicable age and semester-of-attendance requirements;
- Maintain satisfactory progress toward graduation;
- Complete all required athletic-clearance and eligibility forms;
- Provide accurate and complete eligibility information; and
- Receive all required School, NCS, or CIF eligibility determinations before competing.

CIF rules generally limit eligibility to a student's first eight consecutive semesters of high school enrollment following initial entrance into the ninth grade. CIF also establishes an age requirement connected to whether a student reaches age nineteen before June 15 preceding the School year. The current CIF and NCS rules, including any applicable exceptions or waiver procedures, control.

Transfers and Special Eligibility Circumstances

A student who transfers to Saint Mary's after beginning high school must provide all information and documentation requested for an eligibility determination.

Transfer students may be required to complete NCS transfer applications, residential-eligibility forms, pre-enrollment contact disclosures, former-school certifications, or other documentation. This requirement may apply even when the student is eighteen years of age or older.

A change of residence does not automatically establish eligibility. The NCS determines whether a change of residence or another circumstance satisfies applicable requirements.

International students, foreign-exchange students, students returning from study abroad, students who have attended multiple high schools, and students with another circumstance requiring individual review must consult the Athletic Director before practicing or competing.

Accurate Information

Students and parents/guardians must provide truthful, complete, and timely information concerning:

- Prior schools and enrollment;
- Residence and guardianship;
- Previous athletic participation;
- Transfers and reasons for transferring;
- Pre-enrollment contact with Saint Mary's employees or coaches;
- Club, camp, clinic, or outside-team participation;
- International or exchange-student status;
- Prior eligibility determinations; and
- Any other information reasonably requested by the School, NCS, or CIF.

Withholding information or providing false, incomplete, or misleading information may result in ineligibility, forfeiture of contests, removal from a team, and disciplinary action.

Pending Determinations and Appeals

A student whose eligibility requires approval may not compete until the required written determination has been issued. Submission of an application, appeal, or request for a waiver does not create temporary eligibility.

Saint Mary's may assist a student or family with an eligibility application but cannot guarantee approval, a particular decision, or completion by a particular date.

The Athletic Director is the primary School contact for eligibility questions. Final decisions concerning NCS or CIF eligibility are made under the applicable NCS and CIF procedures.

Amateur Status and Commercial Activity

A student-athlete must comply with applicable amateur-status, award, endorsement, and commercial-activity rules.

Before accepting compensation, an athletic award, an endorsement, or another commercial opportunity connected to athletic participation, a student and parent/guardian should consult the Athletic Director.

A student may not use Saint Mary's name, team affiliation, marks, uniforms, facilities, photographs, footage, or other School property in an advertisement, endorsement, promotion, or commercial activity without prior written authorization.

15.4 School Attendance Requirements for Interscholastic Participation

Daily participation is governed by Section 11.6.

A student who is absent for more than half of the scheduled class periods on a School day is not eligible to practice, compete, travel, or participate in another athletic activity that day or evening unless an exception is approved under Section 11.6.

A School-authorized early dismissal for an athletic contest does not make the student ineligible when the student:

- Attends all classes required before departure;
- Follows the authorized early-release procedure;
- Reports to the designated departure location on time; and
- Travels as directed by the Athletic Department.

A student may not skip a class, arrive late without authorization, or leave campus without permission in order to prepare for or travel to an athletic activity.

Friday Absences and Weekend Participation

When an absence occurs on a Friday, the parent/guardian must report the absence in accordance with Chapter 11.

If the Friday absence is unreported, unexcused, or not based upon illness or another legitimate personal reason, the student may be prohibited from participating in a weekend practice, competition, or other co-curricular activity.

The appropriate administrator, in consultation with the Athletic Director, determines whether an exception is warranted.

Team Attendance

Coaches may establish reasonable practice and team-attendance expectations. A student-athlete must notify the coach as soon as reasonably possible when illness, injury, an academic obligation, a religious observance, a family emergency, or another significant circumstance affects attendance.

Repeated absences, tardiness, or failure to communicate may affect playing time, team responsibilities, or continued participation.

15.5 Uniform and Equipment Requirements

A student-athlete who is issued a uniform, protective item, locker, key, technology device, or other School-owned equipment is responsible for its proper use, care, security, and timely return.

Issued items may be used only for authorized School athletic purposes. A student may not alter, exchange, lend, sell, personalize, or dispose of School property without permission.

Return of Property

All issued uniforms and equipment must be returned clean and in good condition, except for ordinary wear and tear, within one week after the student-athlete's final game or by an earlier deadline communicated by the Athletic Department.

A student who leaves a team before the season ends must return all issued items promptly.

Students and parents/guardians may be financially responsible for items that are lost, stolen, damaged beyond ordinary wear, altered, or not returned.

The following charges ordinarily apply:

- A \$25 late fee when a School-issued team uniform is not returned by the deadline; and
- A \$50 cleaning fee when a uniform requires professional or specialized cleaning beyond ordinary laundering.

Replacement or repair charges may also be assessed based upon the actual cost to the School.

Failure to return School property or resolve applicable charges may result in the withholding of additional athletic equipment or restrictions on future athletic participation until the obligation is resolved.

A student should report theft, accidental damage, or an equipment defect immediately. The Athletic Department will consider the circumstances when determining responsibility.

15.6 Medical Requirements

The health and safety of student-athletes are primary responsibilities of the athletic program.

Athletic Clearance and Physical Examination

Before participating in any tryout, practice, scrimmage, or competition, a student-athlete must submit documentation of a current pre-participation physical examination completed and signed by an appropriately licensed medical practitioner.

An athletic physical examination is ordinarily valid for 365 days from the date of the practitioner's signature. The student-athlete must maintain a current physical examination throughout participation.

Each School year, the student and parent/guardian must complete the required athletic-clearance process, even when the physical examination remains current.

The clearance process may include:

- Health-history and emergency-information forms;
- Assumption-of-risk and liability forms;
- Concussion and head-injury information;
- Sudden-cardiac-arrest information;
- Opioid and pain-management information;
- Insurance information;
- Medication and allergy information;
- Sportsmanship agreements; and

- Other forms required by Saint Mary's, TCAL, NCS, CIF, or law.

Reporting Injuries and Health Concerns

A student-athlete must report an injury, illness, worsening symptom, loss of consciousness, breathing difficulty, chest pain, suspected concussion, or other health concern immediately to a coach, athletic trainer, or supervising adult.

A student-athlete may not conceal an injury or pressure another student to conceal one.

Parents/guardians must provide accurate health information and notify the School of a material change in the student's medical condition, medication, restrictions, or emergency needs.

The School may complete an injury or accident report and may contact the parent/guardian, emergency services, or an appropriate healthcare provider when necessary.

Concussions and Head Injuries

A student-athlete who is suspected of sustaining a concussion or head injury will be removed from participation for the remainder of the day.

The student may not return to participation until evaluated and provided written clearance by a healthcare provider authorized under applicable law and CIF requirements.

When a concussion or head injury is diagnosed, the student must complete the applicable graduated return-to-play process. Academic return-to-learn needs will be coordinated with appropriate School personnel.

A student-athlete, parent/guardian, coach, or other person may not override a required concussion protocol or medical restriction.

Sudden Cardiac Arrest

A student-athlete who faints, passes out, or displays signs or symptoms associated with sudden cardiac arrest during or immediately following an athletic activity will be removed from participation.

The student may not return until evaluated and provided written clearance by an appropriately qualified healthcare provider in accordance with applicable requirements.

Return Following Injury or Illness

Following an injury, illness, surgery, medical emergency, or other condition affecting safe participation, the School may require written clearance before the student returns.

Clearance must come from a healthcare provider whose professional scope permits evaluation of the condition. The School may require clarification or additional information when a clearance is incomplete, unclear, inconsistent with observed symptoms, or insufficient to determine safe participation.

Medical clearance authorizes consideration of a return; it does not guarantee immediate full participation, playing time, or competition. A gradual return, modified participation, rehabilitation, conditioning, or additional evaluation may be required.

Environmental and Emergency Safety

Practices and contests may be modified, delayed, relocated, suspended, or canceled because of:

- Extreme heat or cold;
- Air quality or wildfire smoke;
- Lightning or severe weather;
- Unsafe playing conditions;
- Facility or equipment concerns;
- Insufficient medical or supervisory coverage; or
- Another health or safety concern.

Students must follow all hydration, acclimatization, protective-equipment, emergency-action, and environmental-safety directions.

Accommodations

A student or parent/guardian should notify the Athletic Director when a documented disability or medical condition may require an accommodation.

Saint Mary's will review requests for reasonable accommodations in consultation with the family and appropriate School personnel. When necessary, the School may seek an NCS or CIF waiver or sport-rule accommodation.

An accommodation does not require the School to eliminate an essential safety requirement, fundamentally alter the nature of the sport, disregard an applicable eligibility rule, or approve participation when a significant health or safety concern cannot be reasonably addressed.

Athletic Risk and Insurance

Participation in athletics involves inherent risks, including the possibility of serious injury. Compliance with safety rules reduces but cannot eliminate all risk.

Parents/guardians are responsible for maintaining applicable health-insurance coverage and for expenses not covered by School-provided insurance.

Students participating in interscholastic football must have insurance applicable to football participation. Saint Mary's purchases additional insurance for each football student-athlete, with the family's insurance serving as the primary coverage.

15.7 Transportation and Overnight Team Trips

Transportation to and from athletic activities is governed by Chapter 7 and all Athletic Department transportation procedures.

School-Provided Transportation

When Saint Mary's provides transportation, student-athletes must:

- Report to the designated departure location on time;
- Travel in the assigned vehicle; Follow the directions of the authorized driver and supervising adults;
- Remain seated and use required safety restraints;

- Conduct themselves appropriately; and
- Return using the authorized transportation unless an alternative has been approved.

School transportation may include a School bus or van, charter bus, rented vehicle, or another mode authorized by the School.

Alternative Transportation

When School-provided transportation is unavailable, parents/guardians may be responsible for transporting their student to or from the activity.

A student-athlete may travel with a parent/guardian or another authorized adult only when the required written permission has been submitted and the arrangement has been approved.

Parent/guardian authorization does not by itself require the School to approve a driver or transportation arrangement.

A student may not transport another student-athlete unless the arrangement has been expressly authorized under the School's transportation procedures.

When a team is expected to travel together, a parent/guardian who wishes to take the student home from the contest must complete the required release process with the coach or supervising employee. A student may not leave merely by sending a text message or verbal message through another student.

Overnight Trips

During an overnight athletic trip, students must:

- Follow all School and team rules;
- Remain with the assigned group;
- Follow curfew, room-assignment, supervision, and check-in procedures;
- Obtain permission before leaving an assigned location;
- Respect hotel, host, transportation, and community property;
- Refrain from unauthorized visitors or room changes; and
- Follow all health, medication, conduct, and technology requirements.

The provisions of this Handbook remain in effect during transportation, meals, lodging, competition, recreation, free time, and all other trip-related activities.

Misconduct may result in removal from the trip, suspension or removal from the team, disciplinary action under Chapter 10, or another appropriate response. The family may be required to arrange and pay for the student's return transportation when removal is necessary.

15.8 Outside Competition

CIF rules regulate competition on outside teams during a student's high school season of sport.

A student-athlete may become ineligible by competing for an outside team in the same sport during the Saint Mary's season. CIF rules contain sport-specific definitions and exceptions, including provisions concerning certain unattached competition and individual sports.

Because these rules are detailed and subject to change, a student must consult the Athletic Director before

participating in an outside contest, club team, tournament, showcase, league, camp competition, or similar activity during the School season.

A student may not rely solely upon the advice of an outside coach, club, event organizer, teammate, or recruiting service concerning CIF eligibility.

Out-of-Season Activities

A student-athlete is not required to miss the responsibilities of a current Saint Mary's team to attend a meeting, conditioning session, or organizational activity for a sport that is not in season.

If an organizational meeting for another Saint Mary's sport conflicts with a current team obligation, the student must communicate with both coaches. The current season ordinarily receives priority.

Participation in a particular commercial camp, club, academy, private-training program, or outside team may not be required as a condition of consideration for a Saint Mary's team.

Independent Programs

An outside team, club, camp, clinic, showcase, or training program is not School-sponsored merely because:

- Saint Mary's students participate;
- A Saint Mary's employee serves as a coach;
- The program uses a nearby facility;
- School families organize or promote it; or
- The activity is related to a sport offered by Saint Mary's.

An independent program may not use Saint Mary's name, marks, uniforms, mailing lists, accounts, or facilities in a manner suggesting School sponsorship without prior written authorization.

15.9 Multi-Sport Athletes

Saint Mary's supports students who wish to participate in multiple sports and recognizes the educational value of varied athletic experiences.

Overlapping Seasons

A student-athlete whose current season overlaps with tryouts for a subsequent sport will be provided an equitable opportunity to try out and be considered for the next team.

The student must communicate with both head coaches as early as possible. The Athletic Director will assist in coordinating an appropriate tryout when necessary.

An equitable opportunity does not guarantee team selection, a particular team level, or an identical tryout format.

Current-Season Commitment

After joining a team, a student-athlete is expected to complete that team's season before beginning participation in another sport.

A student may not miss a current team practice, competition, or required activity to participate in an

out-of-season activity without permission from the current head coach and, when necessary, the Athletic Director.

Participation in two Saint Mary's sports during the same season is not ordinarily permitted. An exception requires advance written approval from the Athletic Director and the affected head coaches and may be denied because of scheduling, safety, workload, team responsibilities, or other program considerations.

Leaving a Team

A student considering leaving a team should speak with the head coach before making a final decision.

A student who leaves a team after being selected may not participate in another Saint Mary's team's practices or competitions until the season of the team the student left has concluded, unless the Athletic Director approves an exception.

In reviewing an exception, the Athletic Director may consider injury, health and safety, family circumstances, the timing and reasons for the student's departure, the effect on each team, and other relevant information.

A student who is removed from a team for misconduct or ineligibility does not automatically become eligible to join another team.

Questions and Concerns

Questions concerning a team should ordinarily be addressed in the following order:

1. The student-athlete speaks directly with the coach;
2. The student-athlete and parent/guardian meet with the coach when additional discussion is needed; and
3. The student-athlete or parent/guardian contacts the Athletic Director if the matter remains unresolved.

Communications must be respectful, timely, and focused upon the student's own experience.

A coach or administrator will not discuss another student's playing time, evaluation, health, conduct, discipline, or confidential information.

Disagreement with coaching strategy, team selection, position assignment, or playing time does not by itself establish a violation of School policy. Concerns involving safety, harassment, discrimination, retaliation, boundary violations, or other serious misconduct should be reported promptly without waiting for the ordinary communication sequence.

15.10 Summer Athletics

Participation in Saint Mary's summer athletic activities is voluntary and is not required for participation on a School athletic team during the regular School year.

Participation in a summer activity does not guarantee selection, placement, playing time, or another advantage during the regular season.

School-Sponsored Summer Activities

A summer activity expressly authorized and operated by Saint Mary's is a School-sponsored activity. Students must comply with all applicable:

- Registration and payment requirements;

- Athletic-clearance and health requirements;
- Transportation and supervision procedures;
- Coach and facility directions;
- Conduct and sportsmanship expectations; and
- CIF and NCS summer-period rules.

The School may modify or cancel a summer activity because of enrollment, staffing, facilities, finances, safety, weather, air quality, or another operational consideration.

Independent Summer Activities

AAU, club, select, travel, academy, camp, clinic, and other independently operated summer programs are conducted under the authority and responsibility of the outside organization.

Unless Saint Mary's expressly authorizes the activity in writing, the School does not supervise or control its registration, staffing, transportation, finances, conduct, medical care, safety procedures, or communications.

A Saint Mary's employee who coaches or works for an independent summer program does not, solely because of School employment, make the program a Saint Mary's activity.

Families are responsible for evaluating an independent program and its supervision, transportation, insurance, medical, financial, and safety arrangements.

15.11 Spectator Conduct

Saint Mary's students, parents/guardians, family members, alumni, guests, and other spectators are expected to demonstrate good sportsmanship and conduct themselves in a manner consistent with the School's Lasallian Catholic Mission.

Spectators must:

- Remain in designated seating or spectator areas;
- Follow admission, ticketing, parking, capacity, and security procedures;
- Comply with the directions of School employees, event personnel, officials, and law enforcement;
- Support student-athletes positively;
- Respect opponents, coaches, officials, and other spectators;
- Keep entrances, exits, emergency lanes, team areas, and competition spaces clear; and
- Follow all rules of the host school or venue.

Prohibited Conduct

Spectators may not:

- Heckle, ridicule, threaten, harass, or verbally abuse a student-athlete, coach, official, employee, or spectator;
- Use profane, discriminatory, demeaning, or obscene language or gestures;
- Confront or follow an official, coach, or student-athlete before, during, or after a contest;
- Enter a field, court, locker room, bench, team area, or other restricted space without authorization;
- Disrupt or interfere with a contest;
- Fight, threaten violence, or encourage retaliation;
- Possess or use alcohol, cannabis, illegal drugs, weapons, or another prohibited item;

- Use an artificial noisemaker when prohibited by the sport, venue, league, NCS, or CIF; or
- Refuse a reasonable direction from event personnel.

Only cheerleaders, student leaders, or other persons authorized by the Athletic Department may lead organized cheers in the Saint Mary's student section. Cheers must be positive and may not target, ridicule, or demean an opponent, official, coach, school, or individual.

Consequences

A spectator who violates these expectations may receive a warning or be denied admission, relocated, removed from the event, or prohibited from attending future Saint Mary's athletic activities.

Serious or repeated misconduct, confrontation of an official or participant, entry into a competition area, threatening conduct, or refusal to leave may result in exclusion for multiple contests, the remainder of a season, the remainder of the School year, or a longer period determined by the School.

When necessary, the School may contact the host administration, league, NCS, law enforcement, emergency services, or another appropriate authority.

A Saint Mary's student who engages in spectator misconduct may also be subject to discipline under Chapter 10. Removal or exclusion from an event does not create a right to a ticket refund.

Questions concerning a contest, coach, or student-athlete should be raised through the communication process contained in the Student-Athlete and Parent/Guardian Guidelines described in Section 15.12, rather than during or immediately following a contest.

15.12 Student-Athlete and Parent/Guardian Guidelines

Before the beginning of each season, every student-athlete and parent/guardian will receive or be provided access to the Student-Athlete and Parent/Guardian Guidelines and other required athletic information.

The guidelines may address:

- Athletic clearance and medical requirements;
- Academic and attendance eligibility;
- Team expectations;
- Sportsmanship;
- Transportation and travel;
- Communication with coaches;
- Uniforms and equipment;
- Injuries and return-to-play procedures;
- Outside competition;
- Ejection and disciplinary rules;
- Spectator conduct; and
- Other applicable School, TCAL, NCS, or CIF requirements.

The student-athlete and parent/guardian must complete the required electronic or written acknowledgment before the student may participate.

A team may issue additional written expectations approved by the Athletic Director. Team expectations supplement this Handbook but may not contradict it.

Failure to sign or return a required form does not exempt the student or parent/guardian from an otherwise applicable policy. It may, however, prevent the student from being cleared to participate.

The School may revise athletic procedures during the year when required by law, safety considerations, program needs, or changes in TCAL, NCS, or CIF rules. Material changes will be communicated to affected students and families.

CHAPTER 16: HEALTH AND SAFETY

Saint Mary's College High School is committed to maintaining a safe, healthy, and supportive environment for students, employees, families, and visitors. Students and parents/guardians must cooperate with the School's health requirements, emergency procedures, safety directions, and reasonable requests for information or documentation.

16.1 Contagious Diseases

Parents/guardians must promptly notify the School when a student:

- Has been diagnosed with a contagious or communicable disease;
- Has been directed by a health care provider or public-health authority to remain away from School; or
- Has been exposed to a communicable disease under circumstances requiring notification, evaluation, testing, exclusion, or other precautions.

Saint Mary's may require written clearance from a licensed health care provider before the student returns to campus or resumes participation in School activities.

The School may implement reasonable health and safety measures based on the circumstances, applicable legal requirements, and current guidance from medical or public-health authorities. These measures may include exclusion from campus, isolation, testing, masking, modified activities, enhanced cleaning, or other appropriate precautions.

Although Saint Mary's will take reasonable precautions to reduce the risk of transmission, the School cannot guarantee that exposure to or transmission of an infectious disease will not occur, including transmission by individuals who do not exhibit symptoms.

16.2 Immunizations, Physical Examinations, and Health/Emergency Forms

Required Immunization Documentation

California's school-immunization requirements apply to students attending private secondary schools, including Saint Mary's. As a condition of admission, enrollment, and continued attendance, each student must provide documentary proof that the student has received all immunizations required for the student's age and grade under applicable California law and regulations.

Immunization documentation must be provided in a form accepted by the School and sufficient to establish compliance with applicable requirements. The School will review, record, maintain, and report student immunization information as required by law. Parents/guardians remain responsible for providing complete and timely documentation, including records of immunizations received after the student enrolls.

A student who does not provide the required documentation may not be admitted or permitted to attend School unless the student qualifies for conditional admission, a valid exemption, or another exception expressly

recognized by applicable law.

Conditional Admission

A student who has received some, but not all, required immunizations may be admitted conditionally only when permitted by California law. Conditional admission may be available when the student:

- Has begun receiving all required vaccine series;
- Has received every dose currently due and is not yet due for an additional dose;
- Has a valid temporary medical exemption; or
- Qualifies for another form of conditional admission or temporary records period recognized by applicable law.

When permitted by law, a transfer student whose immunization record has not yet been received from a prior school in the United States may be allowed to attend for up to 30 School days while the record is obtained. This period does not apply when California law requires particular documentation before the student's first day of attendance.

Conditional admission is not an exemption from the immunization requirements. The School will notify the parent/guardian of any additional immunizations or documentation required and the deadlines for providing them. The School will review the student's record at least every 30 days until the student satisfies all applicable requirements or provides documentation of a valid exemption.

Continued attendance is conditioned upon receiving each remaining dose within the period established by California law and providing timely documentation to the School. A conditionally admitted student who fails to satisfy an applicable deadline will be excluded from attendance until the requirements for return have been met.

Medical and Other Statutory Exemptions

Saint Mary's will recognize a medical exemption or another exemption or exception only when it satisfies applicable California law.

A medical exemption must comply with the requirements of California Health and Safety Code sections 120370 and 120372 and applicable California Department of Public Health procedures. When required, the exemption must be issued by a California-licensed physician and surgeon through the California Immunization Registry—Medical Exemption system. A temporary medical exemption is effective only for the period authorized by law and identified in the exemption.

The School may request documentation reasonably necessary to verify the validity, scope, and duration of an exemption. An exemption that has expired, been revoked, does not apply to the immunization at issue, or otherwise fails to satisfy legal requirements will not authorize continued attendance.

As a private Catholic school, Saint Mary's will treat families with dignity and respect and may provide pastoral support when concerns arise. The School must nevertheless comply with California's immunization laws and cannot create an exemption that state law does not authorize. A religious, personal-belief, conscience-based, or philosophical objection does not, by itself, satisfy California's current exemption requirements.

Exclusion from School

A student will be excluded from attendance when exclusion is required by applicable law, regulation, or public-health direction. Exclusion may occur when:

- The student does not satisfy the requirements for admission or continued attendance;
- Required immunization documentation has not been provided;
- A conditionally admitted student fails to receive or document a required dose by the applicable deadline;
- A temporary medical exemption expires and the student does not satisfy the requirements for continued attendance;
- A medical exemption is denied, revoked, or otherwise becomes invalid, subject to any continued-attendance or appeal rights provided by law;
- The student's immunization status is found not to comply with applicable requirements; or
- The student lacks documented immunity to a disease to which the student may have been exposed and exclusion is directed or authorized by the local health officer or another governmental authority.

When a student previously believed to be in compliance is later found not to satisfy the requirements for unconditional or conditional attendance, the School will notify the parent/guardian of the documentation or immunization required and establish a compliance period that will not exceed the period permitted by law.

If the School has good cause to believe that a student who is not fully immunized against a particular communicable disease may have been exposed to that disease, the School will notify the appropriate local health authority. The student may be excluded for the period determined by the local health officer, including an applicable incubation or communicable period.

During an exclusion, the student may not attend classes, participate in athletics or other School activities, or remain on campus except as expressly authorized by the School. A health-related exclusion is not student discipline. Attendance and academic consequences will be addressed under the applicable provisions of this Handbook, taking into consideration the reason for and duration of the exclusion and any requirements imposed by law or public-health authorities.

Return to School

A student excluded because of incomplete immunization documentation or noncompliance may return when the School receives and accepts documentation establishing that the student:

- Has received all immunizations currently required;
- Has received each dose currently due and again qualifies for conditional attendance;
- Has a valid exemption that applies to the outstanding requirement; or
- Otherwise satisfies the requirements for admission or continued attendance under applicable law.

A student excluded because of actual or suspected exposure to a communicable disease may return when the local health officer or other authorized public-health authority determines that the student is no longer at risk of developing or transmitting the disease or otherwise authorizes the student's return.

The School may require appropriate written medical or public-health clearance before a student returns when reasonably necessary to confirm that the student may safely resume attendance or participation. Any continuing restrictions, medications, emergency procedures, or activity limitations must be communicated to the School before the student returns.

Annual Physical Examination and Health/Emergency Form

Each School year, every student must have a current and complete Health/Emergency Form on file with the Office of the Registrar.

The parent/guardian must complete and sign the family information, emergency-contact, consent, and

authorization portions of the form. A physician or another licensed healthcare provider accepted by the School must complete, sign, and date the physical-examination, health-clearance, or other clinical portions required by the School.

The official Saint Mary's Health/Emergency Form must be used unless the School expressly authorizes an alternative. Substitute forms, summaries, and copies of physical examinations will not be accepted unless they provide all required information and have been approved by the School.

A completed Health/Emergency Form is valid for one year unless the School specifies an earlier expiration date based on the information provided, a change in the student's condition, or the requirements of a particular activity or program.

A student whose current and complete form is not on file by the first day of School may not attend classes, participate in athletics or other School activities, or remain on campus until the form has been received and accepted.

Changes in Health or Emergency Information

Parents/guardians must promptly inform the School of any material change in the student's:

- Physical or mental health;
- Medication;
- Allergies or medical condition;
- Medical restrictions or activity limitations;
- Emergency contacts;
- Healthcare provider information; or
- Other information reasonably necessary to protect the student's health and safety.

The School may require updated documentation, medical clearance, an emergency action plan, or a conference before permitting the student to return to School or resume a particular activity.

Additional Program Requirements

Additional health documentation, examinations, clearances, medication authorizations, emergency action plans, consent forms, or immunizations may be required for athletics, physical education, field trips, retreats, travel, overnight programs, or other School-sponsored activities.

Compliance with the general requirements of this section does not excuse a student from satisfying additional health and safety requirements applicable to a particular program or activity.

16.3 Medication Administration and Self-Administration

General Requirements

For purposes of this policy, medication includes prescription medication, over-the-counter medication, vitamins, dietary supplements, herbal or homeopathic products, and any other substance intended to diagnose, prevent, treat, or manage a physical or mental health condition.

Whenever reasonably possible, medication should be administered at home. When a student must receive or take medication during the School day or a School-sponsored activity, the requirements of this section apply.

The School will not administer medication or permit a student to possess or self-administer medication unless the required documentation has been received, reviewed, and approved. Authorization for one School year, medication, dosage, or circumstance does not constitute authorization for another.

Required Written Authorization

Before medication may be administered by School personnel, the parent/guardian must provide:

- A completed and signed Saint Mary's Student Medication Authorization Form;
- A written order from a physician or other licensed health care provider authorized to prescribe the medication; and
- Any additional information or emergency plan reasonably requested by the School.

The health care provider's written order must identify:

- The student;
- The medication;
- The dosage;
- The method of administration;
- The time or circumstances under which the medication is to be administered;
- The anticipated duration of administration;
- Any relevant precautions, side effects, or emergency instructions; and
- Whether the student may carry or self-administer the medication, when applicable.

The parent/guardian's authorization must request that the School administer or supervise the medication and permit the School to communicate with the prescribing provider when reasonably necessary to clarify the order, respond to a medical concern, or plan for the student's care.

Authorization must be renewed at the beginning of each School year and whenever the medication, dosage, method, frequency, schedule, reason for administration, or prescribing provider changes.

Medication Delivery and Packaging

Except for medication approved for self-carry, medication must be delivered to the School by a parent/guardian or another responsible adult. Students may not transport medication to or from School without prior written authorization.

Prescription medication must be provided in its original pharmacy-labeled container. The label must include the student's name, medication, dosage, instructions, prescribing provider, and current expiration or dispensing information.

Nonprescription medication must be provided in its original, unopened or properly labeled manufacturer's container with the medication name, dosage information, directions, and expiration date visible.

The School will not accept:

- Loose pills or medication transferred to an unapproved container;
- Medication prescribed for another person;
- Expired, damaged, contaminated, improperly labeled, or altered medication;
- A supply exceeding the quantity reasonably needed for School administration; or
- Medication that cannot be lawfully or safely possessed, stored, or administered at School.

Cannabis, cannabis-containing products, and similar substances are not governed by this general medication policy and may not be brought to, possessed, or used at School unless the School has approved a separate written plan authorized or required by applicable law.

Storage and Access

Medication maintained by the School will be stored in a secure location designated by the School. Medication requiring refrigeration will be stored as directed when appropriate refrigeration is reasonably available.

Medication will be accessible only to authorized personnel, except when immediate access is required under an approved emergency action plan or self-carry authorization.

Parents/guardians are responsible for supplying medication in a timely manner and ensuring that the School has a sufficient, current, and unexpired supply. The School is not responsible for replacing medication that has expired, been depleted, or was not provided by the family.

Administration by School Personnel

Medication may be administered only by personnel authorized by the School and only in accordance with the approved written order.

School personnel may not independently change a medication, dosage, schedule, route, or method of administration. A telephone call, parent note, student request, or change shown only on a pharmacy label does not replace an updated written order when one is required.

The School may require that the first dose of a new medication be administered outside School under the supervision of the parent/guardian or a health care provider.

The School will maintain a record of medication administered by School personnel. If a student refuses medication, misses a scheduled dose, experiences an apparent adverse reaction, or receives medication in a manner inconsistent with the written order, the School will take reasonable responsive action and notify the parent/guardian or emergency services as appropriate.

Authorization for the School to administer medication does not guarantee that a nurse or other health professional will be present. Medication may be administered or supervised by another appropriately authorized employee.

If the School determines that a medication cannot be safely or reasonably administered in the School setting, Saint Mary's will consult with the family and consider appropriate alternatives, reasonable adjustments, or accommodations.

Self-Carry and Self-Administration

A student may carry and self-administer a prescription inhaler, epinephrine delivery system, diabetes medication or supplies, or another medication only when expressly authorized in writing by the School.

Approval ordinarily requires:

- A written order from the student's licensed health care provider identifying the medication and confirming that the student is able to carry and self-administer it safely;
- Written parent/guardian consent;
- Authorization for the School to communicate with the health care provider about the medication;

- Any acknowledgments or releases required by the School; and
- The School's determination that self-carry is appropriate in the educational setting.

A student approved to carry medication must:

- Carry only the approved medication in its properly labeled container;
- Use the medication only as prescribed;
- Maintain possession and control of the medication;
- Never share, transfer, display, or provide the medication to another person;
- Immediately report loss, theft, misuse, or an adverse reaction;
- Notify an employee after using emergency medication when the student is reasonably able to do so; and
- Cooperate with any emergency follow-up directed by the School.

Unless the School expressly approves otherwise, controlled substances and medications presenting a substantial risk of misuse must be stored and administered through the School's designated medication procedures.

Self-carry authorization may be limited, modified, or withdrawn if the student misuses the medication, shares it with another person, fails to maintain control of it, or demonstrates that continued self-administration presents a safety concern. The School will consider the student's individual circumstances and any applicable accommodation requirements before modifying or withdrawing an authorization.

Emergency Medications and Medical Action Plans

A student with asthma, a severe allergy, diabetes, a seizure disorder, or another condition that may require immediate intervention must have a current emergency action plan and prescribed emergency medication on file when requested by the School.

Parents/guardians are responsible for:

- Informing the School of the condition;
- Providing the required health care provider orders and emergency plan;
- Supplying the prescribed medication and equipment;
- Monitoring expiration dates and replacing used, expired, or damaged items; and
- Updating the School whenever the student's condition or treatment changes.

The School may maintain stock emergency medication and may authorize trained personnel to administer emergency medication when permitted by law and School procedure. The possible availability of stock medication does not relieve a family of its responsibility to provide student-specific medication and documentation.

Nothing in this policy limits the authority of the School or emergency responders to provide first aid, administer authorized emergency medication, contact emergency medical services, or take other reasonable action when a person appears to be experiencing a medical emergency.

Off-Campus and School-Sponsored Activities

A family whose student may require medication during athletics, a field trip, retreat, travel program, or another off-campus activity must contact the School sufficiently in advance to establish an appropriate plan.

The regular presence of an employee authorized to administer medication is not guaranteed at every off-campus activity. The School will review the student's needs, the nature of the activity, available personnel, and reasonable accommodations in determining the appropriate arrangement.

An arrangement may require:

- An authorized employee to carry or administer the medication;
- The student to self-carry under an approved plan;
- The parent/guardian or another authorized adult to accompany the student;
- An additional supply of medication or equipment; or
- Another reasonable plan approved by the School.

Medication Changes, Expiration, and Disposal

Parents/guardians must promptly remove discontinued, expired, or unneeded medication and provide replacement medication when necessary.

Medication remaining at the end of the School year or after an authorization ends must be retrieved by the parent/guardian by the deadline established by the School. Medication not retrieved may be disposed of in accordance with applicable requirements and School procedures.

Prohibited Conduct

Students may not possess, use, distribute, sell, exchange, or provide medication except as expressly authorized under this policy.

Sharing prescription or nonprescription medication, using medication in a manner other than prescribed or authorized, or possessing another person's medication may result in medical intervention, parent/guardian notification, disciplinary action, or referral to law enforcement when appropriate.

Confidentiality and Communication

Student health and medication information will be maintained and disclosed in accordance with applicable law and School policy. Information may be shared with employees, health care providers, emergency responders, activity leaders, or other persons who reasonably need the information to protect the student or another person.

16.4 Physical and Mental Wellness

Saint Mary's may require a student to leave campus when a physical illness, injury, emotional condition, or mental health concern:

- Prevents the student from safely or meaningfully participating in the School day;
- Requires care or supervision beyond what the School can reasonably provide;
- Presents a significant concern for the health or safety of the student or another person; or
- Otherwise interferes substantially with the School's ability to provide a safe and appropriate educational environment.

The School will notify the student's parent/guardian and may contact emergency medical services, law enforcement, a crisis-response service, or another appropriate professional when the circumstances warrant immediate assistance.

Before the student returns to campus, the School may require written clearance from a qualified health care provider or licensed mental health professional confirming that the student is able to return safely. The School may also request information concerning restrictions, recommended support, follow-up care, or conditions

reasonably necessary to plan for the student's return.

The School will consider the student's individual circumstances, reasonably available information, applicable legal requirements, and any approved accommodations or support plan when determining appropriate conditions for the student's return.

Extended absences and a student's ability to continue participating meaningfully in coursework will be addressed under Section 11.5.

16.5 Mandated Reporting and Student Safety

Saint Mary's College High School is committed to protecting the safety and well-being of every student.

School employees and other individuals designated by California law are mandated reporters and must report known or reasonably suspected child abuse or neglect to an appropriate law-enforcement or child-welfare agency.

This reporting obligation is an individual legal duty. Reporting a concern only to the School, a supervisor, or an administrator does not satisfy a mandated reporter's legal obligation.

A mandated reporter may not delay a required report to investigate the concern, determine whether an allegation is valid, seek administrative approval, or obtain permission from a parent/guardian. No supervisor or administrator may impede or inhibit a legally required report.

The School will cooperate with appropriate authorities and protect related information to the extent permitted by law. Internal notification or student-safety procedures do not replace or delay an individual's legal duty to report to the appropriate agency.

16.6 Emergency Preparedness, Drills, and Communications

Saint Mary's maintains a confidential Emergency Operations Plan addressing emergencies and other circumstances that may affect campus safety. The plan establishes employee responsibilities, protective actions, communication procedures, student accountability, reunification, and coordination with emergency responders.

Detailed security and response procedures are not published in this Handbook. Students and employees will receive training and instructions appropriate to their responsibilities. Because conditions may change rapidly, the directions provided during an actual emergency may differ from those practiced during a drill.

During an emergency or drill, students must:

- Remain calm and respond promptly;
- Follow the directions of School employees, emergency responders, and public-safety authorities;
- Remain with their assigned class, team, or group unless directed otherwise;
- Leave personal belongings behind when instructed;
- Refrain from using telephones or personal electronic devices unless authorized;
- Participate in attendance and accountability procedures;
- Refrain from leaving campus or an assigned location without authorization; and
- Refrain from entering or reentering a building or restricted area until authorized.

Students must treat every drill seriously. Interfering with a drill, refusing to follow safety directions, leaving an assigned location, or engaging in conduct that compromises emergency operations may result in disciplinary

action.

During an emergency, the School may evacuate or shelter students, secure or close campus, restrict access, relocate programs, modify transportation or student-release arrangements, cancel or alter activities, modify the academic schedule, shift temporarily to remote instruction under Chapter 21, or take other reasonable protective action.

Official Communications

Saint Mary's will communicate available information and instructions through one or more official channels, which may include telephone calls, text messages, email, the School website, School-designated applications, or other appropriate methods.

Initial information may be limited, and instructions may change as circumstances develop. Students and families must follow the most recent official instructions from the School or emergency personnel and should not rely on rumors, social-media posts, or other unofficial communications.

Parents/guardians are responsible for keeping telephone numbers, email addresses, home addresses, emergency contacts, authorized-release information, and applicable custody or protective orders current in the School's records.

During an emergency, families must:

- Monitor official School communications;
- Follow the most recent instructions provided;
- Refrain from coming to campus unless directed;
- Refrain from entering restricted areas or interfering with emergency operations; and
- Follow the School's student-release and identity-verification procedures.

Students will be released only through the procedures established by the School and to a parent/guardian or other authorized person whose identity and authority can be verified. Emergency conditions may require the use of an off-campus reunification location.

The School may limit or delay information when disclosure could compromise emergency response, interfere with an investigation, reveal sensitive security procedures, violate privacy, or otherwise create a safety concern.

16.7 Accident and Injury Reports

Every accident or injury occurring on campus or during a School-sponsored activity must be reported promptly to the supervising employee and the Main Office or another office designated by the School.

The supervising employee, coach, moderator, or responsible School representative must ensure that the appropriate report is completed promptly and accurately. Students and parents/guardians should notify the School as soon as possible if an accident or injury was not documented when it occurred.

Completion of an accident or injury report does not replace emergency assistance, medical evaluation, insurance notification, or follow-up care when such action is appropriate.

16.8 Student Insurance

The School's student insurance plan generally provides secondary coverage. Coverage is subject to the terms,

conditions, exclusions, limitations, and claims procedures of the applicable insurance policy.

Information concerning available coverage is provided to families annually. Insurance and claims information is available from the office designated by the School.

Families may purchase optional 24-hour student insurance at an additional cost when such coverage is offered.

Additional insurance coverage is required for students participating in interscholastic football, as described in Section 15.6.

Parents/guardians remain responsible for reviewing applicable policy information, submitting claims documentation, and paying medical expenses not covered by insurance.

16.9 Concussions and Head Injuries

A concussion is a brain injury caused by a bump, blow, or jolt to the head or by a blow to another part of the body that transmits force to the head.

All concussions are potentially serious. A concussion may occur without loss of consciousness, and signs or symptoms may not appear immediately.

A student who reports symptoms of a concussion or exhibits possible signs of a concussion should receive prompt medical attention. Students must immediately report a suspected concussion or head injury affecting themselves or another student to a teacher, coach, athletic trainer, administrator, or other School employee.

Athletic Participation

A student-athlete suspected of sustaining a concussion or head injury during an athletic activity will:

- Be removed immediately from the activity for the remainder of the day;
- Not return to athletic activity on the same day;
- Be evaluated by a licensed health care provider trained in concussion management and acting within the scope of the provider's practice; and
- Not return to athletic activity until written medical clearance has been received and accepted by the School.

If the health care provider determines that the student sustained a concussion or head injury, the student must complete the required graduated return-to-play protocol under the supervision of an appropriately licensed health care provider.

Return to participation is also subject to applicable CIF, North Coast Section, league, Athletic Department, and School requirements. Saint Mary's may impose additional conditions when reasonably necessary to protect the student's health and safety.

Annual Information and Acknowledgment

Each student participating on a Saint Mary's athletic team and the student's parent/guardian must sign and return the School's concussion and head-injury acknowledgment each year before the student begins practice or competition.

Return to Learning

A concussion may affect a student's ability to concentrate, read, use screens, complete assignments, take assessments, or participate fully in the School day.

The School may implement temporary academic adjustments or a graduated return-to-learning plan based on the student's symptoms, medical recommendations, and individual circumstances. Parents/guardians must provide requested medical information and keep the School informed of restrictions or changes affecting the student's participation.

16.10 Wireless Telecommunications Facility

A wireless telecommunications facility consisting of antennas and related equipment is located on the roof of the School gymnasium.

The facility was installed with the required governmental approvals and must be operated and maintained in accordance with applicable federal, state, and local requirements, including Federal Communications Commission standards governing radiofrequency exposure.

Saint Mary's relies on applicable governmental standards, approval processes, and qualified professionals in assessing the facility's operation. Current information concerning wireless facilities and radiofrequency exposure is available from the Federal Communications Commission.

CHAPTER 17: SERVICES

Saint Mary's College High School provides administrative, library, records, and other services to support students and families.

Current campus and office hours, contact information, service schedules, charges, request procedures, and other operational details are published in the Annual Family Resource Guide, on School-authorized platforms, or through current official School communications. The School may revise these details during the year as operational circumstances require.

17.1 Campus Hours and After-Hours Access

Current campus, office, and student-service hours are established by the School and published through the School calendar, Annual Family Resource Guide, or other official School communication.

A student who remains on campus outside the regular School day must be:

- Participating in an approved School activity;
- Using an authorized and supervised School service; or
- Present for another purpose approved by the School.

Students remaining on campus must report directly to the approved activity or authorized location and remain under the supervision of a School employee or another adult authorized by the School.

Students who are not participating in an approved or supervised activity must leave campus promptly at the conclusion of the School day. Students may not remain in classrooms, offices, athletic facilities, parking areas, or other campus locations without authorization.

Access to a School building, office, athletic facility, or other campus area may be restricted even when another part of the campus remains open. The School may modify campus access or operating hours because of holidays, special schedules, staffing, activities, emergencies, closures, safety concerns, or other operational needs.

17.2 Visitors to Campus

Saint Mary's College High School is committed to maintaining a safe, orderly, and welcoming campus.

Visitors include parents/guardians, family members, alumni, former students, prospective families, invited guests, vendors, contractors, and any other individuals who are not currently enrolled students or School employees.

Campus Check-In and Identification

During the School day, all visitors must report directly to the Main Office in Saint Joseph's Hall immediately upon arriving on campus unless the School has designated another check-in location or procedure for a particular event, program, or visit. Visitors may not proceed to another campus location before completing the applicable check-in procedure.

Visitors attending a public or School-sponsored event outside the regular School day must follow the access, ticketing, identification, security, parking, and check-in procedures established for that event.

Each visitor must:

- State the purpose of the visit and identify the person or office the visitor wishes to see;
- Sign in and provide identification when requested;
- Obtain and visibly wear the visitor badge or other identification issued by the School;
- Remain only in authorized areas and comply with any escort requirements or directions from School personnel; and
- Sign out and return the visitor badge before leaving campus when required by the applicable check-in procedure.

An appointment, invitation, or prior relationship with Saint Mary's does not permit a visitor to bypass the Main Office or another applicable campus-access procedure.

Access During the School Day

Visitors may not proceed directly to classrooms, offices, athletic facilities, student-activity areas, or other campus locations without authorization from the Main Office. Main Office personnel will confirm the purpose of the visit and coordinate access to the appropriate student, employee, office, or location.

Parents/guardians may not go directly to meet with a student or employee, observe a class, deliver an item directly to a student, or enter instructional or student areas during the School day without prior authorization. Items intended for students must be left at the Main Office for delivery in accordance with School procedures.

Students may not invite or bring visitors to campus without advance authorization from the Administration.

Alumni and Former Students

Saint Mary's welcomes appropriate engagement with alumni and former students. Alumni and former students must complete the applicable check-in procedure and receive permission before visiting employees, students, classrooms, practices, or other campus locations.

Prior attendance at or graduation from Saint Mary's does not provide unrestricted access to campus.

Volunteers and Other Authorized Adults

Permission to visit the campus does not authorize an individual to serve as a volunteer, supervise or transport students, or participate in School activities.

Volunteers and other adults who will work with, supervise, or transport students must satisfy all applicable screening, training, and clearance requirements before beginning service.

Unauthorized or Restricted Visitors

Saint Mary's may deny, limit, condition, or revoke an individual's access to campus when necessary to protect student safety or privacy, preserve the educational environment, or support School operations.

A person who fails to complete the applicable check-in procedure, refuses to display required identification, enters an unauthorized area, disrupts School activities, or refuses to follow the directions of School personnel may be directed to leave or removed from campus.

The School may restrict the individual's future access, issue a no-trespass directive, or contact law enforcement or another appropriate authority when warranted.

17.3 Main Office and Student Messages

Current Main Office hours and contact information are published in the Annual Family Resource Guide, on the School website, or through another official School communication.

Messages for Students

Messages for students will be accepted during the School day only when the School determines that the matter is urgent and only from:

- A parent/guardian;
- A person listed in the student's current emergency-contact information; or
- Another person whose identity and authority can be verified by the School.

The School will make reasonable efforts to deliver an urgent message promptly but cannot guarantee immediate delivery, particularly when the student is in class, participating in an off-campus activity, or otherwise unavailable.

Routine transportation arrangements, appointments, activity plans, and other nonemergency matters should be arranged before the student arrives at School. Classes ordinarily will not be interrupted for nonemergency messages.

The School may require identifying or verifying information before delivering a message, changing a student's dismissal plans, or authorizing the student's release.

Parents/guardians are responsible for ensuring that the School has current telephone numbers, email addresses, emergency contacts, and student-release information.

17.4 Library

The library supports student reading, research, study, collaboration, and other academic work. Current library hours, circulation procedures, borrowing periods, and available services are published by the School or library personnel.

Borrowing Materials

Students must follow the current borrowing and return procedures established for library materials, equipment, and other resources. Different types of materials may be subject to different borrowing periods, renewal requirements, or conditions of use.

Students are responsible for all materials checked out in their names from the time of checkout until the materials are properly returned. Students may not lend materials checked out in their names to another person.

Borrowing privileges may be limited or suspended until overdue materials are returned or other applicable obligations are resolved.

Lost or Damaged Materials

Students must return library materials in substantially the same condition in which they were issued, allowing for reasonable wear resulting from ordinary use.

A student who loses or damages an item may be charged the reasonable cost of replacing or restoring it.

A student who intentionally damages, marks, conceals, removes, misuses, or otherwise abuses library materials, furnishings, or equipment may:

- Have library privileges limited or suspended;
- Be required to pay for repair or replacement;
- Be referred to the Dean of Students; and
- Be subject to discipline under this Handbook.

Library Conduct

The library is primarily a place for reading, research, study, and other academic work.

Students must:

- Maintain an appropriate study environment;
- Follow the directions of library personnel;
- Use materials, furnishings, and equipment responsibly;
- Respect the work and personal space of others;
- Keep noise at a level appropriate for the designated area; and
- Use collaborative spaces only as permitted by library personnel.

A student who is disruptive ordinarily will receive a warning and an opportunity to correct the behavior. Continued or serious disruption may result in the student being required to leave the library and report to the Dean of Students.

Food and beverages are prohibited in the library unless expressly permitted by the School or library personnel. A

student who violates this rule may be required to remove the item or leave the library.

17.5 Office of the Registrar

The Office of the Registrar maintains official student enrollment and academic records, processes transcript requests, supports the work-permit process, and assists with updates to student and family information.

Student and Family Information

A parent/guardian must notify the Office of the Registrar promptly of any change to:

- The student's legal name;
- The student's home address;
- Parent/guardian addresses;
- Telephone numbers or email addresses;
- Household or custody information;
- Emergency contacts;
- Persons authorized to pick up or receive the student; or
- Other information necessary to maintain accurate School records.

The School may require appropriate documentation before changing a student's legal name, custody information, or another official record.

Until updated information and any required documentation have been received and processed, Saint Mary's may rely upon the information contained in its current records.

Work Permits

Most employed minors under the age of 18 who remain subject to California's compulsory-education requirements must obtain a valid Permit to Employ and Work before beginning employment. This requirement generally applies during the School year, summer, and other School breaks unless a legal exemption applies.

A student may not begin working merely because a work-permit application has been submitted.

After receiving an offer or promise of employment, the student must:

- Obtain the Statement of Intent to Employ a Minor and Request for a Work Permit–Certificate of Age, commonly known as Form B1-1;
- Complete the student portion of the form;
- Obtain the required information and signatures from the parent/guardian and employer; and
- Submit the completed form to the School office designated to process the request.

The School will provide any labor-rights information required as part of the work-permit process.

If all applicable requirements have been satisfied, the Registrar or another properly authorized School administrator may issue Form B1-4, the Permit to Employ and Work.

A work permit identifies the employer, work location, duties, and permitted hours. It does not authorize employment by another employer or employment involving duties, locations, or hours not covered by the permit.

A new or revised permit may be required when:

- The student changes employers;
- The student begins a separate employment assignment;
- The student's duties, work location, or permitted hours change materially;
- The permit expires; or
- Applicable law or School procedure otherwise requires a new permit.

Issuance of a work permit is not automatic. Saint Mary's may decline, limit, revoke, or reconsider a permit when employment interferes or may interfere with the student's attendance, education, health, safety, academic progress, or School responsibilities.

Students and employers remain responsible for complying with all applicable restrictions concerning working hours, prohibited occupations, meal and rest periods, and other youth-employment requirements.

Employment Outside Saint Mary's

Students seeking employment outside Saint Mary's should obtain work-permit forms and instructions from the Office of the Registrar.

Employment at Saint Mary's

Students seeking paid employment at Saint Mary's should obtain their work permit from the Registrar and their employment paperwork from the Business Office.

Student employment at Saint Mary's is also governed by the Student Worker Handbook, the terms and conditions of the student's employment, and applicable School employment policies.

A student who has graduated from high school, earned an approved high-school-equivalency credential, or satisfied another legal exemption generally is not required to obtain a California work permit. An employer may nevertheless require appropriate evidence of the student's age, graduation, or exemption.

Transcripts

An unofficial transcript is a student-access copy provided for informational and planning purposes. It does not bear the certification or secure delivery required of an official transcript. Students may obtain unofficial transcripts through the School's current procedures.

An official transcript is prepared and transmitted by Saint Mary's through an authorized delivery method. Official transcripts may be sent to:

- Colleges and universities;
- Academic or enrichment programs;
- Scholarship organizations;
- Employers; and
- Other authorized recipients.

Official transcripts ordinarily will not be provided to a student or family for hand delivery when the receiving institution or organization requires direct transmission from the School.

Students and families must follow the School's current request, authorization, identification, delivery, and payment procedures and provide complete recipient information. Current procedures and any applicable charges are published by the School and may be revised periodically.

Transcript requests must be submitted sufficiently in advance of the recipient's deadline. The School cannot guarantee expedited processing or delivery by a third-party service.

College Applications and Final Transcripts

College Counseling and the Office of the Registrar coordinate the transmission of transcripts and other official School records during the college-application process in accordance with Section 12.2 and the procedures and internal deadlines published for the applicable application cycle.

The student is responsible for completing all required application steps, identifying the college or university in which the student will enroll, and providing any information necessary for final-transcript delivery.

Final transcripts will be transmitted after graduation according to the School's current procedures.

Former Students and Alumni

Former and withdrawn students, including transfer students, and alumni must request transcripts through the current process established by the Office of the Registrar and comply with all applicable identity-verification, authorization, payment, and delivery requirements.

Confidentiality and Accuracy

Saint Mary's maintains and releases student records in accordance with Chapter 8, applicable law, and School policy.

Transcripts and other student records will be released only with appropriate authorization or when disclosure is otherwise permitted or required.

A student or parent/guardian who believes that a transcript contains an error should notify the Office of the Registrar promptly. A transcript will be changed only when the School determines, based upon its official records and applicable academic policies, that a correction is warranted.

17.6 Withdrawal, School-Initiated Separation, and Closing Enrollment

Scope

This section applies whenever a student's enrollment ends before graduation because of:

- Voluntary withdrawal;
- Required withdrawal;
- Dismissal;
- Expulsion;
- Non-renewal of enrollment; or
- Another School-initiated termination of enrollment.

Disciplinary dismissal, expulsion, and disciplinary required withdrawal are governed by Chapter 10. A required withdrawal based on an irretrievable breakdown of the School-family partnership is governed by Section 20.1. Financial consequences are governed by Section 18.7 and the applicable enrollment and tuition agreements.

Voluntary Withdrawal Process

A parent/guardian or another person authorized under the enrollment agreement must provide written notice of

withdrawal to the Office of the Registrar.

The notice must include:

- The student's full name and grade;
- The student's intended final day of attendance;
- The name and contact information of the school, educational program, or other educational arrangement the student expects to enter;
- Updated family contact and mailing information; and
- Any information or authorization reasonably necessary to transfer the student's records.

Verbal notice, continued absence, nonpayment of tuition, or a student's statement that the student is leaving does not complete the voluntary-withdrawal process.

The Registrar will confirm the effective withdrawal date and provide the family with applicable closing instructions. Unless the School authorizes otherwise, the student must continue attending classes and complying with School policies through the effective withdrawal date.

School-Initiated Separation

When Saint Mary's requires a student to withdraw, dismisses or expels a student, declines to renew the student's enrollment, or otherwise terminates enrollment, the Administration will notify the parent/guardian in writing.

The notice ordinarily will identify:

- The form and basis of the separation;
- The effective date of the separation or deadline for completing a required withdrawal;
- Whether the action is a required withdrawal under Section 20.1 based on an irretrievable breakdown of the School-family partnership;
- Whether the special tuition-refund provision in Section 18.7 applies; and
- Any applicable conditions concerning:
 - Campus access;
 - Classes and academic work;
 - Athletics, activities, and School events;
 - Return of School property;
 - Retrieval of personal belongings;
 - School accounts and digital access;
 - Financial obligations;
 - Student records; and
 - Future communication or contact with the School.

A School-initiated separation becomes effective on the date determined by the Administration. Its effectiveness does not depend upon the family completing or signing a voluntary-withdrawal form.

When the School permits a family to withdraw a student in lieu of dismissal or expulsion, the written notice will identify the basis on which the separation will be administered. A withdrawal in lieu of dismissal or expulsion will not be treated as a Section 20.1 partnership-based required withdrawal unless the School expressly states otherwise in writing.

Return of School Property and Personal Belongings

All School property must be returned by the effective date of separation or another deadline established by the School.

School property includes:

- School-issued identification;
- Books and library materials;
- Athletic uniforms and equipment;
- Musical instruments;
- Technology and chargers;
- Keys;
- Parking permits;
- Locker locks; and
- Any other property belonging to Saint Mary's.

The family is responsible for charges associated with School property that is lost, damaged, or not returned. Saint Mary's may exercise the remedies permitted by the enrollment agreement and applicable law.

The student must remove personal belongings from lockers, classrooms, athletic facilities, and other School areas by the deadline established by the Administration. Access to retrieve belongings may be supervised or subject to other reasonable conditions. Items remaining after the established deadline may be handled in accordance with Section 9.10, Lost and Found.

Academic Record and Final Grades

Teachers will report the student's academic standing through the effective date of separation.

When a student leaves before the end of an academic term, the Administration will determine how grades, credits, incomplete coursework, and course withdrawals will be recorded under Chapters 3 and 4. The determination may consider:

- The student's date of separation;
- The amount of the course completed;
- The student's academic standing at the time of separation;
- Whether essential assignments or assessments have been completed;
- The circumstances and form of separation; and
- Any other relevant academic consideration.

A student is not automatically entitled to full course credit or an opportunity to complete coursework after enrollment ends. Any authorization to complete additional work must be provided in writing by the Administration and may be subject to deadlines, supervision requirements, or other conditions established by the School.

If finalized grade information is not available when records must be transferred, the School may provide the available record and notify the receiving school when supplemental or finalized academic information is expected to become available.

Transfer and Release of Records

Section 8.8 governs access to, copies of, and the transfer or release of student records. Requests for transfer records must be directed to the Office of the Registrar. Records ordinarily will be transmitted directly to the receiving school or another authorized recipient rather than provided to the family for delivery.

When a student transfers from Saint Mary's to a California public school, Saint Mary's will transfer the student's permanent record, or a copy of it, no later than 10 schooldays after receiving the public school's request, as required by California Education Code section 49068.

All other transfers and requests for records will be administered under Section 8.8 and any applicable legal requirements. Any legally required transfer deadline will be calculated from the date Saint Mary's receives the request from the receiving school, rather than from the student's effective date of separation.

Financial obligations will be administered separately and will not delay a transfer of records that Saint Mary's is legally required to complete.

As permitted by applicable law, Saint Mary's may withhold a student's grades, diploma, or transcripts when the student willfully damages School property or willfully fails to return School property after an authorized demand. The School will exercise this limited right only after providing the required written notice, due process, opportunity for voluntary work when required, and any other procedures or alternatives required by law and Section 8.8.

Financial Obligations

Voluntary withdrawal, required withdrawal, dismissal, expulsion, non-renewal, or another termination of enrollment does not, by itself, cancel the family's obligations under the Tuition Contract, Tuition Payment Agreement, enrollment agreement, or other applicable financial commitments.

Tuition, fees, refunds, proration, tuition assistance, and outstanding balances will be handled under Section 18.7 and the applicable agreements.

When Saint Mary's requires withdrawal under Section 20.1 because the School-family partnership has irretrievably broken down, the special tuition-refund provision in Section 18.7 applies. The School's written separation notice will expressly identify when the withdrawal is being imposed on that basis.

The Business Office will prepare a final account statement that may include:

- Tuition;
- Fees and program charges;
- Charges for lost, damaged, or unreturned School property; and
- Other amounts properly owed to the School.

Except for the special Section 20.1 refund or another refund expressly authorized under Section 18.7, no refund, credit, reduction, cancellation, or proration will be provided unless authorized by an applicable agreement, required by law, or approved by the School in writing.

School Accounts and Digital Access

Unless the Administration provides otherwise, the student's School-issued email, learning-management, network, library, and other instructional or technology accounts will be disabled at the end of the effective date of

separation.

The School may suspend or disable access sooner when necessary for safety, security, disciplinary, investigative, or operational reasons.

Access to the former student's information through the student-information system or family portal ordinarily will end after the Registrar posts or provides the final available academic information. A parent/guardian account associated with another enrolled child may remain active, but access to information concerning the former student may be removed.

Before separation, the student is responsible for transferring any permitted personal files the student wishes to retain. When account access is suspended before the effective date, the School may determine whether and how permitted personal files will be made available. The School is not required to preserve personal files or other content that does not constitute an official School record.

Closing an account does not alter the School's responsibility to retain official student records under Chapter 8. After account access ends, records must be requested through the Office of the Registrar.

Rosters, Activities, and Campus Access

Effective upon separation, the student will be removed from:

- Class rosters;
- Athletics;
- Clubs and student organizations;
- Performing-arts programs;
- Leadership positions;
- Retreats and trips;
- Student communications; and
- Other School programs and activities.

A former student has no continuing right to participate in classes, practices, competitions, performances, dances, ceremonies, trips, or other School-sponsored activities or to represent Saint Mary's.

A former student's attendance at a public School event or entry onto campus is subject to Section 17.2, applicable admission and visitor requirements, and any restrictions established in the written separation notice. The School may impose additional campus-access, communication, or activity restrictions based on the circumstances of the separation.

Chapter 18: Tuition, Fees, and Re-Enrollment

18.1 Stewardship and Sustaining the Lasallian Mission

Saint Mary's College High School is a Catholic and Lasallian educational ministry. The School's ability to provide faith formation, academic excellence, student support, tuition assistance, co-curricular opportunities, safe and well-maintained facilities, appropriate technology, and qualified faculty and staff depends upon faithful stewardship and responsible financial planning.

Tuition and fees, together with charitable support and other School revenue, sustain the educational program and help preserve Saint Mary's for current and future generations of students. Tuition is a financial commitment to the School's comprehensive educational program for the academic year; it is not payment for individual days of

attendance, courses, activities, or services.

Responsible stewardship is a shared commitment. Saint Mary's is responsible for managing its resources prudently, communicating financial expectations clearly, providing families with information about tuition assistance, and administering its financial policies consistently and respectfully. Parents/guardians are responsible for completing required agreements, paying tuition and fees according to the selected payment plan, maintaining current contact and billing information, and responding promptly to communications from the Business Office.

Saint Mary's recognizes that a family's financial circumstances may change unexpectedly. A family experiencing difficulty meeting its obligations should contact the Business Office as early as possible so that available options may be discussed. Any alternative payment arrangement must be approved by the Business Office in writing.

Financial matters will be handled with appropriate confidentiality, dignity, and sensitivity. When an account remains unresolved, however, the School may take the actions authorized by this chapter, the Tuition Contract, and the Tuition Payment Agreement, including financial suspension or the delay or denial of re-enrollment. These measures protect the School's ability to meet its obligations, plan responsibly, and sustain its Lasallian educational mission.

18.2 Tuition and Annual Financial Terms

Tuition rates, required fees, payment-plan options, payment dates, late charges, returned-payment charges, and other annual financial terms are published in the Annual Family Resource Guide and the applicable enrollment documents.

Each family must complete the Tuition Contract, Tuition Payment Agreement, and any other required enrollment documents. These agreements establish the family's financial obligations for the academic year and are incorporated into the student's enrollment relationship with Saint Mary's.

Tuition is assessed for the academic year as a whole. Enrollment for only part of the year, irregular attendance, or participation in only some courses, programs, activities, or services does not convert tuition into a daily, monthly, per-course, or per-service charge.

This Handbook and the applicable enrollment and financial agreements are intended to be read together. If this Handbook conflicts directly with a signed Tuition Contract or Tuition Payment Agreement concerning a financial obligation, payment term, refund, credit, or proration, the applicable signed agreement controls, except that the School will apply the specific tuition-refund provision in Section 18.7 when it requires a student's withdrawal under Section 20.1 because the School-family partnership has irretrievably broken down.

18.3 Fees and Other Costs

In addition to tuition, families are responsible for applicable fees and other charges associated with enrollment and participation in the School's programs.

These charges may include:

- Application and registration fees;
- Graduation fees;
- Tuition-management and payment-plan fees;
- Late-payment and returned-payment charges;
- Technology, books, supplies, and instructional materials;
- Retreats, trips, Enrichment Week, and special activities;

- Advanced Placement examinations and other assessments;
- Athletic equipment, sports packs, and team travel;
- Tickets, photographs, and optional purchases;
- Replacement or repair of lost, damaged, or unreturned School property; and
- Other program-specific or student-specific expenses.

Current charges and payment terms are published in the Annual Family Resource Guide, program materials, or other written notices provided by the School.

A fee identified as non-refundable remains non-refundable except when a refund is expressly required by the applicable agreement or law or is approved by the School in writing. The withdrawal, dismissal, or nonparticipation of a student does not independently create a right to the return of a non-refundable fee. The special refund provision in Section 18.7 applies to tuition and does not, by itself, make a non-refundable fee refundable.

Charges may be posted to the family's tuition account or billed separately. Families must review account statements and notify the Business Office promptly of a suspected error. Questioning a charge does not suspend the payment obligation unless the Business Office provides written confirmation that payment may be deferred while the matter is reviewed.

18.4 Payment Plans and Account Administration

Families must select and maintain a payment plan authorized by the School. Available payment plans, applicable fees, installment dates, and payment methods are identified in the Annual Family Resource Guide and Tuition Payment Agreement.

A family using a tuition-management service, automatic withdrawal, or another electronic-payment method remains responsible for ensuring that payments are processed successfully and credited to the account. A rejected, reversed, disputed, or returned payment is not considered payment of the amount due and may result in an additional charge.

Parents/guardians must maintain current mailing addresses, email addresses, telephone numbers, banking information, and other billing information required to administer the account. A failure to receive a statement, email, reminder, or other courtesy notice does not cancel or postpone an established payment obligation.

Private agreements between parents, guardians, or other persons concerning responsibility for tuition and fees do not alter the obligations established by the School's enrollment and financial agreements. Saint Mary's is not responsible for allocating charges or resolving financial disagreements among family members.

18.5 Financial Difficulty and Alternative Payment Arrangements

A family that anticipates difficulty making a payment must contact the Business Office as early as possible and before the account becomes substantially delinquent.

The Business Office may consider an alternative payment arrangement based on the circumstances of the account and the information provided by the family. The School is not required to approve a requested arrangement.

An alternative payment arrangement is effective only when approved by the Business Office in writing. An oral conversation, request for additional time, pending tuition-assistance application, or partial payment does not modify the existing payment obligation.

The family must comply with every condition and payment date established in an approved arrangement. If the family fails to do so, the School may cancel or revise the arrangement and exercise the remedies available under Section 18.6 and the applicable financial agreements.

18.6 Delinquent Accounts and Financial Suspension

When tuition, fees, or other charges are not paid according to the applicable payment plan or an approved written arrangement, the School may:

- Issue written notices concerning the delinquent account;
- Assess authorized late-payment, returned-payment, or administrative charges;
- Require the family to bring the account current or enter into an approved written arrangement;
- Place the student on financial suspension;
- Delay or deny re-enrollment;
- Cancel an incomplete registration for the following year; or
- Exercise other remedies authorized by the applicable financial agreements and law.

Before placing a student on financial suspension, the School ordinarily will provide written notice of the delinquency and an opportunity for the family to bring the account current or obtain approval of an alternative arrangement.

During financial suspension, the student may be prohibited from attending classes or participating in athletics, activities, trips, performances, ceremonies, or other School programs. The Administration will determine how attendance, missed coursework, examinations, and activity eligibility will be handled during the suspension.

Financial suspension is an administrative financial measure and not student discipline. It does not cancel the family's financial obligation or guarantee that missed academic work, activities, or opportunities can be restored.

A student may return from financial suspension only after the Business Office confirms in writing that the account has been brought current or that the family has entered into an approved arrangement.

All outstanding tuition, fees, and other charges must be resolved by the year-end deadline published in the Annual Family Resource Guide or Tuition Payment Agreement. An unresolved account may affect the student's registration or re-enrollment for the following year.

Financial obligations are administered separately from legally required transfers or disclosures of student records. Student records will be maintained and transferred in accordance with Chapters 8 and 17 and applicable law.

18.7 Absence, Program Changes, Withdrawal, Refunds, and Proration

Absences and Program Changes

Tuition and fees support Saint Mary's comprehensive educational program and continuing institutional obligations. Except as expressly provided below or in an applicable enrollment agreement, tuition and fees will not be refunded, canceled, reduced, credited, or prorated solely because:

- A student is absent from School;
- A student does not participate in a course, activity, service, or program;
- A program, activity, event, or schedule is modified, rescheduled, or canceled;
- The School temporarily changes the location, schedule, calendar, or method of instruction; or

- Temporary remote or hybrid instruction is authorized under Chapter 21.

Voluntary Withdrawal and Other Separations

Except for a required withdrawal governed by the special provision below, when a student's enrollment ends because of voluntary withdrawal, disciplinary dismissal, expulsion, or another separation before graduation, the family's remaining financial obligation and any available refund, credit, cancellation, or proration will be determined under the Tuition Contract, Tuition Payment Agreement, and other applicable enrollment documents.

A student's separation from the School, cessation of attendance, or completion of the withdrawal process does not independently cancel the family's financial obligation or create a right to a refund, credit, or proration. A refund, credit, reduction, cancellation, or proration will be provided only when expressly authorized by an applicable agreement, required by law, or approved by the School in writing.

Required Withdrawal Because the School-Family Partnership Has Irretrievably Broken Down

When Saint Mary's requires a student's withdrawal under Section 20.1 specifically because the Administration determines that the School-family partnership has irretrievably broken down, the School will:

- Cancel each unpaid tuition installment scheduled after the effective date of withdrawal; and
- Refund all tuition actually paid and credited to the student's tuition account for that academic year, subject to the account reconciliation provisions below.

This is a full refund of tuition paid for the applicable academic year and will not be prorated based on the withdrawal date or the portion of the academic year the student attended.

The School's written notice will identify the effective date of withdrawal, state that the withdrawal is being required under the School-family partnership provision in Section 20.1, and confirm that this special tuition-refund provision applies.

Limited Application of the Special Refund Provision

This special provision applies only when Saint Mary's expressly requires withdrawal under Section 20.1 because the School-family partnership has irretrievably broken down. It does not apply to:

- Voluntary withdrawal;
- Disciplinary dismissal or expulsion;
- Financial suspension or separation;
- Failure to satisfy academic, attendance, health, or enrollment requirements; or
- Another separation imposed under a different provision of this Handbook or the applicable enrollment documents.

The special provision does not apply merely because a family disagrees with a School decision or because difficulties in the School-family relationship accompany a withdrawal or separation imposed on another basis.

Refundable and Non-Refundable Amounts

The refund applies only to tuition actually received by the School and credited to the student's tuition account for the applicable academic year.

Tuition assistance, grants, discounts, or other financial aid funded by Saint Mary's do not constitute tuition paid by the family and are not refundable or redeemable for cash. Application, registration, tuition-management,

payment-plan, and other fees identified as non-refundable remain non-refundable unless an applicable agreement, applicable law, or the School expressly provides otherwise in writing.

Account Reconciliation and Payment of Refunds

Before issuing a refund, the School may apply the amount otherwise refundable to tuition installments due on or before the effective date of withdrawal, unpaid fees, property charges, or other amounts properly owed to the School. Any remaining refund balance will be returned following final reconciliation of the student's account.

A payment made by a third-party funding source, scholarship organization, lender, governmental program, or other entity will be refunded or otherwise administered in accordance with the requirements of the funding source, applicable law, and the applicable agreement. Any remaining amount will be returned to the person or entity legally entitled to receive it.

Administrative Procedures

Section 17.6 governs the withdrawal, account-closing, and records-related procedures that apply when a student's enrollment ends.

18.8 Tuition Assistance

Saint Mary's tuition assistance program provides need-based grants to qualified students who might not otherwise be able to attend the School.

Tuition assistance reduces tuition only and may not be applied to registration fees, graduation fees, or other charges unless the written award expressly provides otherwise. Tuition assistance is not transferable, redeemable for cash, or available as a refund to the family.

Tuition assistance is awarded for one academic year at a time based on demonstrated financial need, available funds, and the School's review of the completed application. Receipt of assistance in one year does not guarantee assistance or a particular award amount in a subsequent year.

Families must apply for tuition assistance each year through the School's designated application process and submit all required documentation by the established deadline. Prior receipt of tuition assistance does not eliminate the annual application requirement.

Each family is solely responsible for completing and submitting its annual application and all required documentation on time. Saint Mary's is not responsible for reminding families to apply or reapply. Any reminder or general notice provided by the School is offered as a courtesy and does not relieve a family of this responsibility.

An incomplete application, missing documentation, or application received after the deadline may delay consideration or result in the denial or reduction of assistance. The School may revise or withdraw an award if the application contains inaccurate, incomplete, misleading, or materially changed financial information.

Submitting an application or awaiting a decision does not postpone the family's existing payment obligations. A family must continue making required payments unless the Business Office authorizes a different arrangement in writing.

18.9 Re-Enrollment Eligibility and Conditions

Enrollment at Saint Mary's is granted for one academic year at a time. Continued enrollment and re-enrollment are not automatic.

In determining whether to offer, condition, delay, or deny re-enrollment, the School may consider:

- The student's academic progress and ability to satisfy graduation requirements;
- The student's attendance, conduct, and response to interventions;
- Compliance by the student and family with School policies and enrollment agreements;
- The parent-school relationship and the family's cooperation with School personnel;
- The status of the family's financial account;
- Completion of required registration materials by established deadlines;
- The School's ability to meet the student's educational needs;
- Available space, staffing, programs, and facilities; and
- The School's enrollment limit and other legal or operational requirements.

The School may establish academic, behavioral, attendance, financial, or administrative conditions upon continued enrollment or re-enrollment. Failure to satisfy those conditions may result in the withdrawal of a re-enrollment offer or denial of continued enrollment.

Payment of a registration fee, completion of an online form, or prior enrollment does not override an enrollment condition or guarantee the student a place for the following year.

18.10 Returning Student Registration

A returning student must complete the School's annual registration process to be considered registered for the following academic year.

Unless the School provides otherwise in writing, registration is complete only when:

- All required online forms and documents have been submitted;
- The Tuition Contract and Tuition Payment Agreement have been completed;
- The required registration fee has been received;
- Any conditions established under Section 18.9 have been satisfied; and
- The family's financial account has been resolved to the satisfaction of the Business Office.

Because Saint Mary's is subject to an enrollment limit, the School may close registration when maximum enrollment is reached. A family that does not complete registration by the published deadline or before registration closes may lose the opportunity to reserve a place for the student.

Late or incomplete registration will be considered only when space remains available and the School determines that re-enrollment remains appropriate. A place is not guaranteed merely because the student attended Saint Mary's during the preceding year.

18.11 International Students

International-student tuition, registration fees, and other applicable charges are published in the Annual Family Resource Guide and the student's enrollment documents.

International-student tuition and fees must be paid annually in full unless the School approves another

arrangement in writing. Payment plans generally available to other families are not available to international students unless expressly authorized by the Business Office.

Full payment and completion of all required enrollment documentation are conditions of registration and continued enrollment. Registration fees and other charges identified as non-refundable remain non-refundable subject to Section 18.7 and the applicable agreements.

CHAPTER 19: COMMUTING TO SCHOOL

Saint Mary's College High School is located in a residential neighborhood. All members of the School community share responsibility for preserving the neighborhood's safety, cleanliness, accessibility, and quality of life.

Students and families must commute to and from School in a safe, lawful, and respectful manner. They must obey applicable traffic laws, posted signs, School procedures, and the directions of School personnel.

Students and families must respect neighboring residents, businesses, pedestrians, cyclists, motorists, and private property. They may not:

- Block a sidewalk, driveway, crosswalk, bicycle lane, intersection, or travel lane;
- Enter or use private property without permission;
- Leave litter or other property in the surrounding neighborhood;
- Create excessive noise;
- Drive, park, wait, load, or unload in an unauthorized location; or
- Engage in conduct that disrupts or endangers the surrounding community.

Saint Mary's strongly encourages students and families to use public transportation, carpool, bicycle, or walk to and from School whenever practical.

Current public-transit information, traffic maps, arrival and dismissal routes, loading areas, parking-permit procedures, parking charges, bicycle-storage locations, and other operational transportation information are published in the Annual Family Resource Guide or through other official School communications. The School may revise these arrangements during the year because of safety concerns, construction, public-transit changes, neighborhood conditions, special events, emergencies, or other operational needs.

Each student and the student's parent/guardian must review the current Traffic and Parking Handbook and submit the required electronic acknowledgment by the deadline established by the School. Students and families must comply with the Traffic and Parking Handbook, the Annual Family Resource Guide, posted signs, and any additional transportation instructions issued by the School.

19.1 Public Transportation

Students and families using public transportation are responsible for planning a safe and timely route to and from School.

The Annual Family Resource Guide identifies current public-transit providers, nearby stations or stops, recommended routes, and available transportation-planning resources. Transit routes, stops, schedules, fares, service levels, and safety procedures are established by the applicable transit provider and may change without notice.

Students and families should consult the applicable transit provider for current service information and allow

sufficient travel time for delays, missed connections, service interruptions, or other foreseeable circumstances.

Use of public transportation does not excuse tardiness or absence except when the School determines that an extraordinary service interruption warrants an exception under Chapter 11.

Students remain subject to the School's standards of conduct while commuting when their conduct has a sufficient connection to Saint Mary's, affects another member of the School community, disrupts the School or surrounding neighborhood, or otherwise falls within the scope of this Handbook.

19.2 Bicycling

Students are encouraged to bicycle to and from School when they can do so safely.

Students who ride bicycles must:

- Obey applicable traffic and bicycle-safety laws;
- Wear an appropriately fitted bicycle helmet when required by law and whenever otherwise directed by the School;
- Use appropriate lights, reflectors, and other safety equipment;
- Yield to pedestrians;
- Follow posted signs and the directions of School personnel; and
- Exercise particular caution when entering or leaving campus.

Bicycles must be walked while on campus unless the School has expressly designated an area for bicycle riding.

Bicycles may be stored only in the areas designated by the School. Current bicycle-storage locations are identified in the Annual Family Resource Guide or through other official School communications.

Students are responsible for:

- Providing an appropriate lock;
- Securing their bicycles properly;
- Removing bicycles from campus when required; and
- Following all directions governing bicycle access and storage.

Bicycles, locks, helmets, and other personal property are brought to School at the student's own risk. Saint Mary's does not guarantee the security of property left on campus.

19.3 Automobiles and Student Parking

Parents/guardians and student drivers must obey posted speed limits, drive cautiously, and yield appropriately to pedestrians, cyclists, neighboring residents, School personnel, and other motorists.

Drivers may not:

- Double-park;
- Block a driveway, sidewalk, crosswalk, bicycle lane, intersection, travel lane, fire lane, or emergency-access route;
- Stop, wait, load, unload, or park in an unauthorized location;
- Exceed a posted or otherwise applicable speed limit;
- Make an unsafe turn, U-turn, or other maneuver;

- Use a mobile device or engage in another distraction while driving in violation of law;
- Disregard a traffic-control device, posted sign, barrier, cone, or restricted-access designation; or
- Disregard the directions of School personnel managing traffic or parking.

Student Parking Permits

Only a student with a current Saint Mary's parking permit may park a vehicle on campus.

Current information concerning permit eligibility, availability, applications, deadlines, charges, vehicle registration, display requirements, and designated student-parking areas is published in the Annual Family Resource Guide or through other official School communications.

A parking permit:

- Applies only to the student and vehicle authorized by the School;
- May not be transferred, loaned, copied, altered, or used by another person;
- Must be displayed and used according to current School procedures;
- Does not guarantee the availability of a particular parking space; and
- Does not authorize parking in a reserved, restricted, visitor, employee, accessible, fire-lane, loading, or other unauthorized space.

A student driver must park only in an area designated for student parking and must secure and leave the vehicle promptly after arriving on campus. Students may not remain in or return to a parked vehicle during the School day without authorization.

Student parking is a privilege. The School may deny, restrict, suspend, or revoke a student's campus driving or parking privileges because of:

- Unsafe, unlawful, careless, or discourteous driving;
- Misuse or unauthorized use of a parking permit;
- Parking in an unauthorized area;
- Repeated tardiness or traffic-related violations;
- Failure to follow the Traffic and Parking Handbook;
- Failure to follow the directions of School personnel; or
- Other conduct affecting campus or neighborhood safety and operations.

Loss of driving or parking privileges does not excuse a student from attendance, punctuality, or other School obligations. The student and family remain responsible for arranging appropriate transportation to and from School.

The School may tow or otherwise arrange for the removal of an unauthorized, abandoned, illegally parked, or unsafe vehicle as permitted by law. The vehicle owner or operator is responsible for any resulting towing, storage, citation, or related charges.

19.4 Parent and Guardian Drop-Off and Pick-Up Responsibilities

Parents/guardians and other drivers transporting students must follow all traffic laws, posted signs, School procedures, designated traffic routes, and directions from School personnel during arrival and dismissal.

Drivers must:

- Use the entrances, exits, loading areas, waiting areas, and traffic routes currently designated by the

School;

- Proceed slowly and cautiously near campus and throughout the surrounding neighborhood;
- Pull fully into an authorized loading area and out of an active travel lane before allowing a student to enter or exit the vehicle;
- Ensure that the student enters or exits the vehicle from a safe location;
- Keep crosswalks, sidewalks, bicycle lanes, intersections, driveways, fire lanes, and emergency routes clear;
- Avoid unnecessary idling, honking, loud vehicle audio, or other disruptive noise;
- Follow any grade-specific or time-specific drop-off and pick-up procedures; and
- Move promptly when directed by School personnel.

Students should be prepared to enter or exit the vehicle promptly and safely so that traffic can continue moving. Students may not enter or exit a vehicle while it is stopped in an active travel lane or another unsafe or unauthorized location.

Drivers may not wait for students in a location that blocks traffic, interferes with neighboring property, or has been closed or restricted by the School. If a student is not ready for pickup, the driver must move to a lawful waiting location or follow the directions of School personnel.

Hopkins Court is not an authorized route for School arrival or dismissal. Parents/guardians and students may not drive on Hopkins Court when traveling to or from School.

The Annual Family Resource Guide identifies the current:

- Morning arrival and afternoon dismissal routes;
- Authorized campus entrances and exits;
- Drop-off and pick-up areas;
- Temporary waiting areas;
- Restricted streets, lots, lanes, and entrances;
- Grade-specific arrival or dismissal procedures;
- Special-event traffic arrangements; and
- Alternative locations approved for student drop-off or pick-up.

A family using an approved off-campus location must select a place where the vehicle may stop lawfully and where the student can enter or exit safely without blocking traffic, a sidewalk, a bicycle lane, a crosswalk, or private property.

At dismissal, drivers must follow the routes, waiting areas, release procedures, and pick-up instructions established by the School. Drivers may not enter a restricted parking lot, street, lane, loading area, or campus entrance.

Parents/guardians are responsible for arranging timely transportation at dismissal and after School-sponsored activities. A transportation delay does not authorize a student to remain on campus without supervision or in an unauthorized area.

The School may temporarily modify arrival, dismissal, parking, or traffic procedures because of construction, weather, emergencies, special schedules, School events, neighborhood conditions, law-enforcement instructions, or other safety and operational considerations. Students and families must follow the most recent official instructions issued by the School.

CHAPTER 20: PARENT PARTNERSHIP

20.1 Parent and School Relationship

Parents and Guardians as Primary Educators

In the Lasallian Catholic tradition, Saint Mary's recognizes parents and guardians as the primary educators of their children. Families provide the foundation for a student's faith, identity, values, culture, and personal development. Saint Mary's partners with families in the intellectual, spiritual, moral, social, emotional, and physical formation of the students entrusted to the School's care.

Saint Mary's believes that every student is a child of God who deserves to be known, loved, respected, challenged, and supported. Through a human and Christian education, the School helps students explore new ideas, think critically, deepen their faith, and engage respectfully with people whose backgrounds, experiences, perspectives, or beliefs may differ from their own. Particular attention is given to developing compassion for people who are poor, vulnerable, or marginalized.

Adolescence is a time of significant growth, discernment, and challenge. Parents, guardians, students, and Saint Mary's educators share responsibility for helping students navigate these years, make responsible decisions, overcome obstacles, and develop resilience. The shared goal is to help students care for themselves and others and contribute compassionately to the wider community.

Learning Takes Time

Recognizing parents and guardians as the primary educators of their children does not mean that they are expected to teach every academic subject. Saint Mary's faculty members are responsible for teaching the curriculum and creating learning experiences that foster independence, critical thinking, self-advocacy, and responsibility.

Meaningful learning takes time, effort, patience, and practice. Productive struggle is often an important part of the learning process. Students should not be expected to achieve academic perfection while they are still developing the knowledge, skills, habits, and confidence necessary to learn independently.

When a student experiences academic difficulty, the student should take an active role in addressing the concern. Families should ordinarily encourage the student to:

- Communicate directly with the teacher;
- Attend Academic Block (A-Block);
- Use available tutoring or academic-support services;
- Consult the student's counselor when appropriate; and
- Follow through on agreed-upon strategies or next steps.

Families are encouraged to discuss faith, values, and learning at home and to invite students to share both their accomplishments and their setbacks. This partnership is guided by Christ's command to love one another and Saint Paul's teaching that love is patient, kind, truthful, hopeful, and enduring (John 13:34; 1 Corinthians 13:4–8).

Respectful Partnership and Conduct

Education is a shared responsibility. A constructive relationship among families, students, and the School is essential to a student's success and continued enrollment at Saint Mary's.

Parents and guardians are expected to support the mission, philosophy, learning outcomes, policies, and procedures of Saint Mary's College High School and to work cooperatively with School employees in support of their student.

Parents and guardians may respectfully question or disagree with a School policy, procedure, action, or decision. Concerns must be communicated:

- Respectfully and truthfully;
- Through the appropriate School channels;
- Directly to the person or office best positioned to address the matter; and
- In a manner consistent with the School's Catholic and Lasallian values.

A respectful, good-faith complaint, disagreement, or request for review does not, by itself, constitute uncooperative conduct or grounds for an adverse enrollment decision.

These expectations apply to conduct on campus, at School activities, during telephone, written, or electronic communications, and online when the conduct is directed toward or materially affects the School community.

Conduct inconsistent with a constructive School-family partnership may include:

- Threatening, intimidating, abusive, harassing, discriminatory, retaliatory, or persistently hostile conduct;
- Personal attacks, obscene communications, or knowingly false or materially misleading statements;
- Unauthorized disclosure of private or confidential information;
- Refusal to comply with reasonable safety, access, communication, or conduct requirements;
- Attempts to interfere improperly with instruction, student supervision, personnel matters, investigations, or School operations; or
- Communications whose manner, frequency, content, or effect substantially disrupts employees or the effective operation of the School.

The School will consider the nature, context, frequency, seriousness, and effect of the conduct. Depending upon the circumstances, Saint Mary's may:

- Establish conditions or procedures for future communication;
- Designate a specific School representative as the family's point of contact;
- Require communications or meetings to occur in a particular format or through a particular office;
- Restrict the individual's access to employees or School communication systems;
- Restrict or revoke the individual's access to campus, School activities, or volunteer opportunities;
- Require the individual to leave campus or a School activity;
- Contact law enforcement, emergency services, or another appropriate authority; or
- Take other reasonable action necessary to protect the safety, rights, privacy, and effective operation of the School.

Continued Enrollment and Required Withdrawal

A workable and constructive School-family partnership is a condition of enrollment.

When reasonably feasible and appropriate, Saint Mary's will inform the parent/guardian of conduct or circumstances affecting the partnership and provide an opportunity for the concern to be addressed. The School may establish written expectations, communication conditions, access restrictions, or other measures intended to restore a workable relationship.

Because requiring a student's withdrawal based principally on adult conduct affects the student, Saint Mary's

ordinarily will use required withdrawal as a last resort after reasonable efforts to restore a workable relationship have been unsuccessful. The School may proceed without such efforts when they would be inadequate, inappropriate, or inconsistent with the safety or effective operation of the School.

If, in the judgment of the Administration, the School-family partnership has irretrievably broken down and a constructive relationship can no longer be maintained, Saint Mary's may require the student's withdrawal during the current School year or decline to offer re-enrollment for a subsequent School year.

Such action may be taken when conduct by a parent, guardian, family member, or family representative:

- Threatens the safety or well-being of a student, employee, family, or other member of the School community;
- Substantially disrupts or interferes with the educational environment or operation of the School;
- Demonstrates a serious or persistent refusal to comply with School policies, procedures, or reasonable administrative directions;
- Prevents necessary and constructive communication concerning the student;
- Continues after reasonable corrective measures or communication restrictions have been established; or
- Otherwise causes the Administration to determine that continued enrollment is inconsistent with the School's mission, responsibilities, or ability to serve the student effectively.

A required-withdrawal or non-renewal decision under this section is an administrative enrollment decision. It does not necessarily constitute discipline of the student or require a finding that the student engaged in misconduct. Separate misconduct by the student may be addressed under the applicable provisions of this Handbook.

When withdrawal is required, the School may establish a deadline by which the family must complete the withdrawal process. If the family does not complete the process by that deadline, the School may close the student's enrollment administratively. Closing enrollment in this manner does not change the form or basis of the separation.

The School's written notice will identify when a current-year withdrawal is being required under this section because the School-family partnership has irretrievably broken down. When Saint Mary's requires a current-year withdrawal on that basis, including when the School closes enrollment administratively after the family does not complete the withdrawal process, Saint Mary's will refund all tuition paid for that academic year in accordance with Section 18.7.

The full-tuition-refund provision in Section 18.7 does not apply to voluntary withdrawal, disciplinary required withdrawal, disciplinary dismissal, expulsion, financial suspension, non-renewal of enrollment, or another separation imposed under a different provision of this Handbook or the applicable enrollment documents.

Saint Mary's may take immediate action without prior warning or an intermediate corrective step when the nature or severity of the conduct warrants it. In urgent circumstances, the School may temporarily suspend the student's attendance while safety concerns, access restrictions, or the student's continued enrollment are addressed. Such a suspension is an interim administrative measure, not student discipline, and will remain in effect only as long as the Administration determines it is reasonably necessary to address the circumstances.

20.2 Parent Concerns and Complaint Resolution

Principle of Subsidiarity

Saint Mary's takes student and parent concerns seriously. In keeping with the principle of subsidiarity, a concern should ordinarily be addressed first by the person closest to the matter and elevated only when that person cannot resolve it, lacks the authority to do so, or the concern remains unresolved after a reasonable opportunity for discussion.

This process is intended to:

- Resolve concerns promptly and at the appropriate level;
- Ensure that the people directly involved have an opportunity to understand and respond to the concern;
- Develop students' skills in self-advocacy, communication, and problem-solving;
- Prevent misunderstandings from escalating unnecessarily; and
- Preserve respectful and constructive relationships within the School community.

Parents/guardians should not ordinarily begin a concern by contacting multiple employees, senior administrators, or trustees simultaneously. Doing so may delay resolution, create conflicting communications, or prevent the person responsible for the matter from responding effectively.

Ordinary Concern-Resolution Process

Unless a different procedure applies under this Handbook, students and parents/guardians should use the following process:

1. Student Communication

When developmentally appropriate, the student should first speak directly with the teacher, counselor, coach, moderator, or other employee involved.

The student should explain the concern respectfully, ask appropriate questions, listen to the employee's response, and participate in identifying reasonable next steps. A counselor or another appropriate employee may help the student prepare for or participate in the conversation.

A student is not required to approach an employee directly when doing so would be unsafe, inappropriate, or inconsistent with another reporting policy.

2. Parent/Guardian Communication

If the concern remains unresolved, the student is unable to address it independently, or parent involvement is otherwise appropriate, the parent/guardian should contact the employee closest to the matter.

The communication should:

- Identify the specific concern;
- Provide relevant facts rather than rumors, assumptions, or statements about other students;
- Describe any steps already taken;
- Allow the employee a reasonable opportunity to review and respond; and
- Identify the clarification, meeting, or outcome being requested.

Communications should ordinarily occur outside instructional, supervisory, or activity time unless an immediate

health or safety concern requires urgent attention.

3. Review by the Responsible Supervisor or Administrator

If direct communication does not resolve the concern, the parent/guardian may contact the employee's supervisor or the administrator responsible for the applicable academic department, student program, athletic program, activity, or School office.

The parent/guardian should provide a concise summary of:

- The original concern;
- The individuals already contacted;
- The steps taken to resolve the matter;
- The response received; and
- The issue that remains unresolved.

The responsible supervisor or administrator may review relevant records, speak with the individuals involved, request additional information, convene a meeting, clarify the applicable policy or decision, and determine any further action within that administrator's authority.

4. Final Administrative Review

If the matter remains unresolved after review by the responsible supervisor or administrator, the parent/guardian may request final administrative review by the Principal, President, or another senior administrator designated by the School based on the subject matter and the School's administrative structure.

The request should be made in writing and explain why the prior response did not adequately address the relevant facts, policy, or concern.

The final reviewer may:

- Review the information already considered;
- Request additional information;
- Meet with the individuals involved;
- Confirm, modify, or return a decision for further consideration; or
- Determine that the matter has been appropriately addressed and close the review.

The decision of the designated final reviewer is final unless another provision of this Handbook, the enrollment agreement, or applicable law expressly establishes a different procedure.

The Board of Trustees governs the School at the policy and fiduciary level and delegates the administration and daily operation of Saint Mary's to the President and School administration. The Board does not ordinarily serve as an appeal body for grades, student discipline, personnel matters, athletic decisions, classroom concerns, or other operational decisions. Communications sent to a trustee concerning an operational matter may be referred to the appropriate administrator.

Matters Requiring a Different or Immediate Report

The ordinary sequence described above does not apply when:

- A concern involves an immediate threat to health or safety;
- Child abuse or neglect is known or reasonably suspected;

- A concern involves discrimination, harassment, sexual misconduct, retaliation, violence, or other conduct governed by a separate reporting policy;
- The complaint concerns the person who would ordinarily receive the report;
- Direct contact could place a person at risk, compromise an investigation, or materially worsen the situation; or
- Another section of this Handbook establishes a specific reporting, review, or appeal process.

Such matters should be reported immediately through the procedure established by the applicable Handbook section or to the administrator or School office designated to receive the report. The principle of subsidiarity does not require a student or parent/guardian to confront the person accused of serious misconduct or to delay an urgent report.

Grade challenges must follow the Grade Appeal process established in Section 3.5. This section does not create an additional or separate grade-appeal process.

School Review and Communication

Saint Mary's will review concerns in a manner appropriate to their nature and seriousness. The School may require a concern or request for review to be submitted in writing and may establish reasonable deadlines, meeting procedures, communication boundaries, or designated points of contact.

The time needed to address a concern will depend on its complexity, the availability of relevant individuals and information, privacy obligations, and whether a separate investigation or review process is required.

The School will protect information concerning students, families, and employees to the extent reasonably possible and legally appropriate. A parent/guardian may be informed that a concern was reviewed and addressed but may not be entitled to confidential information concerning another student, family, employee, investigation, or personnel action.

Students, parents/guardians, and employees may not retaliate against a person for making a good-faith report, participating in a review, or providing truthful information.

Once the appropriate process has been completed and a final response has been provided, the School may consider the matter closed. Repetitive communications that do not provide materially new information may be referred to the designated point of contact and need not restart the review process.

20.3 Parent Association

The Saint Mary's Parent Association provides parents and guardians with opportunities to strengthen the partnership between families and the School, build community, and support the School's Catholic and Lasallian mission.

All parents and guardians of currently enrolled students are members of the Parent Association and are invited to participate. Participation in Parent Association meetings, programs, volunteer opportunities, and events is encouraged but ordinarily voluntary unless participation is required in connection with a particular School program or student activity.

Philosophy

The Parent Association works in collaboration with the School administration to foster a welcoming and inclusive

community in which students are known, loved, challenged, and supported.

Its activities reflect Saint Mary's commitment to faith, service, academic excellence, student well-being, leadership, justice, compassion, and respect for the dignity of every person.

Purpose

The Parent Association supports Saint Mary's by:

- Strengthening communication, relationships, and engagement among families and the School community;
- Welcoming new families and creating opportunities for parents and guardians to connect with one another;
- Recruiting and coordinating volunteers for School programs, activities, and events;
- Supporting community-building, parent-education, service, and School-authorized fundraising initiatives;
- Assisting programs and priorities that advance the School's mission, including tuition assistance, student programs, co-curricular activities, and campus needs; and
- Promoting patience, joy, integrity, compassion, empathy, inclusion, justice, forgiveness, and peace throughout the School community.

Relationship to the School

The Parent Association operates under the direction of the School administration and in accordance with School policies and procedures. Its role is supportive and collaborative.

The Parent Association does not exercise authority over:

- School governance;
- Personnel or employment matters;
- Curriculum or academic policies;
- Admissions or enrollment decisions;
- Student discipline;
- School finances; or
- Administrative decisions.

Parent Association activities, communications, fundraising efforts, purchases, and expenditures must receive appropriate School approval.

No individual parent, guardian, officer, committee, or other Parent Association participant may, without prior School authorization:

- Speak or act on behalf of Saint Mary's;
- Issue an official School communication;
- Use the School's name, logo, or other identifying marks;
- Enter into a contract or commitment on behalf of the School;
- Collect or spend money in the School's name; or
- Represent that the individual's views or actions are those of Saint Mary's.

All Parent Association fundraising and financial activity must be conducted in accordance with the School's financial controls and approval procedures.

20.4 When Students Turn Eighteen

All School policies, procedures, expectations, and disciplinary standards continue to apply to students who are 18 years of age or older while enrolled at Saint Mary's College High School.

Reaching the age of 18 does not, by itself, alter the student's enrollment status, excuse the student from School or family responsibilities, or change the School's established attendance, conduct, academic, safety, or communication procedures.

The School may communicate directly with an adult student. Subject to applicable law, the applicable enrollment agreement, and any authorization required by the School, Saint Mary's may also continue communicating with the student's parents, guardians, or the person financially responsible under the enrollment agreement regarding:

- Academic progress;
- Attendance;
- Conduct and discipline;
- Health and safety;
- Tuition and the family's financial account;
- Enrollment and re-enrollment; and
- Other School-related matters.

As a condition of continued enrollment, a student who is 18 years of age or older may be required to sign or reaffirm School forms, permissions, releases, record authorizations, or other agreements that previously required the authorization of a parent or guardian.

20.5 Out-of-Town Parents and Guardians

When all parents or guardians responsible for a student's care will be away from the local area overnight during the School week, they must notify the Main Office before their departure, except when advance notice is not reasonably possible because of an emergency.

The notice must include:

- The dates during which the parents or guardians will be away;
- The name and relationship of the responsible adult caring for the student;
- The adult's current telephone number and email address; and
- Any other information requested by the School for the student's care and safety.

The designated adult must be able to reach the student and respond promptly in the event of an illness, emergency, disciplinary matter, early dismissal, campus closure, or other urgent situation.

Parents and guardians remain responsible for ensuring that the designated adult has any written authorization necessary to act on the student's behalf. The School may require documentation of that authorization before accepting instructions or releasing the student to the designated adult.

Designation of a responsible adult does not transfer legal custody, educational rights, or financial responsibility unless supported by appropriate legal documentation.

The Main Office must be notified promptly of any change to the dates, responsible adult, contact information, or other arrangements.

20.6 Photographs, Recordings, Student Work, and Media Consent

Routine School and Editorial Uses

Saint Mary's regularly photographs, records, and livestreams classes, performances, athletics, liturgies, service activities, ceremonies, and other School programs and events. These materials help the School educate students, document School life, share news, recognize achievement, build community, and preserve its history.

Unless an annual opt-out has been submitted as described below, a student's name, image, likeness, voice, statements, performance, or work may appear in routine School and editorial materials, including:

- Yearbooks, programs, newsletters, student publications, and commemorative materials;
- Educational presentations, exhibitions, performances, and classroom projects;
- News and editorial coverage of School programs, activities, accomplishments, and athletic contests;
- The School website and School-managed social-media accounts;
- Livestreams, videos, and recordings of performances, athletics, liturgies, ceremonies, and other events;
- Materials recognizing student participation, achievement, service, leadership, or awards; and
- Historical and archival records.

Routine uses under this subsection are educational, informational, editorial, community-building, historical, or archival in purpose. They do not include materials directly intended to advertise or promote Saint Mary's, recruit students, encourage enrollment, solicit donations, support fundraising, or promote merchandise or another commercial offering.

The communication platform does not determine the category of use. For example, a School-managed social-media post reporting the results of an athletic contest is ordinarily a routine editorial use. A post using a student's image to encourage applications, enrollment, donations, or purchases is a promotional use governed by the affirmative-consent requirements below.

Routine-Use Opt-Out

A parent/guardian who does not want a minor student to be individually identified or featured in new, routine public-facing School communications must submit an annual written opt-out through the process established by the School. A student who is 18 years of age or older may submit the opt-out personally.

An opt-out applies prospectively after it has been received and processed. The School will make reasonable efforts not to identify or feature the student in new public-facing materials covered by the opt-out.

A routine-use opt-out does not:

- Restrict photographs, recordings, or student information used internally for instruction, assessment, identification, safety, security, recordkeeping, or another legitimate School operation;
- Require the School to recall, remove, destroy, or alter materials printed, published, distributed, livestreamed, or archived before the opt-out was processed;
- Guarantee that the student will not appear incidentally in a classroom, crowd, audience, team, performance, ceremony, athletic contest, or other group or background image;
- Prevent the School from maintaining materials as part of its historical or institutional archives; or
- Control materials created, published, or distributed independently by news organizations, event photographers, spectators, social-media users, or other third parties.

Advertising, Admissions, Advancement, Promotional, and Fundraising Uses

Saint Mary's will obtain prior affirmative consent before using a minor student's name, voice, photograph, likeness, performance, statements, or work in materials directly intended to:

- Advertise or promote Saint Mary's;
- Recruit prospective students or encourage applications, registration, or enrollment;
- Support an admissions or enrollment-marketing campaign;
- Solicit donations or support an advancement, annual-giving, capital, or fundraising campaign;
- Endorse or promote a School program, service, event, or initiative;
- Promote merchandise, sponsorships, or another commercial offering; or
- Serve another substantially similar advertising or promotional purpose.

Consent for these uses must be provided through a separate affirmative annual media-consent selection or a specific written release. Signing the general Annual Student and Parent/Guardian Acknowledgment and Agreement, without making the separate affirmative selection, does not constitute consent for advertising, admissions, advancement, promotional, or fundraising uses.

Declining promotional consent will not affect a student's admission, continued enrollment, academic standing, access to School programs, financial assistance, or eligibility to participate in athletics, activities, leadership, or co-curricular programs.

Authorized Use and Editing

When a use is permitted under the routine-use provisions or authorized through affirmative promotional consent, Saint Mary's and persons acting on its behalf may photograph, record, reproduce, edit, publish, display, perform, broadcast, livestream, transmit, distribute, and archive the authorized material in appropriate formats and media.

Reasonable editing may include cropping, formatting, captioning, excerpting, shortening, combining the material with other content, and making adjustments necessary for publication or presentation. The School will not knowingly edit or present material in a manner that materially misrepresents the student, the student's statements, or the student's work.

No compensation will be provided for an authorized use unless the School and the parent/guardian or adult student agree otherwise in writing.

Student Work

Students retain ownership of their original schoolwork, artwork, photographs, written work, performances, recordings, and other intellectual property, except to the extent otherwise provided by law or a separate written agreement.

By enrolling at Saint Mary's, the student and parent/guardian grant the School a limited, nonexclusive, royalty-free license to reproduce, display, publish, perform, record, and archive student work for the routine educational, editorial, community, historical, and archival purposes described in this section.

Using student work in advertising, admissions, advancement, promotional, or fundraising materials requires the affirmative consent described above. The School will make reasonable efforts to attribute student work appropriately when the nature and format of the use permit attribution.

Duration, Withdrawal, and Renewal

A routine-use opt-out or promotional media-consent selection remains effective for the School year for which it is submitted. A parent/guardian or adult student may change the selection prospectively by submitting a written request through the process established by the School.

Withdrawal or expiration of consent does not require the School to recall, remove, destroy, or alter materials already printed, published, distributed, livestreamed, incorporated into an existing publication or production, or preserved in School archives. Continued historical or archival retention of previously authorized materials is permitted.

After promotional consent expires or is withdrawn, the School will not make a new promotional use of the student's identity, likeness, or work without renewed consent. A specific written release may authorize a longer period or a particular use extending beyond the School year.

Adult Students

A student who is 18 years of age or older personally exercises the consent and opt-out choices provided by this section. The School may require a student who turns 18 during the School year to affirm or revise the selection previously made by the student's parent or legal guardian.

Third-Party Materials

Saint Mary's cannot control photographs, recordings, livestreams, social-media posts, news coverage, or other materials created or distributed independently by news organizations, event photographers, spectators, social-media users, or other third parties. The School also cannot guarantee the removal or destruction of materials that have already been printed, published, distributed, archived, downloaded, copied, or independently shared.

CHAPTER 21: TEMPORARY REMOTE INSTRUCTION AND CONTINUITY OF LEARNING

21.1 Purpose and Activation

Wildfires, hazardous air quality, severe weather, public-health emergencies, utility interruptions, campus safety concerns, facility conditions, or other extraordinary circumstances may require Saint Mary's to close or limit access to campus and temporarily provide instruction through remote or hybrid methods.

Temporary remote instruction may be authorized for:

- The entire School;
- Particular grade levels, courses, or programs;
- Individual classes; or
- A specific student when expressly authorized by the School under Section 21.2 and, when applicable, Section 11.5.

Saint Mary's determines whether temporary remote instruction will be provided, the students and programs to which it applies, the methods through which instruction will be delivered, the applicable schedule and participation requirements, and when on-campus instruction will resume.

The School will communicate the temporary schedule, instructional procedures, attendance expectations, technology requirements, and other applicable information to students and families.

The purpose of temporary remote instruction is to maintain continuity of Saint Mary's academic, spiritual, social, and co-curricular programs to the extent reasonably feasible while protecting the health, safety, and welfare of the School community. Temporary remote instruction may not replicate every aspect of the regular on-campus program.

21.2 Scope and Limitations

Temporary remote instruction is an emergency or exceptional educational arrangement. It does not create a general right to attend Saint Mary's remotely or require the School to provide a permanent remote, hybrid, homebound-instruction, or independent-study program.

Unless expressly authorized by the School, remote participation is not available as an alternative to on-campus attendance because of:

- Ordinary illness;
- Family travel or vacation;
- Transportation difficulties;
- Family or student preference;
- Athletic, artistic, employment, or other outside commitments;
- A disciplinary consequence; or
- Another personal circumstance that does not prevent the student from attending School.

The School is not required to livestream an on-campus class, record or recreate classroom instruction, reproduce every classroom activity remotely, develop a parallel online course, or provide continuous individual instruction to a student who is absent.

In an extraordinary and documented circumstance, the School may authorize limited temporary remote participation for a specific student following an individualized review under Section 11.5. The School will consider:

- The nature and anticipated duration of the circumstance;
- The student's educational needs;
- The requirements and essential learning outcomes of the student's courses;
- Available staffing and technology;
- The student's ability to participate meaningfully; and
- The School's ability to provide an academically appropriate program.

Any individual authorization must be provided in writing and may establish:

- The courses or activities included;
- The method and schedule of instruction;
- Attendance and participation requirements;
- Academic expectations and deadlines;
- Available student-support services;
- The duration of the authorization; and
- The conditions for returning to on-campus instruction.

An individual authorization may be modified or ended when the School determines that remote participation is no longer necessary, appropriate, educationally feasible, or effective. Authorization for one student or

circumstance does not require the School to authorize the same arrangement for another student or circumstance.

21.3 Schedule, Attendance, and Participation

While temporary remote instruction is in effect, Saint Mary's may modify the regular School calendar, daily schedule, class periods, instructional methods, attendance procedures, student-support services, and School activities.

Students must attend and participate in all required synchronous classes, advisory periods, liturgies, assemblies, conferences, meetings, and other activities unless excused by the School. Students must also complete required asynchronous lessons, assignments, activities, assessments, check-ins, and other participation requirements by the established deadlines.

Students are expected to:

- Log in on time and remain present for the full class or activity;
- Join through their School account using their correct name;
- Remain attentive, visible, responsive, and appropriately engaged as directed by the teacher;
- Participate in discussions, activities, assessments, and conferences;
- Complete required asynchronous work and check-ins; and
- Follow teacher and School instructions throughout the instructional period.

Teachers will record attendance and may verify a student's presence and participation throughout a class or activity.

A student may be marked tardy, absent, or not participating when the student:

- Logs in after the required starting time;
- Leaves before the class or activity concludes;
- Is repeatedly away from the learning environment;
- Does not respond when reasonably expected to do so;
- Is present online but engaged in unrelated activities;
- Fails to complete a required asynchronous activity or check-in; or
- Otherwise fails to participate meaningfully.

Merely logging into a class, meeting, or instructional platform does not establish attendance.

If a student is ill or otherwise unable to participate, a parent/guardian must report the absence according to the procedures in Chapter 11. A student who is ill is not expected to participate merely because instruction is available remotely.

Absences and tardiness during temporary remote instruction are governed by the School's general attendance policies unless Saint Mary's communicates a temporary exception or alternative procedure in writing.

21.4 Instruction, Coursework, Assessment, and Grading

Temporary remote instruction may include:

- Live videoconferencing;
- Recorded or posted instructional materials;

- Independent assignments;
- Collaborative activities;
- Online discussions;
- Student conferences;
- Projects, presentations, and performances;
- Formative and summative assessments; and
- Other School-approved instructional methods.

Students must regularly review their School email, learning-management system, student-information system, and other School-approved platforms for assignments, announcements, instructions, feedback, and schedule changes.

Unless the School communicates otherwise, regular academic expectations, grading standards, assignment requirements, assessment procedures, deadlines, and academic-integrity policies remain in effect.

Teachers may modify the sequence, format, length, timing, or method of instruction and assessment when reasonably necessary to:

- Support student learning;
- Address limitations of the remote environment;
- Protect academic integrity; or
- Respond to the circumstances requiring remote instruction.

A modification to the method of instruction does not require a teacher to reduce the academic standards or essential learning outcomes of the course.

Students remain responsible for:

- Monitoring School communications;
- Obtaining and reviewing required materials;
- Completing assignments and assessments;
- Communicating promptly when a problem affects participation;
- Seeking assistance when needed; and
- Meeting the academic requirements established by the teacher and School.

If an emergency, prolonged disruption, documented medical circumstance, approved accommodation, or other extraordinary condition prevents the School from determining a final course grade, the student may receive a temporary grade of Incomplete under Section 3.4.

After the authorized requirements or review process has been completed, the I will remain or be replaced by an earned letter grade, an administratively approved Withdrawn mark (W), or another appropriate final mark.

When a student is completing an approved course-completion plan because of an extended illness, injury, or other extraordinary circumstance, the requirements and consequences established in Section 11.5 apply.

21.5 Technology and the Remote Learning Environment

Students must use School-issued or School-approved devices, accounts, applications, and instructional platforms as directed. A mobile telephone is not an appropriate primary device for remote instruction unless the School authorizes its temporary use.

Students are expected to:

- Join classes and activities through their School accounts;
- Protect their usernames, passwords, and other login credentials;
- Ensure that devices are charged and functioning before instruction begins;
- Install required applications and updates;
- Have required books, materials, and supplies available;
- Participate from an appropriate and reasonably distraction-free setting;
- Use microphones, cameras, chat functions, screen-sharing tools, backgrounds, profile images, and digital effects appropriately;
- Keep unrelated applications, games, entertainment, social media, and electronic devices closed or out of reach;
- Follow School directions concerning digital security and online classroom procedures; and
- Report technical difficulties promptly.

The School or teacher may require students to keep their cameras on and directed toward their faces during a live class or activity. A student may be excused from a camera requirement when the School has approved an accommodation or when the teacher authorizes a temporary exception because of a technical, medical, privacy, or other legitimate concern.

A technology problem does not automatically excuse an absence, tardiness, missed assessment, or late assignment. The student must notify the teacher and appropriate technology-support personnel as soon as reasonably possible. If the student cannot communicate directly, a parent/guardian should contact the School on the student's behalf.

A student or family who lacks reliable access to an appropriate device, internet service, required software, or suitable learning environment should contact the School promptly. Saint Mary's will review the circumstances and determine what support or alternative arrangements, if any, are reasonably available.

21.6 Conduct, Privacy, and Academic Integrity

All provisions of this Handbook remain in effect during temporary remote instruction. This includes expectations concerning student conduct, respectful communication, academic integrity, harassment, bullying, nondiscrimination, acceptable technology use, dress and personal presentation, and compliance with employee directions.

Students may not:

- Share a class link, meeting identification number, password, course material, or other access information with an unauthorized person;
- Invite or permit an unauthorized person to attend, observe, participate in, or interrupt an online class or School activity;
- Photograph, record, screenshot, livestream, reproduce, distribute, or post any portion of a class, meeting, presentation, chat, assignment, assessment, or School activity without prior authorization;
- Display or transmit inappropriate, offensive, threatening, harassing, discriminatory, dishonest, or disruptive content;
- Use an inappropriate or disruptive screen name, background, profile image, reaction, message, filter, or digital effect;
- Impersonate another person, use another person's account, or permit another person to use the student's account;
- Attempt to bypass security controls or obtain unauthorized access to a meeting, account, file, platform,

device, or network;

- Disclose another person's private or confidential information;
- Interfere with another person's ability to participate in instruction; or
- Use unauthorized assistance, digital resources, translation tools, artificial intelligence, or other technology in violation of the teacher's instructions or the Academic Integrity Policy.

Students must respect the privacy, dignity, identity, voices, images, work, homes, and personal information of classmates, employees, guests, and other participants.

A class or activity may be recorded only when authorized in advance by the School for a legitimate educational or institutional purpose. The School may establish conditions governing notice, participation, access, use, distribution, storage, and retention. An authorized recording may be accessed, used, or shared only as directed by the School.

Conduct occurring through a personal device, account, application, or online platform may be subject to School action when it involves or materially affects the School community, educational environment, safety, or operation of the School.

21.7 Student Health, Accessibility, and Support

Academic, counseling, Campus Ministry, learning-support, health, and technology resources will remain available during temporary remote instruction to the extent reasonably feasible. The method, availability, location, or schedule for accessing these services may change.

A student or family should contact the student's counselor or the appropriate School office when a disability, documented learning need, medical condition, technology limitation, home circumstance, or other significant factor affects the student's ability to participate.

Saint Mary's will review requests for accommodations and support in accordance with its regular policies and applicable law. Accommodations used during on-campus instruction may be adapted when necessary to address the format and requirements of temporary remote instruction.

When a student is unable to participate because of illness:

- The parent/guardian must report the absence under Chapter 11;
- The student should not attend synchronous instruction when participation would interfere with recovery;
- The student should review School communications and course materials when able;
- The student should communicate with teachers concerning missed work; and
- Missed assignments and assessments must be completed under the School's absence and make-up-work policies.

When a student's condition prevents meaningful participation for an extended period, the School will conduct an individualized review under Section 11.5 to determine whether continued participation in the affected courses is academically feasible and whether limited temporary remote participation, an approved course-completion plan, withdrawal from a course, or another academic plan is appropriate.

21.8 Family Responsibilities and Communication

Parents/guardians support temporary remote instruction by:

- Ensuring that their student attends required classes and completes assigned work;

- Helping the student maintain access to required devices, internet service, instructional materials, and School communications;
- Providing, to the extent reasonably possible, an appropriate setting for instruction;
- Monitoring the student's attendance and general progress without completing the student's work or participating on the student's behalf;
- Refraining from joining, observing, recording, interrupting, or communicating through an online class unless invited or authorized by the School;
- Protecting the privacy of students and employees whose names, voices, images, surroundings, or work may be seen or heard;
- Encouraging healthy routines, including appropriate sleep, meals, physical activity, and breaks from screens; and
- Communicating promptly when illness, disability, technology access, or another significant circumstance affects the student's participation.

Questions about a particular class, assignment, assessment, or academic expectation should be directed first to the teacher. Broader concerns about a student's academic progress, well-being, accommodations, or access to support should be directed to the student's counselor or the appropriate School office.

Parents/guardians should communicate with employees outside instructional time unless an immediate health or safety concern requires urgent attention. Parent and guardian concerns will otherwise be addressed through the process established in Chapter 20.

21.9 Duration and Return to On-Campus Instruction

Temporary remote instruction will remain in effect only for the period determined by Saint Mary's. The School may modify, extend, limit, or end the arrangement as circumstances change.

Saint Mary's will determine when campus operations or on-campus instruction may safely and reasonably resume. In making that determination, the School may consider governmental directives, public-health guidance, air quality, weather, utilities, facility conditions, campus safety, staffing, transportation, technology, and other relevant circumstances.

Students and families must follow the schedule and transition instructions communicated by the School. When on-campus instruction resumes, students are expected to return unless the School has approved a separate written arrangement.

The conclusion of temporary remote instruction does not automatically extend academic deadlines or excuse work assigned while remote instruction was in effect. The School or teacher will communicate any revised deadlines, transition periods, or make-up requirements.

BELL SCHEDULES

Saint Mary's follows the bell schedules below. All students have one common lunch period.

On five-period days, all five academic periods meet. Periods 3, 4, and 5 rotate through the three instructional blocks scheduled after the morning break. The School will communicate the order of the rotating periods.

Saint Mary's may adopt a modified schedule when necessary. Schedule changes will be communicated to students and families through the School's official communication channels.

Monday, Tuesday, and Friday — Five-Period Schedule

On Mondays, Tuesdays, and Fridays, all five academic periods meet. Periods 1, 3, 4, and 5 meet for 55 minutes. Period 2 includes 55 minutes of instruction and 10 additional minutes for announcements.

Time	Activity
8:35–9:30 a.m.	Period 1
9:35–10:40 a.m.	Announcements and Period 2
10:40–10:55 a.m.	Break
11:00–11:55 a.m.	Rotating Period: 3, 4, or 5
11:55 a.m.–12:40 p.m.	Lunch
12:45–1:40 p.m.	Rotating Period: 3, 4, or 5
1:45–2:40 p.m.	Rotating Period: 3, 4, or 5
2:50–3:30 p.m.	A-Block

Wednesday — Long-Block Schedule

Periods 1, 2, and 3 meet on Wednesdays. Periods 1 and 3 meet for 75 minutes. Period 2 includes 75 minutes of instruction and 10 additional minutes for announcements.

Time	Activity
8:00–8:45 a.m.	Faculty Collaboration Time
9:00–10:15 a.m.	Period 1
10:15–11:05 a.m.	Break, Clubs, Inclusive Community, Student Activities, or Independent Study
11:10 a.m.–12:35 p.m.	Announcements and Period 2
12:35–1:20 p.m.	Lunch
1:25–2:40 p.m.	Period 3
2:50–3:30 p.m.	A-Block

Thursday — Long-Block Schedule

Periods 4 and 5 meet for 75 minutes on Thursdays.

Time	Activity
8:00–8:45 a.m.	Faculty Collaboration Time
9:00–10:15 a.m.	Period 4
10:15–10:30 a.m.	Break
10:35–11:20 a.m.	Announcements and C-Block
11:20 a.m.–12:10 p.m.	Assemblies, Clubs, Leadership, Inclusive Community, or Independent Study
12:10–12:55 p.m.	Lunch
1:00–2:15 p.m.	Period 5
2:25–3:30 p.m.	A-Block

Three-Day School Week — Wednesday and Thursday Five-Period Schedule

When a three-day School week includes both Wednesday and Thursday, Saint Mary’s follows the schedule below on both days.

All five academic periods meet. Periods 1, 3, 4, and 5 meet for 50 minutes. Period 2 includes 50 minutes of instruction and 10 additional minutes for announcements. Periods 3, 4, and 5 rotate through the three instructional blocks following the morning break.

Time	Activity
8:00–8:45 a.m.	Faculty Collaboration Time
9:00–9:50 a.m.	Period 1
9:55–10:55 a.m.	Announcements and Period 2
10:55–11:10 a.m.	Break
11:15 a.m.–12:05 p.m.	Rotating Period: 3, 4, or 5
12:05–12:50 p.m.	Lunch
12:55–1:45 p.m.	Rotating Period: 3, 4, or 5
1:50–2:40 p.m.	Rotating Period: 3, 4, or 5
2:50–3:30 p.m.	A-Block

Special Liturgy Schedule — Five-Period Day

On designated liturgy days, all five academic periods meet. Periods 1, 3, 4, and 5 meet for 45 minutes. Period 2 includes 45 minutes of instruction and 10 additional minutes for announcements. Periods 3, 4, and 5 rotate through the three instructional blocks following the morning break.

Time	Activity
8:35–9:20 a.m.	Period 1
9:25–10:20 a.m.	Announcements and Period 2
10:30–11:15 a.m.	Liturgy
11:20–11:35 a.m.	Break
11:40 a.m.–12:25 p.m.	Rotating Period: 3, 4, or 5
12:25–1:10 p.m.	Lunch
1:15–2:00 p.m.	Rotating Period: 3, 4, or 5
2:05–2:50 p.m.	Rotating Period: 3, 4, or 5

ANNUAL HANDBOOK ACKNOWLEDGMENT AND AGREEMENT

School Year: _____

Handbook Version/Date: _____

Student Name: _____

Grade: _____

This Agreement must be completed annually as a condition of enrollment and continued attendance at Saint Mary's College High School.

Parent/Guardian Agreement

By signing below, each undersigned parent or guardian acknowledges and agrees that:

I have received or been provided electronic access to the current *Student & Parent Policies and Procedures Handbook* ("Handbook"). I have had a reasonable opportunity to read the Handbook, discuss it with my student, ask questions, and request clarification from the School.

I have read and understand the policies, procedures, and expectations contained in the Handbook and agree to be governed by them.

I understand that the student's enrollment and continued attendance at Saint Mary's are conditioned upon the student's and family's compliance with School policies and procedures, applicable financial obligations, academic and behavioral expectations, and the Catholic and Lasallian mission, values, and

standards of the School.

I agree to support the student's compliance with the Handbook and to cooperate in good faith with the School and its authorized employees in carrying out the School's educational and formational responsibilities.

Student Agreement

By signing below, the student acknowledges that:

I have received or been provided access to the current Handbook. I have read and understand the policies and expectations that apply to me, and I agree to follow them. I understand that I should ask a parent, guardian, or School administrator for clarification whenever I do not understand a policy or expectation.

For a student under 18 years of age, the student's signature reflects the student's acknowledgment and personal commitment and does not replace the required signature of an authorized parent or guardian.

Amendments and Relationship to Enrollment Agreements

The undersigned acknowledge the School's right to amend or interpret the Handbook in accordance with the "School's Right to Amend and Interpret the Handbook" provision. The School will provide notice of material changes, and such changes will become effective on the date stated in the notice.

The Handbook is incorporated by reference into the enrollment relationship and shall be read together with the applicable enrollment and tuition agreements. If a provision of the Handbook conflicts with a more specific provision of a signed enrollment or tuition agreement, the signed agreement will control to the extent of the conflict.

Electronic Records and Signatures

Each signer may choose to complete this Agreement electronically and, by doing so, consents to conducting this transaction through electronic records and signatures. When a signer uses the School's designated electronic system, enters the signer's name, selects "I Agree" or an equivalent affirmation, and submits the form, the signer intends that action to constitute the signer's electronic signature. The electronic signature will have the same force and effect as a handwritten signature to the fullest extent permitted by law.

Each signer affirms that the electronic signature is the signer's own. The School may retain and rely upon the completed electronic record as the official copy of this Agreement. A paper copy and handwritten-signature option will be made available upon request.

Parent/Guardian

Printed Name: _____

Relationship to Student: _____

Signature: _____ Date: _____

Additional Parent/Guardian, if Applicable

Printed Name: _____

Relationship to Student: _____

Signature: _____ Date: _____

Student

Printed Name: _____

Signature: _____ Date: _____