

MOUNT ST. MARY ACADEMY
2020-2021

Student/Parent Handbook

Mount St. Mary Academy
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Chapter 1

Vision Statement and Values

Vision Statement

We are a dynamic school of excellence, set in a nurturing environment that enriches the minds, hearts, bodies, and souls of young women, who emerge as leaders in our changing world.

Mission Statement

Mount St. Mary Academy, founded by the Sisters of St. Mary of Namur, is a Catholic, private, college preparatory school for young women. Within a nurturing and academically challenging environment, the Academy strives to develop the whole person. Guided by our Catholic tradition, and rooted in Gospel values, we educate young women dedicated to lifelong learning, moral integrity, and service to and acceptance of others.

MSM Statement on Community, Equity, and Inclusivity

As part of our school's mission to "educate young women who are dedicated to lifelong learning, moral integrity and service to and acceptance of others," Mount St. Mary Academy is committed to ensuring an environment that is safe for learning, curiosity, and relationship-building. In that spirit, we are dedicated to affirming every student's identity and teaching them to embrace differences that include, but are not limited to, race, ethnicity, class, religion, gender identity, sexual orientation, learning ability, physical ability, and family income. When a student enters our school, she becomes a part of a community of educators and learners who value, respect, and treat each other with dignity.

The school commits to on-going training for our Board members, administrators, faculty, and staff members through purposeful professional development workshops and seminars so that every employee sets high expectations and a meaningful pathway to achievement. We engage our students in an inclusive school culture with anti-bias, antiracist curricula, and programs so that they learn to identify and dismantle prejudice, stereotypes, and discrimination in their lives, their school community, and their society. Students will develop 21st-century problem-solving skills, such as racial literacy and communication across differences so that they leave our school with the confidence to work towards a more just and equitable society.

An identity safe learning environment is not one free from challenge. We recognize that confronting racism and discrimination can be uncomfortable, but necessary, part of a well-rounded education. We encourage our students to approach this aspect of their education with courage, curiosity, and an open mind. Confronting discomfort in a supportive environment will lead to promoting equity amongst our entire school community. The school is approaching this work from a place of love, respect, and grace, and we are dedicated to encouraging the same in our students.

The Coordinators for Diversity, Equity, and Inclusion help guide the important work of promoting multiculturalism and equity throughout the school community, particularly among the students. One of the coordinators moderates the Black Affinity Group and both coordinators support student leadership opportunities and programming through mentorship and working with the student DEI group, the Voice. They facilitate the selection of students for local student diversity leadership conferences, including the inter-school EdCo DEI Student Leadership program. They also work closely with the Dean of Student Engagement and the School Principal to develop programming pertaining to issues of equity and inclusion for all students.

Philosophy

Mount St. Mary Academy continues the educational and spiritual vision of the Sisters of St. Mary of Namur, who, “in simplicity and joy have offered all to God.” Recognizing each young woman’s strengths and potential for growth, Mount St. Mary offers a varied curriculum that effectively encourages her to succeed. Students are challenged to be stewards of their individual gifts, using them to understand people of varied backgrounds and participate in service to the community. Through academic and extracurricular programs, students explore their own identities and values, enhance their moral decision-making skills, and begin to establish themselves as responsible members of the global community. Young women graduate from Mount St. Mary having developed critical and abstract thinking skills and the ability to express ideas in a coherent and literate manner.

In an atmosphere of mutual trust and respect, we support each other in times of celebration as well as sadness. Mount St. Mary’s faculty and staff work closely with our families to nurture students emotionally, academically, and spiritually, and prepare them to seek solutions to life’s problems in the light of Christ’s teachings.

Objectives

- To create a genuine Christian community through respect for each person, a deepening personal faith, and a growing awareness of the uniqueness of others.
- To assist the student in developing as a whole person in a cooperative setting.
- To stimulate the process of intellectual growth by challenging each student to pursue learning as a lifelong commitment.
- To maintain an atmosphere in which values are examined, chosen, and internalized.
- To provide a variety of academic, cultural, and co-curricular activities enabling each student to effectively utilize her own talents as a member of the global community.

Value Statements Catholic Education: We cherish education rooted in the tradition of the Catholic Church, with a special devotion to Mary. We are committed to the spiritual, intellectual, emotional, and physical growth of the young women we serve.

Personal Development: We are dedicated to the development of the whole person in a safe, nurturing environment characterized by a strong sense of family and centered in Gospel values.

Integrity: We challenge our students to develop a sense of discipleship, respect, compassion, and moral responsibility, thus providing the community with leaders dedicated to social justice and service.

Scholarship: We are committed to scholarly growth by challenging each student to achieve her full potential and approach learning as a lifelong pursuit.

Acceptance: We instill in each of our students a respect for all cultural and religious traditions. We foster acceptance of all members of our diverse global community as Jesus Christ did.

Chapter 2

Profile of a Mount St. Mary Graduate

Nurturing our students emotionally, academically, and spiritually.

During her years at Mount St. Mary Academy, a student will:

- Deepen her unique identity: self-reflection, self-direction, self-motivation
- Display intellectual curiosity and a desire to challenge herself academically
- Be resilient in the face of challenge
- Actively practice her faith, values, and service to others
- Collaborate with others in applying creativity and seeking innovation
- Demonstrate reasoning at a higher level
- Communicate effectively through speaking, writing, and reasoning
- Gather, research, and organize reliable information
- Exhibit technical competence and responsible digital citizenship
- Lead with integrity inside and outside the classroom
- Root herself ethically and demonstrate empathy, confidence, and accountability

Important Parent Information

Mount St. Mary Academy was established by the Sisters of St. Mary of Namur in 1927 when the Town of Tonawanda was a series of farms, orchards, and some newly established homes in the Village of Kenmore. Its inception was the idea of Mother Veronica, the Provincial Superior of the Sisters at that time. Since the Sisters were already teaching at Annunciation School and St. Paul's School, they wanted to make a Catholic high school education available to the young women of this area. For over 80 years, Mount St. Mary Academy has been following the nurturing and academically challenging goals set by the Sisters of St. Mary decades ago. In 1992, the school governance was turned over to a Board of Trustees by the Sisters, so that the future could be assured. The Board is responsible for the long-term goals of the school, and the Principal cares for the day-to-day academic needs of your daughters. We see ourselves as partners in the education of your daughter, and we hope that this partnership will help your daughter grow into an intellectually, physically, morally, and spiritually skilled young woman.

Frequently asked questions which affect the daily life of your daughter:

Uniforms: What happens if she forgets a part of her uniform? In the school office, she may be offered that item to wear, and she must return this to the office at the end of the school day. If your daughter does this before school begins, there is no disciplinary consequence. If she is found to be out of uniform during the school day, she may receive an after-school detention.

Bus: How do I know if my student will receive bus transportation each year? All school districts (except Buffalo) require you to apply for transportation by April 1st. An application for bus transportation will be sent to your family. For students in the Ken-Ton district entering grades 10-12, a yearly application is not necessary. All districts do not provide transportation for their students.

Can my daughter ride an alternate bus home with a friend? On an NFTA Metro bus, for a fare, a student may ride home with a friend. For other districts, permission to ride an alternate bus is generally not permitted by the public-school district even if it is within the same district. You should contact the school district's transportation department for clarification.

Calendars and Special Schedules: How do I know what is going on after school or if there is a special schedule for the day? On MSM PlusPortals, a calendar of events, daily announcements, and news items are available to you. If there is a change in the daily schedule because of an assembly or a school liturgy, that schedule will be posted on MSM PlusPortals in advance. The school calendar is also located on www.msmacademy.org.

If your daughter belongs to a sports team, there are individual tabs for each sport on the MSM athletic website at www.msmathletics.org. This site contains games, directions to the various fields and competition venues, as well as team news. You can also sign up to receive texts and email alerts about game cancellations on the website.

Parent/Teacher Conferences: How do I get in contact with my daughter's teacher for a conference? At any time, you may email or call a teacher to set up a conference. E-mail addresses can be found on MSM PlusPortals, and teachers have voicemail which they check at the beginning and end of each day.

Tutoring: How can I find a tutor for my daughter if she is having a problem with a subject? Students and parents should first contact the teacher to set up after school tutoring. Upon teacher recommendation and counselor recommendation, the student may receive tutoring in the ALC from a teacher or a peer tutor. Peer-tutoring is offered by the National Honor Society members.

Phone: Can I call my daughter's cell phone during school hours? During academic classes, your daughter may not use her cell phone or text at any time. If you contact your daughter during these times; puts her at risk for a disciplinary infraction, since it is a great temptation to answer a call from a parent. If you need to get a message to your daughter, please call the school's Main Office at 877-1358 ext. 101, and we'll make sure she gets the message. If the call requires a response, we will let her use an office phone to contact you.

Lunch: What if my daughter forgets her lunch? If your daughter forgets her lunch, you may deliver a packed lunch or money to the school. She may also borrow money from the Main Office if a parent is not able to make it to school. Take-out food may not be delivered to the school.

Locks and Lockers: What if my daughter forgets her locker combination? She should report to the office, and one of the office staff will provide the information or help her if she has trouble opening her locker.

School Liturgies: Are parents invited to school liturgies? Parents are most welcome at all our liturgies and prayer services. Check the school calendar for dates and times. Liturgy is always celebrated on each feast day of the Blessed Mother.

Guidance: How can my daughter see her guidance counselor? Our counselors are available before, during, and after school in order to service the needs of your daughter. Academic, personal, and social concerns may be discussed with her counselor. We encourage our students to make an appointment.

Volunteer Opportunities: My daughter needs a place to perform her service hours. Where can she find help? Our Campus Minister oversees all volunteer services. The Campus Ministry Office has many resources and contacts that may help your daughter to find a service opportunity that matches her personal interests.

Resources for Families: How can I find an outside resource for a particular issue that involves my daughter? Listed below are many qualified resources that can

meet the professional needs of your daughter. Please contact your daughter's counselor for additional referral information.

For students in need of crisis counseling, the following number can be called:

- **Spectrum Cares: 882-4357** - for students experiencing a mental health crisis. Professionals will come to school or visit the home to check on the welfare of the child.
- **Crisis Services: 24 Hour Hotline**
Serving Buffalo and Erie Co. 716-834-3131
- **Kids Helpline - Crisis Services, Buffalo NY**
Provides service to school-age children, adolescents, and parents through confidential support and problem-solving assistance. Those who call these numbers and talk of depression, suicide, and drug and/or alcohol abuse will have assistance linking to appropriate community resources.
716-834-1144 → hotline for children and families
877-543-7400 → toll-free hotline

Additional Resources:

- **Ken-Ton Family Support Center:** 874-8510
- **Catholic Charities:** 856-4494
- **Spectrum Health and Human Services** - mental health and substance abuse counseling, crisis response, integrated health services, health home care coordination, community-based services, PROS program, and telehealth groups offered 716-539-5500
- **Best Self Behavioral Health 9CATS and Lakeshore Behavioral Health:** 884-0888
- **Horizons Health Services** (mental health and addiction): 831-1800
- **Mental Health Association of Erie County, Inc.:** 886-1242 eriemha.org
- **Life Transitions Center (Grief Counseling Support Groups) at Hospice:** 836-6460
- **ECMC Outpatient Behavioral Health Services for adults, children, and families:** 716-898-3858 Location: 462 Grider Street, Buffalo, 14215
- **Suburban Psychiatric Associates** - affiliated with BryLin hospital, doctors and counselors - Amherst and Hamburg locations - 716-689-3333

- **Narins Eating Disorder Center in Amherst NY** - includes comprehensive assessment, treatment planning, intensive outpatient, partial hospitalization, support groups, and community referrals. See website for information pertaining to COVID: 717-688-5372
- **Poison Control Center of Western New York:** 1 (800) 222-1222

Please do not attempt to assess student concerns on your own. If you suspect that a student is experiencing a crisis or have any concerns about a student's behavior, please direct those concerns to the student's school counselor or social worker.

To locate any service in Erie County, call 211 or go to www.211wny.org/Erie-County/

Chapter 3

Daily Bell Schedule 2020-2021

7:40	Welcome Bell
7:45 - 8:03	Prayer, Attendance & Announcements
8:08 - 8:46	Period 1
8:51 - 9:29	Period 2
9:34 -10:12	Period 3
10:17 - 10:55	Period 4 / First Lunch
11:00 - 11:38	Period 5/ Second Lunch
11:43 – 12:21	Period 6 / Third Lunch
12:26 - 1:04	Period 7/ Fourth Lunch
1:09 - 1:47	Period 8
1:52 - 2:30	Period 9
2:30 – 2:35	Dismissal

Chapter 4

Administrative Policies

Student Code of Conduct

Mount St. Mary Academy continues the educational and spiritual vision of the Sisters of St. Mary of Namur, our school's founders. Within a nurturing and academically challenging environment, the Academy strives to develop the whole person to help our students become women dedicated to lifelong learning, moral integrity, and service to and acceptance of others.

Mirroring the teachings of Jesus, Integrity, Service, Tradition, Nurture, Respect, Scholarship, and Acceptance are the underlying values of the Academy and our Code of Conduct. All members of our community are expected to be courteous and respectful at all times and to develop self-discipline and assume responsibility for their actions. These standards apply whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate. Who we are and what we do is a reflection of Mount St. Mary Academy. All members of the Mount St. Mary Academy community are expected to follow this code at all times.

Members of the Mount St. Mary Academy community must represent our school well by:

- demonstrating honesty and integrity;
- respecting differences in people, their identity, their ideas, and their opinions;
- treating one another with dignity and respect at all times, and especially when there is disagreement;
- respecting the rights of others and treating everyone fairly;
- taking appropriate measures to help those in need;
- seeking assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- showing respect toward all members of the school community, including all students, administration, faculty, and staff;
- respecting the need of others to work in an environment that is conducive to learning and teaching;
- respecting and complying with all applicable federal, state, and municipal laws;
- creating an environment that is free from discrimination and harassment.
- acting in accordance with the teachings of Jesus and the Gospel values.

Students who violate our Code of Conduct may be subject to disciplinary consequences. This Code of Conduct extends outside the walls of MSM, and into the world of social media as well. Prohibited social media behaviors are listed below.

Above all else, before you Tweet, Facebook, Instagram, Pin It, text it, send photos, or do anything with Social Media think of this:

T – is it true?

H – is it helpful?

I – is it inspiring?

N – is it necessary?

K – is it kind?

Prohibited statements and materials include but are not limited to:

- Defamatory content
- Racially offensive
- Discrimination
- Pornography
- Personal attacks
- Illegal activity
- Material that contains vulgar, obscene, and/or indecent language or images.
- Proprietary and confidential information
- Insulting or disparaging remarks about members of the MSM Community even if specific names are not mentioned.

Academic Integrity

In order to maintain an atmosphere of respect for one another's work, and in light of our Christian values and personal integrity, Mount St. Mary Academy maintains a strict policy regarding honesty in academic work and in all areas of school life. Dishonesty and cheating in any way are strictly forbidden.

Cheating is defined as a dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular, or other schoolwork, so as to give or gain an unfair advantage. (The American Heritage Dictionary). This includes, but is not limited to:

- students who cheat (willfully giving or receiving information) on any homework, assignment, project, test, school exam;

- copying or allowing others to copy information from someone else's work, test paper, or homework, etc.;
- unauthorized use of study aids, cheat sheets, notes, books, formulas or information in calculators/computers, cell phones;
- unauthorized prior knowledge of an examination or assessment.

Plagiarism is defined as "to steal and pass off (the ideas or works of another) as one's own: (another's production) without crediting the source" (The American Heritage Dictionary).

This includes, but is not limited to:

- using computer research, in any form, without proper citation;
- presenting as one's own, the works or the opinions of someone else without proper acknowledgment;
- failing to follow teacher-set guidelines for classroom collaborative learning activities.

Fraud is defined as "a deception deliberately practiced in order to secure unfair or unlawful gain" (The American Heritage Dictionary). This includes, but is not limited to:

- attempting to pass off someone else's work, imagery or technology as your own, purchasing or selling an assignment from another person or technological resource;
- forgery of signatures. Any student caught in instances of cheating, fraud, or plagiarism will receive an automatic zero for that assignment, the assignment must be corrected and resubmitted, and the teacher will contact parents. Additionally, this will be reported to a school administration and the student's school counselor, and result in disciplinary action. Serious and/or multiple violations of this may result in academic probation, ineligibility, failure of the course, or dismissal from Mount St. Mary Academy.

Academic Centers

Mount St. Mary Academy has four academic centers: Academic Learning Center (ALC), Humanities, Languages, and STEAM. These centers provide collaborative spaces for both teachers and students to explore and to deepen learning experiences. A student can go to a Center to receive extra help, to seek enrichment, and/or to work closely with fellow students or teachers. Academic Centers are open before school (7:30 am) and after school until 3:00 pm. During the school day, students can go to a center via sign out in the study hall. The Academic Learning Center (ALC) is part of the continued commitment to academic excellence at Mount St. Mary Academy. The purpose of the ALC is to provide assistance in helping students achieve high academic success by developing their

literacy and test-taking skills in all content areas. Services in the Academic Learning Center include tutoring for all courses offered at MSM, a focused environment for structured study halls, and specific instruction in the area of test-taking, organization, and study skill strategies. Any student who has an IEP or 504 plan and has special testing accommodations will receive those in the Academic Learning Center for all tests, quizzes, and exams. Students with IEP or 504 Plans are required to have scheduled study halls each week in the ALC to best address their specific needs. Students without an IEP or 504 plan can visit the ALC for extra assistance. She will sign up to visit the ALC by checking in with her study hall teacher.

Academic Placement

The Principal, Assistant Principal for School Life, school counselors, department chairpersons, and faculty are responsible for the placement of Mount St. Mary Academy students in course levels (advanced placement, honors, and Regents). An incoming ninth grader's placement is based on a careful study of her academic potential as demonstrated by scores on the placement examination and her grade school transcript. A transfer student's placement is based on careful study of her academic potential as demonstrated by information from transcripts, standardized tests, and recommendations.

Academic Program

Mount St. Mary Academy offers a four-year course of study, which is accredited by New York State. For over forty years, the Academy has been accredited by the Middle States Association of Colleges and Schools.

Students will be placed in a course of study with a sequence in math, science, foreign language, social studies, English, and/or art. Qualified students, as determined by the school, may be eligible for honors, advanced placement, and local college (Niagara University NUStep) courses. Students enrolled in an AP course of study are required to take the advanced placement examination in May.

Assignment and Test/Quiz Policy

Long-term assignments, defined as being of two weeks minimum duration, are due on the assigned date at the time the class meets regardless of student attendance that day. Any missing long-term assignments will be penalized as follows: the class period up to one class day late, 50% penalty; two or more class days late, no credit.

Backpacks

Students may carry small backpacks, messenger (shoulder) bags, or totes during the school day. Our schedule is designed with time between classes to allow students access to their lockers for class materials, making smaller bags for in-school use possible.

Cafeteria Services

The cafeteria provides a comfortable location where students eat lunch and socialize with their friends. Students are always reminded to be respectful of the authority of the cafeteria staff and the teachers assigned to supervise the cafeteria. The cleanliness of the cafeteria is the responsibility of all who use it. Students must leave the area where they have eaten clean and neat. Tables must be cleared and washed after each lunch period. Receptacles are provided for the disposal of garbage and for recycling materials. Courtesy and good manners are expected at all times. Students are expected to bring lunch from home or purchase lunch from the cafeteria. At no time are students allowed to "order in" from local restaurants, pizzerias, etc. Students are required to spend the duration of their lunch period in the cafeteria unless prior arrangements have been made with a teacher. Students who need to meet with a teacher must have a pass to leave the cafeteria at a designated time. Students, other than seniors, may not eat their lunches in any area of the school other than the cafeteria.

Custody

Mount St. Mary Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the order. If a student moves from the home of her parent(s), custodial parent or legal guardian(s), the school administration should be notified immediately.

Driving and Parking Policies

There is limited parking for students available at Mount St. Mary Academy. Seniors with a valid New York State driver's license may drive to school and may park in the designated parking spaces in the student parking lot. Seniors have a reserved section of two rows along the western side of the parking lot, along the fence, and along the gym wall. Students **MUST** register their car(s) with the Main Office to receive a parking permit and a map indicating which spaces are available for student parking. A parking permit must be placed in the car as instructed. Only

seniors are permitted to park on campus with a parking pass. The center section of the student parking lot is reserved for faculty, staff and guests of Mount St. Mary Academy. Students may NOT park in the center section. Students who park illegally will receive a detention for each illegal parking instance. Students with more than three detentions issued for illegal parking will lose their on-site parking privileges. Open parking is available around the perimeters of the lot. If all student parking spaces are full, students must park on Waverly or Ferndale Avenues. Students may not park in either the faculty parking lot or the senior residence parking lot.

Emergency Drills

Fire drills are required by law at regular intervals and are an important safety precaution. It is important that each student familiarize herself with the fire evacuation plan posted in each room. All students and faculty are always to respond seriously to the fire alarm, including after school. Evacuation of the building should be immediate, quiet, and in an orderly manner. No running or talking is permitted. No one should return to the building until the signal is given by the Principal, Business Manager, or their recognized representatives. Mount St. Mary Academy has in place contingency plans for a variety of emergencies, should they arise. Drills to practice these procedures may occur sporadically throughout the school year.

Field Trips

Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral standards. Students attending school-sponsored field trips must have the MSM field trip form signed by their parent/guardian, as well as their teachers, and turned in by the date indicated on the form. Handwritten notes and phoned-in verbal permission are not acceptable. These permission forms must be in the attendance office prior to the event. Students who do not have the appropriate permission form will not be allowed to participate in the field trip and must remain in school and be assigned work in the study hall and/or library.

Note: Faculty members reserve the right not to release students for any particular trip due to scheduled tests, poor academic performance, or disciplinary reasons.

Health Services

Please notify the Health Office, in writing, of any health concerns. Counselors will be notified of any health problems that may affect schoolwork when written

consent from the parent is on file giving permission to do so. If modifications must be made in the student's program, Mount St. Mary Academy must be adequately informed about injuries or a chronic illness. Additionally, you must inform the Health Office of any medications a student is taking on a regular basis. The Health Office at Mount St. Mary Academy is staffed by a registered professional nurse employed by the Kenmore-Tonawanda Union Free School District.

Services provided include screening for height, weight, vision, scoliosis, and hearing tests. Referrals to a student's private physician will be made for any deviation from the norm in any of the above. The nurse is also responsible for preparing and maintaining confidential health records on all students in attendance at Mount St. Mary Academy.

If a student feels ill during the day, she should follow these procedures:

- Obtain a pass from her classroom teacher.
- Report to the Main Office.
- If a student is so ill she must go home, the nurse/school administrative assistant will contact the parents and/or emergency contact person from the student's registration form to make arrangements for the student's release.
- If the nurse is present, the student may report to the Health Office for one period. If the nurse is not present, the student may sit in an area designated by the Main Office secretary for one period. At the end of the period, a determination is made as to whether the student is able to go back to class. If she is not feeling well enough, the secretary will contact her parent/guardian to make arrangements for the student to be picked up immediately.

Medications may be given in school if it is a physician's standing order that it is absolutely necessary. The medication must be sent in the original bottle, properly labeled (name of medication, student's name, time and dosage to be given). Written physician's permission to administer medication in school is a must. This requirement also applies to pain relievers such as Tylenol, Motrin or any other over-the-counter preparation.

These forms can be found on the MSM website under the "Parents" tab under the "Forms" section.

Library Media Center Services

The Library Media Center fosters an environment that is conducive to learning and promotes student achievement. It is open from 7:30 a.m. to 3:30 p.m. The Library Media Center exists to help students and staff become effective users of

information. Teachers may reserve the library for instruction and/or class visits. Freshmen, sophomores, and juniors require a pass during school hours to use the library and must sign in. Seniors can access the library any time during its hours of operation. Students who enter the library must adhere to the library rules which are:

- Have a purpose: Students must have a purpose to come to the library such as research, computer work, projects or quiet reading.
- Be respectful: Students will be respectful of their classmates' right to work in an environment that promotes learning without disruption.
- There is no food allowed in the Library Media Center.

Books circulate for three weeks and may be renewed twice. A fine of \$.10 per day is charged for overdue materials. Students are responsible for the current market replacement cost of any materials they lose or damage. Nook e-readers circulate for two weeks and may not be renewed. A fine of \$1.00 per day is charged for overdue Nooks. Students are responsible for the current market value of the Nook and its cover if the Nook is lost or damaged. The video collection circulates to administration, faculty and staff only.

Our Library Media Center is equipped with an Online Public Access Catalog. Additionally, our networked computer lab and library have a variety of Windows applications, online subscription databases, and Internet access. Netbooks and printers are available for use through the librarian.

Lockers and Locks

Each student will be assigned one locker. Those band students with large instruments and student-athletes with athletic equipment may be assigned a second locker on the lower level of school. The specific combination lock on the individual locker assigned at the beginning of the year must be used. Only these specific school locks may be used. If a student has lost her MSM lock, she must purchase a new one in the Main Office. To ensure all student belongings are secure, lockers must be locked at all times. Mount St. Mary Academy is not responsible for lost or stolen property. The school is co-tenant of lockers and retains the right to inspect any locker at any time without notice. Students may visit lockers at the change of class. Due to fire codes, the outsides of lockers must be kept free of paper, balloons and/or other items at all times.

Watch our student-made video clip on student lockers here:

<https://youtu.be/hZxBZAAB0DQ>

Pranks

Pranks are strictly prohibited. Students who participate in pranks will face disciplinary consequences. Suspensions may affect a student's college or university admission. Students who participate in a prank during their senior year may not be allowed to participate in prom or graduation exercises.

School Closing

When Mount St. Mary Academy needs to be closed for any reason, every attempt will be made to post the announcement on television Channels 2, 4, and 7 as well as local radio stations. We will leave a pre-recorded message on our voicemail system which you can access by calling 877-1358. Additionally, conditions allowing, a broadcast message via text, email and phone call will be sent to all families who supply the Main Office contact information.

Mount St. Mary Academy is located in the Kenmore-Tonawanda UFSD. Therefore, if Ken-Ton closes due to inclement weather, MSM will automatically close. If Ken-Ton delays the start of the school day in their district, MSM will make its own assessment, and if it is deemed necessary to delay the start of our school day, we will make that announcement through our stated channels separately. If no announcement of a delay is made, parents should assume school is open as usual. We will make every effort to announce our closing in a timely manner.

School Promotional Publications

Enrollment of a student at MSM implies consent from the student's parent or guardian for the use of photographs in the school's publications, such as yearbook and newspaper, as well as in other school promotional projects such as viewbooks, website, posters, newspaper articles, and the like unless written notice to the contrary is received by the Principal.

Shadow Privileges

Shadow ambassadors/hosts must be in good academic standing and have met with the MSM Admissions Director to review guest protocol. All shadow hosts must remain good stewards of our mission of integrity and acceptance of others.

Summer Reading Requirement

Reading is fundamental to education. At Mount St. Mary Academy, the educational process does not end with the school year in June. It is with this perspective that departments have adopted a policy of assigning books to be read by all students over the summer. Books are selected on the basis of their literary

merit. The summer reading list is evaluated and revised annually by the English department. When school resumes in September, students are tested on the required summer reading. Following the testing, teachers lead students in discussion and analysis of the books. Reading lists are provided for students and are also posted on MSM PlusPortals. All new students will receive their lists in the mail along with other pertinent information. The books may be acquired at any library or bookstore.

Telephone/ Messages

The office telephones are for official school use and in the case of a student emergency. Parents are asked not to call the school to ask that messages be delivered to students unless the message is of extreme importance. Students will not be interrupted during class time to have personal messages delivered.

Textbooks

Textbooks used by students are on loan by their public-school districts. Students to whom they are issued are responsible for these loaned books.

- In June, all textbooks must be returned in the same condition in which they were received. Books not returned will be paid for by the student to whom they were assigned.
- Textbooks must be covered for the entire school year.
- Students who return a damaged textbook or who have lost a textbook will be charged a fee of \$125.00 per book.

Transportation

Mount St. Mary Academy is serviced by buses from many public different school districts as well as the NFTA Metro Bus. Information regarding transportation is given at the time of registration. Any additional information may be received by contacting your local public-school district or the Main Office of Mount St. Mary Academy. Riding to school on a bus is a privilege, and proper behavior is necessary. Students are expected to cooperate fully with the drivers regarding rules, routes, safety drills and procedures.

Wheelchair Policy

When medically necessary, a wheelchair will be provided for a student's use. A note, signed by a physician, is required for wheelchair use beyond one day. This note must state the reason for the wheelchair and the projected length of time for its use. If a student requires a wheelchair for more than one week, a wheelchair must be provided by the family for use in the school.

Working Papers

In most cases, working papers are obtained from the student's home school district. Application forms are available in the Main Office. Contact your local school district for the correct procedure. MSM will supply the "Physical Fitness Certification" through our Health Office. A current physical (within twelve months) must be on file in the Health Office.

Chapter 5

Technology and iPad

Acceptable Use Policy

Mount St. Mary Academy will make available a variety of technological resources to support learning and enhance instruction. Our goal is to provide access to diverse, educationally sound technology tools to facilitate resource sharing, innovation, and communication. The users (defined as any student, teacher, administrator, staff member, or community member utilizing a school computer) of these tools take on certain responsibilities, including the use of technology in an ethical manner.

We encourage the use of available computers and technology, however, with these privileges comes responsibility. Violations of the following guidelines will result in a loss of access as well as other disciplinary or legal action as deemed necessary by the school administration. Users are expected to:

1. Respect the privacy of others

- Users will keep their passwords confidential.
- Users will not try to learn passwords of other users or network administrators.
- Users will not attempt to gain unauthorized access to networked or standalone systems.
- Users will not modify or read files of other individuals; however, it should be noted that network and cloud storage areas, files and communications are owned by the Academy and may be reviewed by school administrators, or their designee, to maintain system integrity and ensure that users are utilizing the system responsibly. Users should not expect that files stored on school servers will always be private.

2. Respect the materials and resources of Mount St. Mary Academy

- Users will properly utilize computer time and will not waste limited resources/supplies that are provided by Mount St. Mary Academy.
- Users will respect the legal protection provided by copyright laws and by software licenses held by Mount St. Mary Academy and will not make or distribute copies of site-licensed software.

Acceptable Use Guidelines for the Internet, Protected Network and MSM Email
Mount St. Mary Academy will make access to the Internet and a school email account available to its students, faculty, administration, and staff. Mount St. Mary Academy is the owner of the school network, and all accounts including email, and, at our discretion, may monitor and review all content at any given time. Use of Mount St. Mary's Internet, protected network and email account and the information contained in it is a privilege. While every reasonable effort will be made by Mount St. Mary personnel to monitor proper technology usage, students, parents, faculty, administration, and staff also must accept the responsibility of ethical usage of Mount St. Mary's facilities and Internet account.

We encourage students to use the Internet, however, with this privilege comes responsibility. Violations of the following guidelines will result in a loss of access as well as other disciplinary or legal action, as deemed necessary by school administration.

Proper Use

The purpose of Mount St. Mary's Internet access, email and other technological devices is to support research and education by providing access to unique resources. The use of these resources must be in support of education and be used in a proper way at an appropriate time. These tools have been provided to reach the educational objectives of Mount St. Mary Academy.

Respect the materials and resources of the Internet and MSM email account.

- Users will not use these resources to engage in bullying behavior—harass, ridicule, humiliate, hurt or intimidate another person.
- Users will not send or receive offensive material over the Internet or email.
- Users will not use obscene, offensive, harassing, insulting, or otherwise abusive language over the Internet or in email.
- Users will not violate copyright laws.
- Users will not trespass in another user's folders, work, or files.
- Users will not employ the network or email for commercial purposes except when explicit permission is given and then only for school-run businesses and

purposes.

- Users will not attempt to represent themselves as another person while emailing.
- Users will not involve themselves in the creation or forwarding of chain letters.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite—Use appropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number or that of students or colleagues.
- All communications and information accessible via the network should be assumed to be the property of Mount St. Mary Academy and must be held in confidence.

Consequences of Violations

All violations of the Acceptable Use Guidelines will be communicated to the building administrator. Users found to be in violation of acceptable use will be denied technology access on appropriate equipment. Possible actions include the following:

- A user may be banned from access to specific technological equipment or facilities for a period of time.
- A user may be subject to disciplinary consequences, including conferencing with School Life.
- Users could face prosecution if criminal activity is involved.

Electronic Devices

Electronic communication devices (i.e. cellular phones, iPods, etc.) usage is discouraged during any part of the school day, as we believe that we are called to be fully present to our community, paying attention to learning in the classroom, and nurturing the friendships in our midst. Electronic communication devices may only be used during academic hours of 7:45 a.m.-2:30 p.m. under one of the following circumstances: in the Cafeteria, during the student's lunch period, in study hall, in the senior lounge, in a classroom with teacher permission for an academic activity. When permitted, electronic devices must be used in a non-disruptive manner. The proctor has the final say in what is and what is not disruptive. Making a phone call or playing music aloud will not be permitted, as it can interfere with other students. In no other way, or at any other time, may these devices be used. School is a place of learning and these devices can be a significant distraction to the education process; but in the proper use, can enhance the learning

process as well. For this reason, electronic communication devices may not be seen or heard in any areas or ways other than the previously listed manner.

The first time a student is found to be engaging in non-permitted electronic device activity or use, a verbal warning will be issued by the teacher.

The second time a student is found to be engaging in non-permitted electronic device activity, a student will be referred to the Counseling Department by the teacher, and written notice will be sent to the Dean of Student Engagement, which may involve a separate conversation.

The third time, and each time thereafter, additional disciplinary consequences will be assigned. These include but are not limited to: detention(s) issued, parent conference, a parent/guardian must retrieve the device from a school administrator, and/or checking the device into the Main Office at the start of each school day for a period of time.

In the case of an emergency, when it is necessary for a parent to reach a student during academic hours, please call the Main Office at 877-1358, ext. 101. When it is necessary for a student to make a call, she should go to the Main Office, and an office phone may be used.

Mount St. Mary Academy Student iPad and Microsoft Surface Usage Agreement

The goals of the Student iPad program are:

1. To facilitate mobile learning and provide tools and resources for the 21st Century learner.
2. To capitalize on the convergence of academic resources in conjunction with advancements in technology.
3. To promote responsibility for one's own learning through increased access to technology resources.

Student use of the iPad and Microsoft Surface falls under the guidelines of the Acceptable Use Policy for Technology. Students are expected to use their iPad or Microsoft Surface respectfully, maturely, and professionally. Access to the Internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of these devices.

Mount St. Mary Academy is not responsible for activity on other networks.

The iPad and Microsoft Surface, all applications, as well as all activities and documents stored on these devices are the property of Mount St. Mary Academy and subject to regular review and monitoring.

The iPad and Microsoft Surface will remain the property of Mount St. Mary Academy for four years until the student graduates from Mount St. Mary Academy, at which time the device ownership will then transfer to the student. If the student exits Mount St. Mary Academy for any reason prior to graduation, the device **MUST** be returned to the school. If the iPad or Microsoft Surface is not returned, full replacement costs must be paid to Mount St. Mary Academy.

It is the student's responsibility to purchase and use a durable and suitable protective case for the iPad. This case should adequately cover the corners of the iPad and provide a durable cover to protect the screen. Students are expected to bring their iPad or Microsoft Surface to school each day, charged and ready for use in each class.

Customization of the iPad or Microsoft Surface

The student is permitted to alter or add files to customize the assigned iPad or Microsoft Surface to her own working style. The MSM Technology staff will install school required applications and will maintain updates of those applications. Students are not permitted to delete these applications on the assigned device. Students may **NOT** install their own applications and content from personal iTunes accounts. Non-school work will need to be done in the browser as students are not permitted to download apps. Due to space limitations, school-provided apps will take priority and personal content will be deleted if available space becomes an issue.

Personal Health and Safety

1. Avoid extended use of the device while resting directly on your lap. The bottom of the iPad can generate significant heat.
2. Take frequent breaks when using electronic devices for long periods of time. Look away from them approximately every fifteen minutes.
3. Do not provide your personal information to anyone over the Internet.
4. Do not share your passwords with anyone. Keep the device secured when not in use. Keep the device in a secure location when it is not at school.

Borrower's Responsibilities

1. I understand that Mount St. Mary Academy retains sole right of possession and ownership of the iPad or Microsoft Surface and related equipment.

2. I will follow the guidelines established in the Acceptable Use Policy for Technology and I have signed the Acceptable Use Policy for Technology. I understand that personal content placed on the iPad or Microsoft Surface by the user may be deleted at the discretion of the administration and/or technology staff.
3. I will follow the guidelines listed below for proper care of the iPad/Microsoft Surface.
4. I will not write on or place any labels or stickers on the iPad/Microsoft Surface.
5. I will purchase and use a protective case at all times.
6. I will report any problems/issues I encounter while using the iPad/Microsoft Surface to the technology department immediately.
7. I understand that the technology staff may set the iPad/Microsoft Surface back to factory settings at any point if it becomes unusable or unstable or at the end of the year.
8. I understand that setting the iPad/Microsoft Surface to factory settings may be a course of action for any repairs or modifications and this may result in the loss of data from the device.
9. I understand that iPads/Microsoft Surfaces may be requested to be returned periodically for inventory and/or firmware/application updates.
10. I understand that there will be some updates that I will be responsible for, such as IOS updates, when advised to do so by Apple, Inc.
11. I understand that it is my responsibility to backup my iPad to the cloud on my Apple ID account.
12. I understand that school-related content takes precedence over personal content (e.g. If iPad/Microsoft Surface memory becomes limited due to personal content, the personal content must be deleted to allow for school-related content.)
13. I will not exchange iPads/Microsoft Surfaces with another student.
14. I will not loan the iPad/Microsoft Surface.

15. I understand that teachers may have certain policies regarding use in the classroom. I will comply with those policies.

Proper Care

1. Proper care is to be given to the iPad/Microsoft Surface at all times, including but not limited to the following:

- Give care appropriate for any electrical device.
- Keep food and drink away from the device.
- Do not leave the device out in extreme heat or cold.
- Do not attempt to repair a damaged or malfunctioning device.
- Use the appropriate iPad A/C adapter to charge the iPad.
- The iPad battery should NEVER be completely discharged. The iPad should always have at least 50% power.

2. Use of the iPad/Microsoft Surface will require a few necessary tasks to keep the device performing well:

- Clean the screen often with approved cleaning towels.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the iPad only with the included charger and use a standard wall outlet for your power source.

3. Document any software/hardware issues to the technology department as soon as possible.

4. Proper security is to be provided for the iPad/Microsoft Surface at all times, including, but not limited to, the following: secure your device in a safe place at all times.

5. Keep the iPad/Microsoft Surface in a well-protected, temperature-controlled environment when not in use.

6. Do not leave the iPad/Microsoft Surface in an unlocked car or in open view.

Damage or Loss of Equipment

Actions Required in the Event of Damage or Loss:

1. In the event of damage, loss or theft of a student's iPad/Microsoft Surface, she will inform the technology staff immediately upon discovery of the damage or loss.

2. If a device is damaged by neglect or abuse, it is the student's financial responsibility to replace and or repair the device. Throwing the device, using the device inappropriately or neglectfully would be considered examples of neglect and abuse.
3. Disciplinary action may occur if abuse or neglect is determined as the cause of the problem.
4. If a device is determined lost, it is the financial responsibility of the parent/student to pay for the full cost of the device. A loaner iPad will be given to the student for a limited time period to ensure that she is able to complete academic work.
5. If a device is unusable due to a manufacturer's defect, the defective device will be either repaired or replaced at the discretion of the Technology staff. A loaner iPad will be issued.

Chapter 6

Attendance Policies

Attendance Requirements

Perfect attendance is normally expected of each student. One of the goals of Mount St. Mary Academy is to give our students the best educational experience possible. A student's attendance in class is an integral part of the learning process. It has been shown that frequent absences affect students' skill development and may lead to poor grades. For the benefit of the student's success, class attendance is required. In cases of extreme absenteeism, Mount St. Mary Academy is obligated to notify Child Protective Services of educational neglect.

Consistent with the importance of classroom participation, unexcused student absences, tardiness and early dismissal may affect a student's grade including classroom participation for the marking period.

The following are reasons for an excused absence from school:

- Verified student illness
- Death in the family

- Documented medical or dental appointments
- Documented court appearance
- School-approved field trips (with pre-approval by teachers)
- College visits (with pre-approval by the Guidance Department and documented by the college)
- Suspension
- Military obligations
- Quarantine
- Religious observance

Students who are home on official home instruction are not considered absent from class. If students are present for half of the class, they will be considered present.

All other reasons for absence are unexcused. All absences require a parental note giving the reason for the absence. Family vacations are unexcused absences and should be avoided during the school year.

Absence and Tardy Records

In an effort to keep families informed of their daughters' number of class absences, a student's absence and tardy record is maintained in Plus Portal which is accessible to parents at any time. Teachers are required to update attendance on MSM PlusPortals weekly. Each time a progress report is sent to MSM PlusPortals, attendance is automatically updated

An administrator will be responsible for initiating actions to address student absence and tardiness:

- When a student reaches ten absences, a parent will be notified. A conference will be held with the student to discuss the student's excessive absenteeism.
- Should a student reach 20 absences, a conference may be initiated by a school administrator with the student and parent to discuss the student's absenteeism. A written plan may also be created after a conference is held. Also, after 20 absences, a student may be excluded from extracurricular activities which may include, but are not limited to, sports, after-school clubs, the play, musical, dances, proms, and Student Council.

- In the event of a student having greater than 25 absences, the student's educational viability will be reviewed, and a determination will be made by the Principal on the student's future status at Mount St. Mary Academy.

The Principal reserves the right to consider individual, unique and compelling circumstances when applying the provisions of this policy. Any relief from the consequences outlined in this policy will be at the sole discretion of the Principal.

Student Absent Procedures

- Parents/guardians must call the school any time prior to 7:40 a.m. and leave a message on the voicemail system including the student's name, grade, and reason for the absence.
- If an absence has not been called in to the Main Office, the attendance office must speak directly with a parent or guardian by placing a call home. If no one can be reached at home, the attendance office must call the parent's or guardian's work number until an absence can be verified.
- When the student returns to school, a written excuse from the parent or guardian must be presented to the Main Office indicating the date of and reason for the absence. An "Absence Note" template has been provided for you in MSM PlusPortals under "Health Office Forms". If this note is not provided to the attendance office, there will be a one-day grace period, they may be subject to additional disciplinary consequences.
- If a student is out of school due to illness for more than five days, a note from a physician clearing the student for return is required.

Student Tardy Procedures

Students who are tardy to school (excused or unexcused) must sign-in in the Main Office to receive a pass to class.

- Arriving late to school due to a doctor or dental appointment with written verification from professional, funeral or court appearance is considered an excused tardy.
- Students are allowed five unexcused tardies to allow for family emergencies, traffic, power outages, oversleeping, etc. All other reasons for tardiness are considered unexcused. Upon the sixth unexcused tardy, a student conference with the Dean of Student Engagement will be assigned. Individual consequences will then be assigned for every unexcused tardy thereafter.
- Excessive tardiness of greater than fifteen may be subject to disciplinary consequences which may include but are not limited to, detention, Saturday detention, loss of extracurricular participation, and loss of senior privileges.

Early Dismissal Procedures

If a student needs to be dismissed early for any reason:

- A written note from the parent or guardian must be presented to the office on the day of the early dismissal before the start of classes.
- If a note is not brought in, parents must come into the school and personally sign the student out. No phone permission is acceptable—unless said parent has indicated otherwise with his/her signature under the FERPA/HIPAA Act section on the Student/Parent Signature Page, which is included in a summer mailing packet. In this instance, the Principal would have the authority to sign to release a student after receiving verbal approval from a parent. Students must sign out in the Main Office before leaving the building. A written note must be submitted the following day from the parent or guardian documenting this early release. Failure to do so will result in disciplinary action.

Student Eligibility Participation

A student may not participate in any dance, extracurricular activity, Student Council and/or athletic event if she is absent from school on the day of the event. In order to be eligible to participate in these activities, a student must report to school by 8:30 a.m. and be in attendance for the remainder of the day. Students who are dismissed early or arrive late for verified excused reasons will be eligible for after-school activities provided that the student is present for at least three school periods that day. All documentation must be submitted to the Main Office upon return to school in order for the student to be eligible.

Excused dismissals or late arrivals include funeral (verified by administration), court appearance (written verification from professional needed), doctor or dental visit (written verification from professional needed), verified college visitations, MSM field trips or permission from the administration. Students who are dismissed early or arrive late for unexcused reasons will not be eligible for afterschool activities.

The Principal reserves the right to consider individual, unique and compelling circumstances when applying the provisions of this policy. Any relief from the consequences outlined in this policy will be at the sole discretion of the Principal.

MSM PlusPortals

MSM PlusPortals is our web-based academic information center. Housed in the cloud and accessed through the Mount St. Mary website, MSM PlusPortals allows

parents and students to have up-to-date information on school news, guidance, activities and calendar information. Registered users (students and their parents) will also be able to view individual progress reports, assignments and class attendance. Each student and parent receive a unique username and password, keeping student information private and secure.

Make-up Work

When a student is absent from class, the student is obligated to contact teachers upon the day of return to arrange make-up work. Failure to do so will result in a "zero" grade for work missed. The amount of time permitted for making up work after an absence is made at the discretion of the teacher. A student who receives an "incomplete" for a grade on her report card due to long-term illness or emergency must coordinate with her teacher and her guidance counselor on an acceptable due date. An "incomplete" grade disqualifies a student for a place on the honor roll.

Mount St. Mary Academy discourages parents from making doctor or dentist appointments during school time. Vacation and travel arrangements should not be made during valuable class time; however, if a parent makes such arrangements, the following should be noted: New York State Law mandates the school to inform parents that absences from school cannot be granted. It must then become the decision of the parent/guardian. If the parent chooses to do so, then it is recorded as an unexcused absence. Students are responsible for all work missed during their time of absence.

Chapter 7

Disciplinary Policies

Disciplinary Consequences

Infractions of school rules are liable to bring one or multiple of the following consequences at the discretion of a school administrator. Parents will be notified in writing via email or mail, regarding infractions and consequences.

1. Monitored Lunch:

Assignment of a student to a supervised room during her lunch period. The following are not allowed in a monitored lunchroom:

- Any type of personal electronic device, such as an iPod, cell phone, etc.

- Talking
- Sleeping

2. Academic Detention:

Should a student find herself in a situation where she owes outstanding numerous assignments, is failing multiple subjects, or is experiencing a major decline in her academic performance, she may be assigned to academic detention. Assigned at the direction of the Assistant Principal for Academics, academic detention will take place on Tuesdays, Wednesdays, and Thursdays. The student may be instructed to do work in the detention room or with a teacher that requests her attendance. The student will remain in academic detention until her outstanding work is completed and/or her grades show improvement. This determination will be made by the Assistant Principal for School Life in consultation with the student's teachers and school counselor.

3. School Detention:

Students are to report to the assigned detention room on the assigned date. Detention will be held weekly on Tuesday, Wednesday, and Thursday from 2:40-3:15 pm. Students may reschedule after-school detention on only one occasion during the entire academic year. Thereafter, detention must be served on the day it is assigned or additional detention will be given. Students will be required to sit in silence. They may work on schoolwork or studying. The following are not allowed in the detention room: food or beverages, use of phone, talking, or sleeping. Reading on an electronic device is permitted if it is academic-related. Students may be pulled from detention on that day to perform community service around the building as needed. This decision will be communicated with the proctor by the Office of Student Life on that day.

Failure to report to scheduled detention will result in additional consequences including, but not limited to, additional detentions, Saturday detention, disciplinary ineligibility, or suspension. Students are responsible for their own transportation from detention. Students will be given 24-hour notice of detention in order to arrange for transportation home. Any type of inappropriate behavior may result in dismissal from detention and additional disciplinary consequences.

4. Saturday Detention:

Students must serve the entire three hours assigned in order to receive credit for having attended Saturday Detention. Students are responsible for transportation to and from Saturday Detention. The school district will not provide transportation. Students who arrive late will be assigned an additional Saturday Detention.

Students who cut, refuse to attend, or are dismissed from detention due to being uncooperative or disruptive will receive one day of out-of-school suspension. Students will be assigned work projects in the school. The use of personal electronic devices is prohibited.

5. Disciplinary Ineligibility:

A student may be withheld from participation in any or all student activities including, but not limited to, any school-sponsored social events, sports teams, field trips, club activities, dances, Winter Semi-Formal, Prom, graduation exercises, etc., or for a set length of time, or for a particular activity.

6. Suspension:

A student may be assigned an exclusion from school and privileges for no more than five consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. Only the Principal or Assistant Principal may initiate suspension proceedings.

In the case of a student's intended removal from school for out-of-school suspension, the following will be enacted:

- The student shall be informed of the intended suspension and reasons for the proposed action.
- The student shall be provided an opportunity to discuss this action and otherwise explain her actions.
- Parents will be called immediately and be required to pick up the student.
- A letter shall be sent to the parent or guardian within twenty-four hours stating the specific reasons for the suspension. A written notice shall be placed in the student's school record.
- A parent/student conference may be held before the student is readmitted to school.
- Classwork will be assigned for each day of the suspension and is due to teachers the day the student returns to school.

7. Expulsion:

Means exclusion from school permanently.

Classroom Detention

Classroom detention is assigned by an individual teacher for inappropriate classroom behavior, violation of classroom rules, lack of homework or classwork and class tardiness. Classroom detention is issued when a teacher notifies the

parent in writing. A copy of that notification is sent to the Dean of Student Engagement, and possible meeting when the situation arises. Classroom detentions require 24-hour notice in order for students to arrange transportation home.

Sexual Harassment Policy

Mount St. Mary Academy Board of Trustees affirms its commitment to nondiscrimination and recognizes its responsibility to provide for all students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of the law and stands in direct opposition to Board policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to sexually harassing behavior is a condition for the successful completion of any course of study or educational or extracurricular activity, including the acceptance into or rejection from such course or activity;
- Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, unwarranted touching or requests for sexual favors or other harassing activities of a sexual nature;
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

Any student who believes that she has been subjected to sexual harassment shall report all incidents of such conduct to the Principal. All such reports will be held in strictest confidence.

Upon receipt of a complaint, the Principal will conduct a thorough investigation of the charges. However, if the Principal has knowledge of or has reason to know of any alleged sexual harassment, the Principal is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based upon the results of the Principal's investigation, immediate corrective action will be taken. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment in accordance with contractual and legal guidelines.

Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension/expulsion. The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victims and/or witnesses have not suffered retaliation.

Bullying Prohibition Policy

“Bullying” behavior, whether verbal, emotional, and/or physical, by any student at Mount St. Mary Academy is strictly prohibited, and such conduct will result in disciplinary action. “Bullying” means any act or acts by an individual or a group directed against an individual or group with the intent to harass, ridicule, humiliate, hurt or intimidate the other party. Bullying behavior occurs with an intent to harm an individual student based on her race, class, ethnicity, gender, ability, gender identity/expression, family income. Bullying always involves a power differential and differs from normal peer conflict in the intent to harm, the intensity and duration, in the power of the bully, and the vulnerability of the victim.

Cyberbullying involves the use of information and communication technologies like email, social networking sites, cell phones, sexting, webcams, blogs or other devices used to send or post text or images - with the intent to harass, ridicule, humiliate, hurt or intimidate another person.

Types of conduct that could constitute “bullying” include, but are not limited to:

- Physical violence and/or attacks;
- Verbal or written (posted on the Internet, texted, emailed, etc.) taunts, name-calling and put-downs, including taunts based on appearance, ethnicity, gender, religion, sexual orientation, handicap, etc.;
- Creating rumors, shunning, labeling or excluding of a student;
- Threats and intimidation;
- Extortion or stealing of money and/or possessions;
- Exclusion from peer group;
- Taking recordings or pictures of others without their permission.

As part of the Mount St. Mary Academy community, anyone witnessing bullying has an obligation to act. Bullying most often takes place in front of peers, and as a reflection of who and what we are, we first need to tell the bully to stop and defend the victim or get help. Next, the bullying incident needs to be reported. Students, parents and teachers may file written complaints of suspected bullying behavior, and students shall be permitted to file verbal complaints or anonymously report acts of bullying to teachers, school administrators, counselors, and other school

staff members. Any report of suspected bullying behavior will be promptly reviewed. Individuals involved will be interviewed and evidence gathered. If acts of bullying are verified, appropriate disciplinary action will be taken against the perpetrator, which may include but is not limited to anti-bullying training, meetings with the MSM Counseling Division, social work meetings, parent conference, detention, disciplinary ineligibility, disciplinary probation, extracurricular sports and clubs ineligibility, suspension, expulsion, and/or law enforcement involvement.

As guided by our Catholic tradition, and rooted in Gospel values, we strive to develop the whole person. In light of our values, this zero-tolerance policy regarding bullying applies to our students whether in school or out.

Racism, Discrimination and Harassment Prohibition Policy

Every student should expect to learn in a safe environment, free from bullying, racism, harassment, and discrimination. Whereas bullying can be a single incident (as defined in the Bullying Prohibition Policy), harassment is the repeated infliction of bullying behavior by an individual or a group directed against an individual or group.

Bullying, harassment, racism, and discrimination cause an atmosphere of separateness, and Mount St. Mary Academy is committed to fostering an inclusive, safe community for all its students. Incidents of bullying, harassment, racism, and discrimination offend or threaten a student by creating hostile circumstances or interfering with one's academic performance, mental health, and/or full participation in the Mount community. It is important to understand that when a student experiences an incident of bullying, harassment, racism, and/or discrimination, the intent of the perpetrator is irrelevant; instead, the School will prioritize the result of this incident (including, but not limited to, hurt, isolation, ostracization, and threat).

Racism is a distinct group of behaviors and/or comments directed against an individual or a group because of their identification with a marginalized racial group (including those of Black, Indigenous, Latino, Asian-American, Middle Eastern, or multi-racial identities). An incident of racism occurs when an individual does any of the following when interacting (either in person, on social media, or through text messages) with a member of a marginalized racial group: uses hate speech, slurs, or derogatory words; posts embarrassing photos or recordings; offensive comments and/or jokes; associates an individual with a racial

stereotype; threatens, or enacts violence. If a student encounters an incident of racism, she should report it according to the protocol listed below.

Discrimination is defined as being bullied, isolated, or ostracized because of a student's race, color, national origin, class, family income, religion, sex, gender identity, gender expression, sexuality, learning ability, physical ability, or age. Racism is just one form of discrimination. An incident of discrimination occurs when an individual does any of the following when interacting (either in person, on social media, or through text messages) with a member of a marginalized group: uses hate speech, slurs, or derogatory words; posts embarrassing photos or recordings; makes offensive comments and/or jokes; associates an individual with a stereotype about their marginalized group; threatens, or enacts violence. If a student encounters an incident of discrimination, she should report it according to the protocol listed below.

The perpetrator of bullying, harassment, racism, and/or discrimination can be any member of the Mount St. Mary community, including students, families, employees, Board members, alumnae, and guests.

A safe environment is not one free from challenge. Students of Mount St. Mary Academy can expect that faculty and other students may challenge their prejudices and preconceived notions in a way that invites all students to recognize and accept the complex identities of each member of the MSM community.

Protocol for Reporting Bullying, Racism, Harassment, and Discrimination

If a student experiences an incident of bullying, racism, harassment, or discrimination, she should report it to one of the following employees: her School Counselor, the Coordinator(s) for Diversity, Equity, and Inclusion, or the Dean of Student Engagement. She may also report it to any employee. If she reports an incident of racism, harassment, or discrimination, no employee can promise confidentiality to the student. The employee should encourage the student to report the incident to her School Counselor, the Coordinator(s) for Diversity, Equity, and Inclusion, or the Dean of Student Engagement. If the student is unwilling to report to one of these people, then the employee is required to email one of the following people to report the incident: the Director of School Counseling and Wellness, the Dean of Student Engagement, or the Principal. If any of these employees is the subject of the report, then that person should not be included in the email; instead, the Coordinators for Diversity, Equity, and Inclusion should be included in the email.

Once an incident of racism, harassment, or discrimination is reported by any employee, the Principal, assuming that she/he is not the subject of the report, will call a meeting with the Director of School Counseling and Wellness, the Dean of Student Engagement, and the Coordinator(s) for Diversity, Equity, and Inclusion to begin an investigation into the report. The severity of disciplinary action taken will be determined by the Principal, Assistant Principal for School Life (Jennifer Pitz-Jones), the Dean of Student Engagement, and the Coordinator(s) for Diversity, Equity, and Inclusion. Consequences include counseling and restorative practice circles for all parties involved, and may include, but are not limited to, suspension or dismissal, depending on the severity and the frequency of offense by the students or employees involved.

Once an investigation is completed, the School community cannot expect to know what disciplinary actions were given to the perpetrators. In accordance with FERPA protections of student and family privacy, the School is not permitted to disclose the details of a student's academic or disciplinary record to the wider School community, nor is the School permitted to release employment details.

If the student who was the victim of or witness to bullying, racism, harassment, or discrimination violated any of the codes of conduct detailed elsewhere in this Handbook, the Principal, Assistant Principal for School Life, Dean of Student Engagement, and Coordinators for Diversity, Equity, and Inclusion will consider the context of her actions within the larger incident when determining if she will be subject to disciplinary action and what type of disciplinary action she will receive. For example, if a student uses her phone to record an incident of bullying, racism, harassment, or discrimination, even if she is not permitted to use her phone at that time of the School day, the committee determining her disciplinary action will take into consideration the nature of the incident she recorded when determining if she will be subjected to disciplinary action and what type of action she will receive.

Disciplinary Probation

After careful review of a student's disciplinary record, and for serious and severe violations of school policy, a school administrator may recommend to the Principal that the student is placed on disciplinary probation. A student on probation will be liable to the restrictions cited by school administrators at a conference with the student and her parent/guardian. The status of the student will be reviewed at the close of the following semester and a determination made whether the student may remain enrolled at Mount St. Mary Academy. A discipline contract, written to fit the individual involved, may be offered to a student as a final attempt to assist the student in developing a responsible and mature behavioral attitude. A student and

her parent/guardian will be presented with a discipline contract following a conference. If the student violates any condition of this contract or commits any violation that is detrimental to the reputation of Mount St. Mary Academy or the good name of the student body, she will be asked to withdraw from the Academy.

Alcohol Abuse Policy

Students may not be in possession of alcohol or show any signs of the use of alcohol, on school property or at any school function, whether on or off Mount St. Mary Academy property. Students violating any part of this policy will be referred to school administrators and will experience the following disciplinary action and potentially additional disciplinary consequences:

First Violation: The student's parents will be contacted and required to pick up their daughter; a three-day out-of-school suspension is assigned during which time all assigned school work must be completed, and the student must provide proof of participation in or attendance at an alcohol abuse program before the student will be readmitted to school. Additionally, the student will be subject to disciplinary ineligibility for a period of time or a specific event. A parent and student meeting will be required before any out-of-school suspended student is readmitted.

Second Violation: Expulsion.

Drug or Synthetic Drug Abuse Policy

Students may not be in possession of drugs or synthetic drugs or show any signs of the use of drugs or synthetic drugs on school property or at any school function, whether on or off Mount St. Mary Academy property. Students violating any part of this policy will be referred to school administrators and will experience the following disciplinary action and potentially additional disciplinary consequences:

First Violation: student's parents will be contacted and required to pick up their daughter; a five-day out-of-school suspension is assigned during which time assigned school work must be completed, and the student must provide proof of participation in or attendance at a substance abuse program before the student will be readmitted to school. Additionally, the student will be subject to disciplinary ineligibility for a period of time or a specific event. A student and parent meeting will be required before any out-of-school suspended student is readmitted.

Second Violation: should drug possession or use re-occur at any point in the academic career of a student, it will result in expulsion.

A student apprehended distributing drugs or synthetic drugs on Mount St. Mary Academy property, at a Mount St. Mary Academy function, to Mount St. Mary Academy students, or in the community, will be expelled and the appropriate law enforcement agency will be notified.

Tobacco Abuse Policy

Students may not be in possession of tobacco, e-cigarettes, or smoking products, or show any signs of the use of tobacco or smoking products on school property or at any school function, whether on or off Mount St. Mary Academy property.

Students violating any part of this policy will be referred to school administrators and will experience the following disciplinary action and potentially additional disciplinary consequences:

First Violation: a one-day out-of-school suspension during which time all schoolwork must be completed. Parents will be advised of the violation and consequences. A student and parent meeting will be required before any out-of-school suspended student is readmitted.

Second Violation: a three-day out-of-school suspension during which time all schoolwork must be completed. A parent/student conference will be required before the student returns to school.

Third Violation: expulsion.

Self-Reporting, Parent Reporting, or Teacher Reporting

In the event that a student, parent, or teacher report that a student is having difficulty with drug or alcohol use and/or abuse beyond the campus, the student will be immediately referred to the MSM Counseling Department for assistance in addressing the concern. The school, parents, students, and outside professionals will work collaboratively to address the behavior and any and all issues contributing to the behavior.

Theft, Vandalism, and Other Criminal Acts

Any student who commits an act of theft or vandalism or other act that may be classified as a felony or a misdemeanor against the school, its personnel, or students may be subject to disciplinary consequences regardless of whether she is referred to an appropriate law enforcement agency. In addition, offenders and their parents shall be held financially accountable for the replacement of all property damage. Acts may include, but are not limited to, the following:

- An act of theft against a fellow student or any other party, while under the supervision of the school;
- An act of theft against the school building, lockers, locker rooms, classrooms, or other areas prohibited to students because of time and specific reasons;
- Unauthorized entrance into school property;
- An act of vandalism against school property, the property of school personnel, or the community which impacts the school climate.

CHAPTER 8

Dress Code Policy

The Mount St. Mary Academy Dress Code reflects and respects our academy’s mission and Catholic nature. Students may wear a black watch plaid skirt or navy pants. Students may choose a white or navy polo shirt or turtleneck, Oxford blouse, sweater, vest, and/or sweatshirt. The uniform must be clean, neat, and in good repair at all times.

The following items must be purchased through our uniform company, Flynn O’Hara Uniform Company: Black watch plaid skirt, navy cotton-blend pants. Flynn & O’Hara Uniform Company is an online store at this link: [Flynn O’Hara Uniform Company](#)

Additional uniform pieces and spirit wear items can be purchased at our MSM Online merchandise store: [DG Apparel](#)

Sweatshirts	<ul style="list-style-type: none"> - Grey sweatshirt with "MSM" plaid stitching on the front - Navy sweatshirt with "MSM" plaid stitching on the front - Navy sweatshirt with white screened “MSM” - No royal blue or white sweatshirts, except on Spirit Days - Sweatshirts must have blouses, polo shirts, or turtlenecks worn underneath, or a plain white or navy shirt (seniors may wear green)
Sweaters	<ul style="list-style-type: none"> - Navy blue cardigan sweater with embroidered MSM logo - Navy blue pullover sweater with embroidered MSM logo - Navy blue sweater vest with embroidered MSM logo - Solid, plain, navy blue pullover sweater with no design of any kind

	- Sweaters must have blouses, polo shirts, or turtlenecks worn underneath
Shirts	<ul style="list-style-type: none"> - White or navy (hunter green for seniors only) polo shirts, long or short sleeves, no logo unless purchased through the uniform company or online store - White or navy (hunter green for seniors only) cotton blend turtleneck (not a sweater), no logo unless purchased through uniform company - White or blue Oxford blouse (Must be unfitted, cotton blend, and can be either long or short sleeves, no logo unless purchased through the uniform company. Must be tucked in.) - Solid white or navy blue only tee-shirt, no print of any kind, for wear under blouse or polo shirt only
Skirt	-Black watch plaid skirts should not be more than three inches above or below the knee and are purchased through uniform company
Pants	-Navy blue cotton blend pants purchased through uniform company
Socks	<p>- “MSM” logo ankle and knee socks may be worn all school year with the school uniform. They must be purchased through the uniform company or online store.</p> <ul style="list-style-type: none"> - Plain (no design) nylons - Navy or white (hunter green for seniors only) tights - Navy or white (hunter green for seniors only) knee socks (no design) <p>-All knee-high socks must be pulled up to the knee for the duration of the school day. Calf socks are not permitted. All uniform socks must match in color. Mismatch socks are not permitted.</p>
Shoes	<p>Shoes must be flat and closed-toe. No athletic shoes, sneakers, fur trim, fleece, sandals, flip flops, clogs, Crocs, slippers, or boots are permitted. A medical excuse is required for an exception -the student must bring documentation for exception along with dates to School Life and will be recorded in the Nurse’s Office.</p> <p><i>**As per MSM Reopening Plan for Fall 2020, sneakers will be permitted for students to wear every day in order to facilitate participation in Physical Education class.</i></p>
Masks	<i>**As per MSM Reopening Plan for Fall 2020, masks covering the nose and mouth will be worn by all individuals while in school and on our grounds except during lunch. Students and faculty should bring a mask to school every day. Extras will be available in the main office and other locations, as well.</i>

Fobs

The student identification card and building access fob must always be with the student. It can be on their person or in their backpack. For the first violation, a student will receive a verbal warning, the second violation will result in a written

warning, and third infraction and everyone thereafter will result in disciplinary consequences. As a part of school safety and security, all missing fobs must be reported immediately to the Main Office so that they may be deactivated.

MSM Physical Education

Students are required to bring a complete change of clothes for their Physical Education classes. These clothes should be safe and comfortable for exercise and should include a pair of sneakers. Dance Movement courses will have uniform requirements outlined on their class course expectation sheets. ***Note: As per MSM Reopening plan, students may wear shorts under their skirts and a shirt under their uniform to wear for Physical Education class.*

Spirit Day Fridays

To promote MSM school spirit, students can wear an MSM Spirit Wear sweatshirt or shirt promoting a club, sports team, or activity. Shirts of any color that are school-issued are all welcome to promote the community spirit. The MSM uniform skirt or pants, shoes, and socks must be worn on Spirit Days.

Dress Code Violations

A student who comes to school without her uniform should report to the Main Office and must sign the “out of uniform” binder before the school day begins. The Main Office staff will attempt to provide students with the uniform item(s) she is missing. If this cannot be resolved, the student will receive a verbal warning. The first time a student is found to have an infraction in the dress code throughout the school day, the student will receive a verbal warning from Student Life and sign the out of uniform book in the Main Office. All times thereafter, the student will sign the “out of uniform” book and may be subject to additional disciplinary consequences including but not limited to loss of dress down/up privileges or mandatory inspection of the uniform before each school day.

Dress-Down Days

On “dress-down” days, students may wear jeans, casual tops, sneakers, or other comfortable, appropriate clothing. Mount St. Mary Academy is a Catholic institution and stresses modesty when dressing for school. Clothing that is excessively tight or revealing is not appropriate for school. Shorts are not permitted, except during June exams. Shirts must have straps at least one inch wide. If a student is unsure of the appropriateness of her attire for “dress down” days, she should always seek the approval of administration. If a student is found to be in violation of dress-down rules, she will be issued disciplinary action, including but not limited to, meeting with School Life and loss of dress down

privileges. Sports uniforms will be allowed on special occasions with prior approval from the administration. Other dress down guidelines may be announced as needed.

Field Trip Dress

Students must be dressed appropriately for school. Dress pants, dresses of appropriate length, skirts, sweaters should be worn. No revealing tops are allowed. Dress up regulations apply to all students on field trips unless the teacher specifies more casual dress should be worn. If performing, use the guidelines from your teacher for acceptable dress.

Chapter 9

Financial Policies

TUITION POLICY

TUITION PAYMENT PLANS

Tuition for Mount St. Mary Academy is paid through *FACTS Management Co.* Tuition may be paid via ACH bank account debit, check, money order or credit card. Participation in the FACTS program is **mandatory**, however, payment plan and payment method are flexible. The tuition for the 2020-21 school year will be set by The Board of Trustees in Spring 2020. The Tuition for 2019-20 was \$ 12,350.00. There is a non-refundable registration fee of \$ 500.00 for all students. These fees will be deducted from the tuition bill.

There are three payment plans available:

Plan A - Tuition paid in full due July 1, 2020. A 1.5% discount will be applied to accounts paid in full by July 1, 2020.

Plan B - 1/2 tuition payment due July 1, 2020 and 1/2 tuition payment due November 1, 2020. If payments are received by the due dates, the following discounts will be applied: July 1, 2020: .75% discount; November 1, 2020: .75% discount.

Plan C - 11 Monthly tuition payments due on the first of each month, beginning with the first payment due on July 1, 2020 and the eleventh payment due on May 1, 2021. Tuition due dates vary depending upon the payment method chosen. Families who choose to receive a monthly statement and pay by mail will have a due date of the first

of each month. Families who choose to pay by ACH bank account withdrawal or by credit card may choose a due date of either the 5th, 10th, 15th or 20th of the month.

Only those seniors who have successfully fulfilled the academic requirements and financial obligations prescribed by Mount St. Mary Academy will participate in the graduation practices and the graduation ceremony. Graduation announcements will not be distributed to individual seniors until all tuition, fees and fines (library fines, lost or damaged textbook fines, lost key fob, etc.) are paid in full.

FEES

The Administrative Fees consist of the Office/Student Activity Fee, Technology Fee, Physical Education/Athletic Fee and Parent Association Fee. The Laptop Insurance and App fee will be assessed to all students. Administrative Fees will be billed according to the Tuition Payment Plan chosen. Fees for Advanced Placement courses and the Band/String/Jazz Fees will be billed in October and due on November 1st. College Fees are paid directly to Niagara University at the start of each semester. Students who are enrolling for Niagara University NUSep courses will be required to register online with Niagara University and provide payment to Niagara University at that time. All fees are non-refundable.

The Senior Graduation Fee covers the cost of the following items: graduation announcements, graduation photo, diploma and cover, roses, Baccalaureate Mass and reception, as well as a number of incidental expenses associated with the graduation ceremony. The Graduation Fee is due July 1st and will appear as such on the first tuition invoice. The Graduation Fee is non-refundable after December 1st.

There is a \$30.00 insufficient funds fee charged by FACTS Management for all checks returned for “non-sufficient funds” or denied ACH payments.

FINANCIAL AID, SCHOLARSHIPS AND GRANTS

Financial Aid is determined on the basis of need. There are limited funds available for tuition assistance. Applications for Financial Aid are available online at www.fairapp.com. There are a limited number of paper applications available in the Main Office. Incoming Freshmen apply for assistance in Fall preceding the application year. Returning students may apply for Financial Aid beginning February 1st preceding the application year and are due to FAIR, Inc. by April 1st for the following school year. The online **school code is: 113** and the **password is: msma113**.

Completed applications, supporting documentation and the Application Fee must be submitted directly to Financial Aid Independent Review, Inc. and must be postmarked no later than April 1st preceding the year for which aid is being sought. Recipients will be notified by June, when funds are awarded. All Financial Aid awards will be deducted from the tuition bill.

Scholarships and Grants are based on pre-determined qualifications at the time of Freshman acceptance. Scholarships and Grants will be deducted directly from the tuition bill.

DISCOUNTS

Catholic Educator Discount:

Mount St. Mary Academy is dedicated to and firmly supports Catholic education. A 25% discount will be applied to the tuition accounts of those families who have at least one parent who is a full-time employee at a Catholic elementary school, a Catholic high school or a Catholic church. Families must have a demonstrated financial need in order to qualify for this discount. This discount will also be extended to full-time employees of Christian elementary schools, high schools or churches, providing that a financial need is demonstrated. Financial need is demonstrated by completing an application for Financial Aid via the FAIR, Inc. application. Applications for incoming freshmen are due by December 15th, prior to the start of freshman year; and for returning students, FAIR applications are due by April 1st. A letter of employment verification from the principal or pastor is required each year by May 1st. Discount determinations will be made at the discretion of the School Administration in conjunction with the policies set forth by the Board of Trustees.

Family Discount:

The following discount schedule will be applied for families with more than one daughter attending Mount St. Mary Academy:

<u># of Daughters</u>	<u>Discount</u>
2	\$ 500.00
3	\$ 1,000.00
4	\$ 1,500.00

STUDENT EXIT

If a student exits Mount St. Mary Academy for any reason, the tuition will be calculated on a pro-rated basis, broken down by semesters. If a student leaves at any time, for

any reason, during the course of a semester, the parent is responsible for that semester's tuition. Registration Fees, Administrative Fees, College, AP and Band Fees are non-refundable and not pro-rated. The tuition account must be paid in full and all school issued materials (textbooks, iPad and charger, etc.) must be returned prior to the release of transcripts and school records. If the student has been issued an electronic device, the full cost of that device must be paid if the device is either not returned or returned damaged. There will be a fee of \$ 125.00 per book for textbooks that are damaged or not returned.

TUITION COLLECTION PROCEDURES

1. A tuition account is considered late when payment is not received by FACTS Management, Inc. by the date a parent has chosen on their FACTS Management account. A Late Fee of \$ 30.00 will be applied to any tuition account that is five days, or more, past its original due date. Additionally, FACTS Management, Co. will follow up directly with each delinquent account on a weekly basis, until the delinquency is resolved.
2. If tuition has not been received by the 15th day after its due date, a reminder letter will be mailed.
3. If after 30 days the tuition has not been brought current, a 30-day letter will be mailed advising the parent of the late tuition and of the referral of the account to the Finance Committee.
4. If this situation is not resolved within 15 days and the account is not current at the 45-day point, a dismissal letter will be sent advising the parent that the student will be dismissed from Mount St. Mary Academy. The student may not return to school until the tuition is brought current and a Promissory Note is signed.
5. A Promissory Note may be signed at any time before or during the tuition collection process. The payment dates and terms will be determined by the payer in conjunction with the Business Manager. If at any time, a Promissory Note payment is delinquent, the student will be subject to immediate dismissal from school.
6. If the delinquency cannot be resolved, Mount St. Mary Academy reserves the right to dismiss a student from school and to refer the account to a collection agency for further action. Interest charges and collection agency fees will be added to the account if it becomes necessary for these procedures to take place. The tuition account must be paid in full and all textbooks returned prior to the release of transcripts and school records. There will be a fee of \$ 125.00 per book for textbooks that are damaged or not returned as well as the replacement cost of all electronic devices that were issued to the student and not returned.

RE-REGISTRATION

Mount St. Mary Academy has a continuous registration policy. All students are considered as returning for the following school year unless we are notified in writing by the parent or legal guardian. Mount St. Mary Academy will not require the resubmission of the Financial Registration Form each year. The re-registration fee of \$500.00 will be automatically added to the FACTS Management Tuition account in February, with a due date of March 1st.

Chapter 10

Guidance and Counseling Services

The school counselors provide individual counseling in a confidential setting; assistance in career, college, and scholarship research; testing and assessment; assistance with the college and scholarship application process, referrals to community resources; the means to create positive attitudes and choices; and guidance seminars which focus on the career/college selection process.

The College and Career Center allows students to get direction and support on guidance-related issues such as scholarships, careers, colleges, and testing. The room may be used before and after school and during study halls for guidance-related issues.

Students may see our school social worker or school counselor as part of our goal of developing social/emotional wellness. If the parent does not want his/her child to receive these services, please send in a written letter indicating that. Otherwise, the student will have the services available to her in person or remotely. Please note that information may be shared with appropriate school personnel for the care of the student. By signing this handbook, parents agree to have their daughter receive academic, social, and/or emotional counseling from the Mount St. Mary Academy school counselors or social worker. This includes both in-person and remote counseling. Information on a need to know basis will be shared with other school personnel/parents as appropriate.

Academic Ineligibility

Students' grades will be checked by the Guidance Department at the midpoint of each quarter (progress reports) and at the end of each grading quarter. Students who have below a 65 average in two or more classes at either progress report or

quarter close, will be ineligible to participate in extracurricular activities and athletics until the next grade checkpoint (about every five weeks). However, a student may regain her eligibility after two weeks if she meets the following requirements:

1. The student must meet with the teacher in the subject that she is failing on the first day of ineligibility and come up with an after-school schedule that will assist with remediation.
2. Students must meet with the teacher on all assigned days.
3. Students must complete all missing work and be current on assignments by the end of the two-week review period.
4. Students must receive a signature from the teacher stating these requirements have been met. The teacher will submit this signature sheet to the student's counselor.
5. A committee of the student's Counselor, the Principal, and the Assistant Principal for School Life will meet to determine if eligibility can be reinstated. The final decision will be determined by this committee in a timely manner. It is the student's sole responsibility to complete all these requirements. Failure to complete any of these requirements will result in a student remaining ineligible until the next checkpoint.

Academic Contract

Any student who is failing multiple subjects and/or is not meeting academic requirements may be placed on an academic contract. This contract will define concrete expectations for the student to remain at Mount St. Mary Academy. Any violation of the contract will be reviewed by the Principal. Contracts will be issued at the discretion of the School Counselor and the Assistant Principal for School Life.

College Board School Identification Number – 332675

College Visits

College visits are limited to two approved college visits. Juniors and seniors are permitted to make college visitations while classes are in session. In order to be recorded as in attendance for the day, students must return the College Visit Permission Form signed by teachers, parents, and guidance personnel to their

counselor at least two days prior to the college visit. If any of these procedures has not been fulfilled, the student will be considered absent from school.

Course Selection Process

In order to provide as much guidance as possible and to facilitate students' preferences, the course selection process is as follows: Teachers are asked to recommend students for specific courses and course levels for the next year based on their current academic performance. Students are given a Course Selection Catalog and meet individually with their counselor to determine course selections for the following academic year. Students need to have a minimum of 6.5 credits per year. Beginning with the class of 2023, students need to have a minimum of 29 credits in total. Classes taken over the summer do not count as part of the required 6.5 credits. Counselors input course selections and course requests are mailed home for review. The master schedule is developed based on these individual schedule requests. Preference is given to senior requests, then junior requests, etc.

Individual schedules are generated from the master schedule. A list of courses for both semesters will be mailed to students in August. Please note that even though students request a particular elective, they may or may not be able to take it depending on whether it fits into their schedule and if the elective runs (based on student interest).

If students need to adjust this schedule, they are to see their counselor. Any necessary schedule adjustments for the entire academic year must be made and finalized before the completion of the second week of classes. Schedules are given to students on the first day of classes.

If a student is interested in participating in an NCAA Athletic Program, the Guidance Department must be notified by the end of freshman year. NCAA eligibility is contingent on courses taken during high school. Students must register with the Eligibility Center on their own no later than the end of junior year.

Course Challenge Policy

Should a student wish to challenge her placement into a course based upon a teacher recommendation, the student may obtain an application to challenge the placement from her school counselor. School counselors will confer with the department in question and render a decision. Decisions will be made in writing after reviewing the application. Changes will be reflected in the student's schedule and will be received after the completion of the school year.

Course Change Policy

When courses are selected, it is expected that there will be no further changes. There is no guarantee that course change requests will be honored. Schedule changes for both semesters must be completed before the completion of the second week of classes in September. A student who drops a course after this time will receive a Withdrawal (“W”) on her transcript for that course. Changes based on teacher preference, lunchtimes or to leave early are not permitted.

Course Expectation Sheets

Every course will provide a course outline/statement of class expectations to be signed by both students and their parents. These sheets are to be returned to each teacher by the second full week of classes. The returned statements will be kept on file by the teacher.

Examinations

Exams are held in January and in June. A project may be assigned at the discretion of the teacher in place of the exam. All midterm and final exams and/or project grades appear on the student's report card. Final exams and projects must be kept on file by the school for one year. If a student wants a copy of her final project, she should make the copy before handing in the project.

In the event of a school closing on an exam day, the posted exam schedule shall remain in effect and the missed exam(s) will be rescheduled for a later date.

Exam Guidelines for Students

- No student may go beyond the cafeteria area.
- As a general rule, exams begin at 8:00 a.m. for morning exams and 12:00 p.m. for afternoon exams. Students must be in the cafeteria by 7:45 a.m. for morning exams and 11:45 a.m. for afternoon exams. Students should follow the posted exam calendar.
- School exams are two hours in length. Regents exams are three hours in length.
- Students must leave all materials (book bags, books, purses, cell phones, etc.) outside the exam room. Students are not allowed at their lockers. Students are to maintain silence in the exam room at all times.
- No student may leave an exam before one- and one-half hours for a two-hour exam or two hours and fifteen minutes for a three-hour exam.
- Students are to raise their hands when they are finished with their exams. Once the exam paper is collected, it may not be returned to the student. If a paper is collected, the student should have her name on each page and have signed the declaration on a Regents exam. Remember: No student may enter a Regents

exam after 10 a.m. or 2 p.m. or may be released from a Regents exam before 10 a.m. or 2 p.m. This is a statewide time policy.

- If a student needs to use the lavatory during exam time, a proctor will escort the student. Students may only be released if a proctor is available, and no more than one student may be in each lavatory at one time.
- The bus schedule remains the same unless announced otherwise.
- Uniforms are not required during exam week. Neat, casual clothes are permitted, and all dress-down rules apply.
- Students should bring their own pencils, pens and calculators. The school will supply all paper.
- Please see Academic Integrity section for rules on cheating.

Advanced Placement Course Information and Exams

The AP Program, administered by the College Board, allows students to take college-level courses in high school and possibly earn college credit. Students in an AP course are required to take the AP exam in May. Scores on that exam determine whether or not credit is issued, and each college has its own criteria for if and how it will accept the credit.

It is important to understand the level of work and commitment involved with taking an AP course. The rich course material, class discussions, and demanding work help the student develop the critical thinking skills and knowledge base necessary to help her succeed in college. Students enhance their writing skills, problem-solving ability, and confidence in their academic abilities. Colleges look favorably on students who challenge themselves with and do well in AP classes. AP exams are at least three hours in length. Students must remain in the room the entire time. Students enrolled in an AP class must take the AP exam in May.

College-Level Courses

Each individual college determines if and how it will transfer the college credit students get for college courses taken in high school. Students are encouraged to contact the individual colleges they are interested in to see how the credit will transfer.

Grade Reports

A passing grade for each course is the average of the quarter grades and the midterm exam and final exam (Regents or house), or project. Students failing any course must attend an accredited summer school and repeat the course if offered. If a Regents exam is not passed, the student may be required to retake that in summer school as well. If a passing grade is not obtained, the student may be asked to

withdraw from Mount St. Mary Academy. All Regents exam scores are recorded on the transcript. Exam retakes are not recalculated into a student's overall course average.

If a student fails two or more courses at the end of the year, the student's progress will be reviewed, and a decision will be made regarding her enrollment at Mount St. Mary Academy.

Honor Roll

A student is awarded First Honors if she maintains a 94.45% or higher average with no failures or incompletes on the report card. A student is awarded Second Honors if she maintains between an 89.45 to 94.44% average with no failures or incompletes on the report card. A student is awarded Merit Roll if she maintains between an 84.45% to 89.44% average with no failures or incompletes on the report card.

In order to compensate for the degree of difficulty among course levels, course averages and class ranks will be determined through a weighted grading system. Regents courses are weighted 1.00, honors courses are weighted 1.02, and Advanced Placement and college courses are weighted 1.04. Course weighting appears in the student's overall average.

Course of Studies

All students are required to take a minimum of 6.5 academic credits each year. Summer classes are not included in that. Students should work with the Guidance/Counseling Department to see that all requirements are met. To receive an Advanced Regents diploma, students need to pass additional New York State Regents exams. In order to receive an Honors distinction, a student must attain a 90% overall average on certain New York State Regents exams. Only Regents and Advanced Regents diplomas are issued. We do not issue local diplomas. Honors classes differ from Regents classes in that they will stress a higher level of academic excellence and rigor, teach in-depth content, extend the content of the curriculum, integrate information from other disciplines, emphasize critical thinking, student-directed learning, and incorporate extensive reading and writing.

MSM Graduation Requirements (Class of 2021, 2022): Required credits:
English: 4 credits (Required to take English all four years) Social Studies: 4 credits (Required to take Social Studies all four years) Math: 4 credits (Required to take Math all four years) World Languages:* 3 credits (required) * Science:* 3 credits (one in Biology and 2 in physical science) Art/Music: 1 credits Health: .5 credits

Phys. Ed.: 2 credits Religion: 2 credits Electives: 2.5 credits Total credits: 26 total
*Although not required, it is recommended to continue with the fourth credit in science and foreign language as a senior. Students must take three high school foreign language credits to graduate. High school credits in 8th grade will count toward a student's three credits for the Class of 2021. For the Class of 2022 and thereafter, students will be required to take three world language credits at Mount, even if they have a credit from 8th grade.

Class of 2021 - Regents Diploma/Advanced Regents: All Regents exams as required by NYS to obtain a Regents or Advanced Regents diploma. In order to receive an Advanced Regents diploma, students need to pass additional NYS Regents exams. In order to receive an Honors designation, a student must attain a 90% overall on certain NYS Regents Exams. Mastery in Math and Science is achieved if students obtain an Advanced Regents diploma and receive an 85% or better on three math and/or science Regents exams. Class of 2022 and thereafter - Students are issued an MSM High School Diploma.

We do not allow students to take BOCES classes unless it is through New Visions programs. All Regents exam scores appear on a student's transcript regardless of the number of times taken.

MSM Graduation Requirements (Class of 2023 and after): Required credits:
English: 4 credits Social Studies: 4 credits Math: 4 credits World Language:* 3 credits Science: 4 credits (one in Biology and 3 in physical science) Art/Music: 2 credits Health: .5 credits Phys. Ed.: 2 credits Religion: 2 credits Electives: 3.5 credits Total credits: 29 total

·*Three years of a world (foreign) language must be taken at Mount.

Class of 2022, 2023 and 2024: Students are issued an MSM High School Diploma.

**All students must complete the service/justice week each year as a graduation requirement.

**Please consult your school counselor if you have questions.

Honors classes differ from Regents or accelerated classes in that they will stress a higher level of academic excellence and rigor, teach in-depth content, extend the content of the curriculum, integrate information from other disciplines, emphasize critical thinking, student-directed learning, and incorporate extensive reading and writing. *Please consult your school counselor if you have any questions.*

Credit for Private Tutoring Policy

It is the policy of Mount St. Mary Academy to encourage all students to complete

their studies in all academic subjects during the regular school year or in an approved summer school program. The use of private tutors for credit recovery or for acceleration (taking academic subjects for the first time) is not recommended. However, Mount St. Mary Academy understands that there are special circumstances that may require the use of private tutors for credit recovery. Therefore, credit can be granted for private tutoring in special circumstances provided the tutoring experience meets the requirements listed below.

General

All private tutoring must be done by teachers certified by the New York State Department of Education in the subject areas to be taught and a copy of the certification must be on file at Mount St. Mary Academy.

The tutor must plan the student's educational program in cooperation with a teacher at Mount St. Mary Academy who regularly teaches the course to be studied. The tutoring program will follow the prescribed objectives of the course as it is offered in the regular school program.

All private tutoring must be approved in advance by the school principal or school counselor in order to be eligible for credit.

Specifics: Students using private tutors must meet with the tutor for a minimum of thirty hours of instruction for a full-credit course and fifteen hours of instruction for a half-credit course to complete their program. The tutor needs to submit a log of hours weekly to Mount St. Mary Academy. Students must take and pass a final exam that is approved by the Mount St. Mary Academy teacher regularly teaching the course or take and pass the appropriate NYS Regents Exam. A tutor's exam must be approved two weeks prior to the date it is to be given. The final exam, any copies of homework, tests and quizzes, and log of hours must be returned to Mount St. Mary Academy and kept on file.

It is recommended in addition to the requisites listed above, that tutors working with students who failed during the regular academic year use some appropriate diagnostic tests to identify academic deficiencies. A standardized test is preferable, however, testimony of deficiencies identified by the regular classroom teacher is acceptable. The tutor and student will concentrate on these past areas of deficiency in order to bring the skills of the student to the minimum acceptable standards. Full academic credit will be granted once the final exam, copies of homework, tests and quizzes, and log of hours is received from the tutor verifying that attendance requirements have been met, that the areas of deficiencies have been addressed,

and the appropriate exam has been passed.

Letters of Recommendation

Letters of recommendation are confidential. Letters are intended to be honest and sincere evaluations of a student's performance, potential, and character. These letters are not shared with students, parents, or any other individuals unless the letter writer grants permission. It is the sole discretion of the letter writer whether he/she wishes to do this.

When completing a college application or mid-year report, school counselors may be asked questions regarding academic achievement, academic potential, character, extracurricular activities and personal school conduct. Any student with an out-of-school suspension will be indicated as such on an application if asked. All information on these forms is considered confidential and counselors will use the best judgment when disclosing information.

Progress Reports

A student's academic progress is updated weekly on the portal. Progress reports may be sent home to parents/guardians when needed or when a student is failing. Ineligibility reports are generated at mid-quarter and end of the quarter. Parents are asked to consult the portal frequently for up-to-date grade information. Progress reports are only mailed home if a student is failing a course.

Transcripts

Official high school transcripts are sent directly to colleges, and/or scholarships for employers. This includes courses taken, grades, and overall GPA. No transcripts will be issued if an outstanding financial balance exists.

SAT/ACT Score Reports

SAT and ACT scores are not put on a student's official transcript. It is up to the student to have scores sent directly to the college/program from the testing agency.

AP Scores

AP scores are not reported on a student's transcript. It is up to the student to send them to the college of her choice.

Class Ranking

Students are not ranked unless they are first or second in the class. Valedictorian and Salutatorian are announced and determined after the student's third quarter of her senior year. We may indicate percentile ranks to a college or program if

required.

Summer School Requirement

Any course or Regents exam not passed during the academic year must be taken in summer school. Classes cannot be repeated in the next academic year if not passed; they must be taken during the summer.

Fine Arts Program — Standards for Arts Education

Standard 1: Creating, performing, and participating in the arts—Students will actively engage in the processes that constitute creation and performance in the arts (dance, music, theatre, and visual arts) and participate in various roles in the arts.

Standard 2: Knowing and using arts materials and resources—Students will be knowledgeable about and make use of the materials and resources available for participation in the arts in various roles.

Standard 3: Responding to and analyzing works of art—Students will respond critically to a variety of works in the arts, connecting the individual work to other works and to other aspects of human endeavor and thought.

Standard 4: Understanding the cultural dimensions and contributions of the arts—Students will develop an understanding of the personal and cultural forces that shape artistic communication and how the arts in turn shape the diverse cultures of past and present society.

Students must successfully complete one unit of credit in the arts (dance, music, theatre or visual arts) as part of Regents diploma requirements. State-developed or state-approved high school music courses taught by a certified music teacher may be used to satisfy the diploma requirement, as part of a sequence, and/or for elective credit.

Physical Education Program

Physical Education is a required subject for all students in grades K-12 in New York State. When students reach the commencement level of the learning standards for physical education, they will have the knowledge and skills to participate in a variety of healthy activities; understand and appreciate the benefits of maintaining a healthful lifestyle; understand how to evaluate and access resources in their community to pursue a healthy and active life; and will be aware of the many career opportunities available in this field.

A student is required by New York State to take a half-unit of physical education each year. Secondary instructional programs will be taught every other day, all year round.

Standard 1: Personal Health and Fitness—Students will have the necessary knowledge and skills to establish and maintain physical fitness, participate in physical activity, and maintain personal health.

Standard 2: A Safe and Healthy Environment—Students will acquire the knowledge and ability necessary to create and maintain a safe and healthy environment.

Standard 3: Resource Management—Students will understand and be able to manage their personal and community resources.

All students have the choice of a traditional Physical Education program, focusing on sports, or a Dance Movement program, focusing on movement and physical fitness using the traditional dance forms of modern, ballet, tap, and jazz. In addition, juniors and seniors may select a Fitness program that encompasses the use of our Wellness Center.

If a student is temporarily unable to participate fully in her Physical Education or Dance program, there will be activities adapted to meet her needs. Adaptive Physical Education programs will be designed and taught by her regular Physical Education or Dance teacher. Students with individual medical certificates from a doctor must have included areas of the Physical Education program in which the pupil may participate. These certificates must be submitted to the Main Office. No student may participate on any Mount St. Mary Academy sports team if she has a medical certificate of limitation.

The Physical Education Department requires students to bring a complete change of clothes for classes. These clothes should be safe and comfortable for exercise and should include a pair of sneakers. Dance Movement courses will have uniform requirements outlined on course expectation sheets.

Chapter 12

Service Requirement

“Marian Servants”

Our goal at Mount St. Mary Academy is to develop our young women as servant leaders. Required service plays a significant role in fulfilling our Catholic mission to open the eyes of our students to become young women of integrity who are accepting of others and realizing that learning is a lifelong process. The goal of our service program is to challenge our students to develop a sense of discipleship, respect, compassion, and moral responsibility, thus providing the community with leaders dedicated to social justice and service with the spirit of the Sisters of St. Mary of Namur, founders of Mount St. Mary Academy, “In simplicity and joy have offered all to God.”

Goals:

- To come to the realization, that service involves the development of relationships
- To experience and encounter God’s love, grace and wisdom is quite apparent in the margins of our society
- To be moved over time from doing simple acts of charity to discovering the underlying systematic changes that need to take place
- To graduate from Mount St. Mary Academy with a clear sense of our call as Christians to do service and act with justice.

Freshwomen Service Requirement: Class of 2024

And if you spend yourselves on behalf of the hungry and satisfy the needs of the oppressed, then your light will rise in the darkness, and your night will be like the noonday. Isaiah 58:10

Number of Required Service hours:	Twenty (20) hours of service. Fifteen hours must be done at no more than <i>two</i> nonprofits dedicated to helping the marginalized in society including God’s creation. After the minimum is met additional hours may be performed at the student’s choice of site. The focus of freshwomen’s service is building relationships with God and others as well as our call to be stewards of the earth. * <i>Service and Justice Week</i> can NOT be counted
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	towards your service hour requirement. Mount St. Mary Academy WILL count hours performed for the Sacrament of Confirmation.
Supplies needed	MobileServe App. (Students need to download the app on all of their electronic devices.) Use code 272CC5. A journal or binder is needed to be used over the course of four years to build as a service portfolio.
Deadlines	<p>In order to count, service hours must be logged in with signature on the app within one week of service performed.</p> <p>10 hours must be completed and signed off with corresponding logs by Jan. 12, 2021. (100 pts.)</p> <p>The remaining hours must be completed with corresponding logs and signed off by May 26, 2021. (100 pts.)</p>
Assessment	Each student will receive a service covenant at the beginning of the academic year with set expectations to be signed off by the student as well as the parent/guardian. (25 pts.) Each student will keep a portfolio journal of her service experiences. Pictures are encouraged. A discussion about service experiences will take place once a month in Religion class. Students will be honored for their exceptional work and going above and beyond expectations. A bulletin board on the first floor will highlight service activities as well as students who have performed honorable service. At the end of the year, students will be recognized who have gone above and beyond the requirement.
Reflection Questions for service experiences in journals. Answers must be written with complete sentences.	<ol style="list-style-type: none"> 1. Where did you do the service? Why did you choose this organization? Have you ever served there before? If so, for what occasion? 2. Describe the service you are performing and what role you are playing. Was it what you expected? Was there anything difficult or anything you dreaded about it? 3. Who did you meet today? What were they like? Was there anything about the person/ animal that struck you? 4. How could you relate your service to what you have learned or are learning in your Religion Class whether it be with Genesis or the prophets?

Sophomore Service Requirement: Class of 2023

"For where two or three are gathered in my name, there am I in the midst." –
Matthew 18:20

Number of Required Service hours.	Twenty (20) hours of service. Fifteen hours must be done at no more than <i>two</i> nonprofits dedicated to helping the marginalized in society including God's creation. After the minimum is met additional hours may be performed at the student's choice of site. The focus of sophomore service is modeling Jesus Christ's servant leadership. It is relating Christ's love for the marginalized, women, and those in poverty as seeing the face of Christ. * <i>Service and Justice Week</i> can NOT be counted towards your service hour requirement. If the student really enjoyed last years' service, they may continue service at the same site. Mount St. Mary Academy WILL count hours performed for the Sacrament of Confirmation.
Supplies needed	MobileServe App. (Students need to download the app on all of their electronic devices.) Use code D1252F. A journal or binder is needed to be used over the course of 4 years to build as a service portfolio.
Deadlines	In order to count, service hours must be logged in with signature on the app within one week of service performed. 10 hours must be completed and signed off with corresponding logs by Jan. 12, 2021. (100 pts.) The remaining hours must be completed and signed off by May 26, 2021. (100 pts.)
Assessment	Each student will receive a service covenant at the beginning of the academic year with set expectations to be signed off by the student as well as the parent/guardian. (25 pts.) Each student will keep a portfolio journal of her service experiences. Pictures are encouraged. A discussion about service experiences will take place once a month in Religion class. Students will be honored for their exceptional work and going above and beyond expectations. A bulletin board on the first floor will highlight service activities as well as students who have performed honorable service. At the end of the year, students will be recognized who have gone above and beyond the requirement.

<p>Reflection Questions for service experiences in journals. Please write with complete sentences.</p>	<p>1. Where did you do the service? Why did you choose this organization? Have you ever served there before? If so for what occasion?</p> <p>2. Describe the service you are performing and what role you are playing. Was it what you expected? Was there anything difficult or anything you dreaded about it?</p> <p>3. Who did you meet today? What were they like? Was there anything about any individual that struck you?</p> <p>4. How could you relate your service to what you have learned or are learning in your Religion Class whether it be about one of Jesus' parables or miracles? Reflect on Matthew 25: 35-40 concerning your service.</p>
<p>Final Reflection Question: Servant Leadership</p>	<p>“Servant leadership begins with the motivation to serve and then to lead.” Robert Greenleaf in the process of serving, a person sees the need for change and is able to draw others to serve as well. Servant leadership is leading like Jesus. Leaders are “to serve, not to be served” (Matt 20:28; Mark 10:25). Servant leadership is following the example of Jesus when he washed the feet of his disciples (John 13:1-17). Servant leaders place themselves at the service of the people, the mission, and the vision.</p> <p>http://www.catholicmessenger.net/2018/07/servant-leadership-inspires-engagement/</p> <p>Was there anything about your service assignment that wanted you to get others involved? If so what? What kind of changes do you think this sort of community service can bring about?</p>

Junior Service Requirement: Class of 2022

"Our problems stem from acceptance of this filthy, rotten system." – Dorothy Day

<p>Number of Required Service hours.</p>	<p>Twenty-five (25) hours of service. Twenty hours must be done at no more than <i>two</i> nonprofits dedicated to helping the marginalized in society including God's creation. After the minimum is met additional hours may be performed at the student's choice of site. The focus of junior service is a continuation modeling Jesus Christ's servant</p>
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	<p>leadership. It is relating Christ's love for the marginalized, women, and those in poverty as seeing the face of Christ. There will be an emphasis on exploring the causes of the social injustice that is being addressed in the community service and what structural changes need to take place. * <i>Service and Justice Week</i> can NOT be counted towards your service hour requirement. If the student really enjoyed last years' service, they may continue service at the same site. Mount St. Mary Academy WILL count hours performed for the Sacrament of Confirmation.</p>
<p>Supplies needed</p>	<p>MobileServe App. (Students need to download the app on all of their electronic devices.) Use code 80DAFC. A journal or binder is needed to be used over the course of 4 years to build as a service portfolio.</p>
<p>Deadlines</p>	<p>In order to count, service hours must be logged in with signature on the app within one week of service performed.</p> <p>12.5 hours must be completed and signed off with corresponding logs by Jan. 12, 2021. (100 pts.)</p> <p>The remaining hours must be completed and signed off by May 26, 2021. (100 pts.)</p>
<p>Assessment</p>	<p>Each student will receive a service covenant at the beginning of the academic year with set expectations to be signed off by the student as well as the parent/guardian. (25 pts.) Each student will keep a portfolio journal of her service experiences. Pictures are encouraged. A discussion about service experiences will take place once a month in Religion class. Students will be honored for their exceptional work and going above and beyond expectations. A bulletin board on the first floor will highlight service activities as well as students who have performed honorable service. At the end of the year, students will be recognized who have gone above and beyond the requirement.</p>
<p>Reflection Questions for service experiences in journals. Please write in complete sentences.</p>	<ol style="list-style-type: none"> 1. Where did you do the service? Why did you choose this organization? Have you ever served there before? If so, for what occasion? 2. Describe the service you are performing and what role you are playing. Was it what you expected? Was there anything difficult or anything you dreaded about it? 3. Who did you meet today? What were they like? Was there anything about any individual that struck you? 4. How could you relate your service to Catholic Social Teaching? How did you practice the protection of human dignity? What Principles of

	Catholic Social Teaching came into play with your community service? Explain.
Final Reflection Question: Servant Leadership	<p>“Servant leadership begins with the motivation to serve and then to lead.” Robert Greenleaf</p> <p>In the process of serving, a person sees the need for change and is able to draw others to serve as well. Servant leadership is leading like Jesus. Leaders are “to serve, not to be served” (Matt 20:28; Mark 10:25). Servant leadership is following the example of Jesus when he washed the feet of his disciples (John 13:1-17). Servant leaders place themselves at the service of the people, the mission, and the vision. http://www.catholicmessenger.net/2018/07/servant-leadership-inspires-engagement/</p> <p>1. Was there anything about your service assignment that wanted you to engage others to be involved? If so, what? What kind of changes do you think this sort of community service can bring about? What needs to be done to rectify this issue from a bandaid effect to social action?</p>

Senior Service Requirement: Capstone Project

Class of 2021

“Poverty is the product of unjust situations that can be changed.”

vinformation.famvin.org

Number of Required Service hours and Description of Capstone	<p>Twenty-five (25) hours of service. The Senior Capstone is intended to be a culmination, or “Capstone”, of your service and social justice involvements at Mount St. Mary Academy.</p> <ul style="list-style-type: none"> • This project may be started during the summer before Senior year. • It needs to be approved by the Campus Minister/Religion teacher before work on the project begins. • The first basic requirement is that it must be a standalone project consisting of a minimum of 25 hours of service which focuses on a marginalized or underserved population that is a passion or strong personal concern such as poverty, homelessness, hunger (food deserts, racism, elderly, healthcare, human trafficking, pro-life issues, women’s issues, Fairtrade, education including serving those with disabilities, environmental issues.
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	<ul style="list-style-type: none"> • It involves not only acts of charity, but the Capstone should explore social action – What are some specific actions or structural changes that need to take place regarding social injustice? • How has the Catholic Church addressed the issue? The Religion teacher/ Campus Minister through class/meetings will direct students to Church documents, pastoral letters, and other sources. • Seniors may work with a non-profit or create their own service project which would serve a direct need with granted approval. Catholic Relief Service Global School Projects involving hunger, ethical trade, emergency response, or advocacy are an excellent resource. • Students may use an approved service immersion experience as part of their project for 10 hours of their service. • The Final Question the Seniors will address in their project – How have they grown over the course of their time at Mount St. Mary Academy regarding the areas of service and social justice • <i>Service and Justice Week</i> can NOT be counted towards your service hour requirement. Ten hours may be used from an approved service mission trip.
<p>Supplies needed</p>	<p>MobileServe App. (Students need to download the app on all of their electronic devices.) Use code EB1073. A journal or binder with a divider is needed to be used. For this project, it will be divided into two sections. The first section will contain 10 Reflective journal entries and the second section is for Investigative Journal entries.</p>
<p>Deadlines</p>	<p>In order to count, service hours must be logged in with signature on the app within one week of service performed. Presentations of the students' work will take place the week of January 11, 2021, or between April 19-April 30, 2021. *50% of the work needs to be completed by January 13, 2021.</p> <p>The Capstone Service Project is a Graduation Requirement.</p>
<p>Assessment</p>	<p>Each student will receive a service covenant and a service proposal sheet at the beginning of the academic year with set expectations to be signed off by the student as well as the parent/guardian. (25 pts. each) Each student will keep a portfolio journal of her service experiences. Seniors are expected to have ten reflective journal entries which may</p>

	<p>include pictures (thoughts and reactions of your service and research) and eight investigative entries (research about the issue which can be local, national, or worldwide. It is important to keep a bibliography. (100 pts.) Examples will be shown in class) A discussion about service experiences will take place once a month in Religion class. Students will meet with the teacher/mentor concerning their progress with the assignment. Each student is expected to present their work (100 pts.) Students will be honored for their exceptional work and going above and beyond expectations. A bulletin board on the first floor will highlight service activities as well as students who have performed honorable service. At the end of the year, students will be recognized who have gone above and beyond the requirement.</p>
<p>Reflection Questions for Capstone experiences in journals and presentations. Please respond with complete sentences.</p>	<ol style="list-style-type: none"> 1. Why did you decide to choose this issue? 2. Describe the agency you are working at as well as the people you have encountered. 3. Where is (chosen social issue) present in your life, community, in your world? 4. What action(s) can you take to address the social issue: prayerful, advocacy, legislative, educational? 5. How can your actions and your servant leadership make a difference? 6. What research can you do to support your actions and passion? 7. How do your actions and passion specifically connect to the Gospel message and Catholic Social Responsibility? 8. With the guidance of the teacher/mentor -there may be specific questions or term definitions pertinent to the topic.
<p>Presentation</p>	<p>Each Senior is expected to give a 10 to 15-minute presentation on their Capstone. It should first begin with a basic overview of their service over the course of 4 years. It also should explain how one came to choose their Capstone as well as their service experience or project. The presentation should explain the issue, the social injustices, as well as the structural changes that need to take place in society. The presentation will also include the Gospel and Church response. A student may create a video, google slides to support the presentation. The student will have a meeting</p>

	with the teacher or mentor to go over the presentation to make sure everything is in order.
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**COVID19 – Seniors will be expected to do research and with assistance contact people who work with the set population. If by chance school is not in session in the building at the time of presentations, presentations will take place on Google Meet.*

Revisions

This handbook may be revised or added to as necessary during the course of the school year. Any written statements distributed to students and parents as supplements to this handbook automatically become part of school policy as stated in the handbook. The Principal is the final recourse in all policy matters and disciplinary situations and may waive or amend these policies for just cause at her discretion.