

*OUR LADY ACADEMY  
222 South Beach Blvd.  
Bay St. Louis, MS 39520*



**A SIX YEAR CATHOLIC CHRISTIAN  
ALL GIRLS' HIGH SCHOOL**

**GRADES SEVEN THROUGH TWELVE**

**Staffed by  
Dedicated Lay Teachers  
Religious Sisters of Mercy**

**ACCREDITATION**

**State Department of Education of Mississippi  
Southern Association of Colleges and Schools**

**MEMBER**

**National Catholic Education Association  
Mississippi High School Activities Association  
Mercy Secondary Education Association  
Network for Mercy Education**

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## NOTICE

This Handbook is designed to be a synopsis of the policies and procedures of this school; it is not intended to be all inclusive. The school is governed by general policies applicable to all schools within the Catholic Diocese of Biloxi as well as local school board policies. They are available for your review in the school office, and form an integral part of the agreement the school has entered into with parents to educate their children. It is expected that the Handbook, local policies and general policies are consistent, however, at times due to human error and/or amendments to various parts, conflicts arise. To the extent that a conflict exists, general policies shall take precedence followed by local school board policies and finally this Handbook.

## ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act—HERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Our Lady Academy has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the school shall continue to maintain a safe and healthful environment for our students and employees.

In keeping with this legislation, all buildings were inspected by an EPA accredited inspector. Based on the inspection, the school prepared a comprehensive management plan for handling asbestos and suspect materials located within its buildings safely and responsibly.

During the inspection, it was determined that Our Lady Academy contains asbestos in one area and suspect materials (floor, walls and ceilings) throughout the buildings. The known area is inside a janitorial closet. The suspect areas contain materials which might contain asbestos. While these materials do not represent a hazardous situation at this time, the potential for damage requires that steps be taken to monitor the condition of the materials. Periodic inspection of these areas will be conducted to monitor any changes in their condition, and appropriate actions will be taken if any changes are noted.

## STATEMENT OF POLICY

In compliance with Title VI of the Civil Rights Act of 1962, Title IX of the Educational Amendment of 1972, and section 504 of the Rehabilitation Act of 1973, Our Lady Academy assures that no one, on the grounds of race, color, national origin, or handicap, is excluded from participation in, is denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school.

## BELIEFS AND MISSION, PHILOSOPHY AND VISION

### Belief Statements:

- ❖ Every student is a child of God.
- ❖ God is the center, foundation, author, and source of all learning.
- ❖ Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- ❖ A student's self-esteem is enhanced by positive relationships and mutual respect among and between staff and students.
- ❖ A safe and physically comfortable environment promotes student learning.

- ❖ Students need not only to demonstrate their understanding of essential knowledge and skills, but also need to be actively engaged in the learning process, in solving problems, and in achieving academic excellence.
- ❖ Learning Christian values helps develop a social conscience.
- ❖ Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- ❖ Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- ❖ The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

**Diocesan Mission Statement** The Catholic school community within the Diocese of Biloxi, a ministry of the Catholic Church, embracing the teachings and traditions of the past, accepting the challenges and opportunities of the present, and preparing for the demands of the future, provides an education based on Christ's teaching and Catholic values which focus on the formation of strong moral character, the furtherance of academic excellence, the inspiration to serve others, and the motivations to achieve God-given potential in the local and the world communities.

**Our Lady Academy Mission** Our Lady Academy is an all-girls college preparatory junior/senior high school which teaches Catholic Christian doctrine, morals, and values; promotes academic excellence; encourages the students to give service to others; and challenges them to achieve their God-given potential as young ladies in their local and world communities.

**Philosophy** Our Lady Academy is founded on faith in God and in His Son, Jesus Christ. Thus, Christian values form the foundation of the school's beliefs. Our Lady Academy strives to build a community of faith, based on mutual support, promoting care and concern among staff, students, the family, and the community. The faculty strives to exhibit and to inculcate Christian values in the students' lives. These values extend from our faith community to our local community to the world community. Students are led to realize and later to accept their moral and ethical responsibilities to each of these realms. Our Lady Academy desires to develop women who will be leaders with a sense of service to their local communities and to the world community.

The faculty values the individual uniqueness and giftedness of each student in her womanhood. Named for the Mother of Jesus, Our Lady Academy holds Mary as the paragon of a Christian woman. Therefore, the staff recognizes the dignity and worth of each individual and strives to develop each to her own maximum potential.

### **Vision Statements**

1. To provide a school community in which each member can easily become cognizant of her value and dignity as a child of God.
2. To help the individual student develop a mature sense of personal worth and self-confidence by encouraging her to see herself realistically and to develop her own potential.
3. To foster a climate that will enable each member of the school community to develop a deep personal relationship with her God.
4. To provide a firm foundation in the basics of the Catholic faith through the Religious Studies Program.
5. To provide instruction in religious truths and values by integrating Christian principles into all subject areas.
6. To encourage the growth of a faith community through meaningful student-teacher relationships and by providing mutual support among faculty members.

7. To form strong Catholic values through the celebration of liturgies, prayer services and other prayer forms.
8. To inculcate Christian values that will develop a social conscience.
9. To provide a broad college-preparatory curriculum that meets the interests, needs, and abilities of students.
10. To provide for the attainment of basic knowledge by offering a curriculum which addresses the development of proficiency in the skills of reading, writing, speaking, listening, calculating, problem solving, and critical thinking.
11. To develop attitudes of good health and to promote physical fitness through team sports and intramural athletic events.
12. To evaluate the curriculum annually and make necessary adjustments.
13. To provide a variety of co-curricular activities that will meet the interests, needs, and abilities of the student.
14. To provide the student with the opportunities to internalize such qualities as leadership, cooperation, sportsmanship, perseverance, and integrity.
15. To encourage the development of self-responsibility, self-discipline, and self-motivation through respect for herself and for the rights of others.
16. To provide a guidance program to allow the student the opportunity to become knowledgeable about post-secondary occupational offerings.
17. To encourage the faculty to keep abreast of new methods and innovations in the field of educational research.

## **HISTORY**

Our Lady Academy is a Catholic all-girls' junior and senior high school staffed by the Religious Sisters of Mercy and a dedicated lay faculty. Founded in 1971, OLA has continued the solid educational program maintained by St. Joseph Academy from 1855 to 1967. In addition, OLA shares some classes, facilities, and activities with St. Stanislaus, an all-boys' school staffed by the Brothers of the Sacred Heart.

Located on the beach in Bay St. Louis, OLA educates approximately 270 students annually from Hancock and Harrison Counties in Mississippi.

The impetus to establish Our Lady Academy in August, 1971 was the expressed needs of the community to provide Catholic education for ladies at the junior and senior high school level. The school opened with seventh, eighth, and ninth grades and utilized the St. Joseph Academy gymnasium complex and annex (St. Joseph Hall) and a new brick structure (Johnson Hall) built under the leadership of Monsignor Gregory Johnson, then pastor of Our Lady of the Gulf Parish. Monsignor Johnson served as the first principal of the school. The tenth grade was added in August 1972; the eleventh, in 1973; and the twelfth, in 1974. The school graduated its first senior class in May 1975.

Hurricane Katrina dumped seven feet of water throughout the campus on August 29, 2005. For the school year, 2005-2006, OLA held all classes at SSC. Construction began immediately and OLA returned to its own facilities in August, 2006. St. Joseph Hall, however, was demolished after Katrina rendered it unsafe. Construction began on the new St. Joseph Hall in November of 2007 with occupation of the new structure beginning in November of 2008.

Our Lady Academy is fully accredited by the Mississippi State Department of Education, AdvancEd, the Southern Association of Secondary Schools and Colleges, and is a member of the National Catholic

Education Association, Mississippi High School Activities Association, Mercy Secondary Education Association, and the Network for Mercy Education.

## ACADEMIC POLICIES

**Introduction** Our Lady Academy provides a comprehensive education for all students. Although the curriculum is basically college preparatory, every effort is made to meet the individual needs of each student.

### Classification of Students

Students will be classified as follows:

**Seventh Grade:** Those who have completed the sixth grade in an accredited school and have been promoted to the seventh grade.

**Eighth Grade:** Those who have completed the seventh grade successfully at Our Lady Academy or another accredited school.

**Ninth Grade:** Those who have completed the eighth grade successfully at Our Lady Academy or another accredited school.

**Tenth Grade:** Those who have completed at least 6 Carnegie units of study as required by Our Lady Academy.

**Eleventh Grade:** Those who have completed at least 13 Carnegie units of study as required by Our Lady Academy.

**Twelfth Grade:** Those who have completed at least 18 Carnegie units of study as required by Our Lady Academy.

**Eighth Grade Promotion** At the conclusion of the eighth grade, a promotion ceremony takes place at Our Lady Academy. In order to take part in this ceremony, an eighth grade student must have passed English, social studies, math, science, and religious studies for the year. Students not meeting these requirements may be promoted at the conclusion of summer school, but they may not take part in the promotion ceremony.

**Graduation Requirements** To graduate from Our Lady Academy, a student must have:

1. Successfully completed twenty-six Carnegie units in the following areas:

	UNITS
Religious Studies (each year enrolled at OLA)	4
English (English I, II, III or III AP, IV or IV AP)	4
Social Studies (including MS Studies, World Geography, World History, U.S. History, U.S. Govt/Economics)	4
Mathematics (including Algebra I and Geometry)	4
Science (will increase to 4 credits for class of 2012 and beyond)	3
Two years of a Foreign Language (may be waived by the principal if the student is fluent in a second language)	2
Fine Arts	1
Computer (Discovery or Applications/Keyboarding)	1
Health (PE required for class of 2012 and beyond)	.5

2. Satisfied all financial obligations to Our Lady Academy.
3. Completed a satisfactory attendance record. (This includes being in attendance at OLA during the second semester of the senior year.)
4. **Diocesan Graduation Policy:** To be eligible to receive a diploma from a Catholic High School in the Diocese of Biloxi, an individual must be enrolled as a full time student for both semesters of his/her senior year and must have successfully completed all requirements imposed by the school and the State of Mississippi, as applicable. Notwithstanding the foregoing, a student who has moved or transferred into the area during her senior year and who has been accepted for enrollment may receive a diploma upon the successful completion of all requirements for graduation. "Senior year" as used herein is the same as the 12th grade, which is defined as not less than the fourth successive year of full time enrollment beginning with the 9th grade in an accredited secondary school. It is further contemplated that the senior year is the year, after the successful completion of which, all of the above requirements shall have been fully satisfied.

**College Entrance Requirements** The Board of Trustees of Institutions of Higher Learning has adopted college entry requirements. These requirements apply to the following schools:

Alcorn State University	Mississippi University for Women
Delta State University	Mississippi Valley State University
Jackson State University	University of Southern Mississippi
University of Mississippi	Mississippi State University

For students entering a public institution in the summer of 2012, the requirements will include successful completion of:

English: (4 Carnegie Units) English I, II, III, IV  
 Mathematics: (4 Carnegie Units) Algebra I, II, Geometry and one other advanced math  
 Science: (4 Carnegie Units) Biology, Chemistry, and 2 additional units of comparable rigor  
 Social Studies (4 Carnegie Units) OLA required curriculum  
 Arts (1 Carnegie Unit)  
 Advanced Electives (2 Carnegie Units)  
 Foreign Language (2 Carnegie Units)  
 Computer Applications (1 Carnegie Unit)

**Program of Studies** Each student is required to be enrolled as a full-time student in courses provided by Our Lady Academy.

#### **SEVENTH GRADE**

Religious Studies  
 English  
 Math (Pre-Algebra/Math 7)  
 Integrated Science  
 Social Studies (World Hist. to 1750)  
 PE/Health or Band  
 Reading/Art

#### **NINTH GRADE**

Religious Studies I

#### **EIGHTH GRADE**

Religious Studies  
 English  
 Math (Algebra or Pre-Algebra)  
 Integrated Science  
 Social Studies (American History to 1877)  
 Computer Discovery  
 PE/Health or Band

#### **TENTH GRADE**

Religious Studies II

English I  
Math (Algebra I or Geometry)  
Science (Biology)  
Social Studies (MS Studies/  
World Geography)  
Health/PE  
Language I

### **ELEVENTH GRADE**

Religious Studies III  
English III  
Math (Geometry, Trig/Pre-cal., Algebra II,  
Statistics)  
Social Studies (Amer. Hist. from 1877)  
Science  
2 electives

English II  
Math (Algebra I, II, or Geometry)  
Social Studies (World History)  
Anatomy or Physical Science  
Language II  
Fine Art

### **TWELFTH GRADE**

Religious Studies IV  
English IV  
Social Studies (U.S. Govt./Economics)  
4 electives (Math and Science recommended)

### **Courses From Which Required and Elective Selections Are Made For Grades 9-12:**

#### **BAND**

Symphonic Band (SSC)  
Concert Band(SSC)  
Percussion (SSC)

Botany (1/2)  
Zoology (1/2)

#### **PHYSICAL EDUCATION**

Physical Education (1/2)  
Health (1/2)

#### **COMPUTER EDUCATION**

Computer Discovery  
Computer Applications (1/2)  
Keyboarding (1/2)  
Computer Science AP

#### **BUSINESS**

Accounting  
Business Communications (1/2)  
Personal Finance (1/2)

#### **ENGLISH**

English I  
English II  
English III  
English III AP  
English IV  
English IV AP  
Debate I (1/2)  
Debate II (1/2)

#### **FOREIGN LANGUAGE**

Spanish I, II, III, IV  
French I, II, III  
Latin I, II, III

#### **SCIENCE**

Biology  
Anatomy & Physiology  
Physical Science  
Chemistry  
Biology AP  
Physics  
Physics AP  
Marine Science (1/2)  
Environmental Science (1/2)  
Genetics (1/2)  
Geology (1/2)

#### **SOCIAL STUDIES**

Mississippi Studies (1/2)  
World Geography (1/2)  
World History  
US History  
US History AP  
US Government (1/2)  
European History, AP  
Economics (1/2)  
Law Related Education (1/2)  
Sociology (1/2)

Global Studies (1/2)  
Psychology (1/2)  
Psychology, AP

### **FINE ARTS**

Art I, II, III  
Ceramics (1/2)  
Choral Music  
Theatre I & II (1/2 each)  
History of Art AP

### **MATHEMATICS**

Algebra I  
Geometry  
Algebra II  
Trigonometry/Pre-Calculus  
Trig/Pre-Cal Honors

Statistics  
Calculus AP

### **RELIGIOUS STUDIES**

Religious Studies I  
Religious Studies II  
Religious Studies III  
Religious Studies IV  
Christian Ethics (1/2)  
World Religions (1/2)

### **OTHER**

Act Prep I (1/2)  
Act Prep II (1/2)  
Service (non-credit)  
Study Hall (non-credit)

## **ADMISSION POLICIES**

**Introduction** Our Lady Academy is a parochial all-girls' school of the Catholic Diocese of Biloxi for students in grades seven through twelve.

OLA has designated the order of priority by which students will be considered for admission:

1. Catholic students who have successfully completed the sixth grade at St. Vincent de Paul or Holy Trinity and meet the following requirements:
  - a) the student must achieve the minimum score (40th percentile)\* on the placement test;
  - b) the parents/guardians of the student must agree to meet the commitments of the financial obligations of OLA.
  - c) the student completes a successful interview and expresses a desire to attend OLA.
2. Catholic students who have successfully completed the sixth grade at a Catholic elementary school other than St. Vincent de Paul or Holy Trinity and meet the requirements a, b and c as stated in paragraph #1.
3. Catholic students who have successfully completed the sixth grade at a non-Catholic school and who meet the requirements a, b and c as stated in paragraph #1.
4. Non-Catholic students who have successfully completed the sixth grade at St. Vincent de Paul or Holy Trinity and meet the requirements a, b and c as stated in paragraph #1.
5. Non-Catholic students who have successfully completed the sixth grade at a Catholic elementary school other than St. Vincent de Paul or Holy Trinity and meet requirements a, b and c as stated in paragraph #1.
6. Non-Catholic students who have successfully completed the sixth grade at a non-Catholic school and who meet requirements a, b and c as stated in paragraph #1.
7. All things being equal, preference will be given to (a) a student who is a sister of a student now attending OLA, (b) the sister of a graduate of OLA, and, (c) the child(ren) of an OLA graduate.

\* The Principal is given discretionary authority to waive the minimum score on the placement test.

**Readmission Policy** Students who leave Our Lady Academy for any reason will not be considered for readmission for one academic year.

**Current Students** Students presently enrolled in the school are eligible for readmission for the following year if they have fulfilled all requirements for the present academic year, have met all financial obligations for the present year, and have manifested the ability to conform to the standards of the school.

**Enrollment Procedures for Transfer Students** Any student wishing to enroll in Our Lady Academy is to request an interview with the Principal. At least one parent is required to attend this meeting.

- A. Interview with Principal
  - (1) School Philosophy
  - (2) Registration materials
  - (3) General finances
  - (4) Attendance Policy
  - (5) Discipline Policy
  - (6) Dress Code Policy
- B. Conference with Counselor/Registrar
  - (1) Documentation of past academic record (unofficial transcript or report cards from previous years).
  - (2) Record of birth -- birth certificate or baptismal record
  - (3) Certificate of Health Compliance
  - (4) Select program of studies
  - (5) Get schedule
  - (6) Attendance
  - (7) Permanent record card
  - (8) Contact teachers
    - (a) Books
- C. Conference with financial manager
  - (1) Registration fee and card
  - (2) General fees
  - (3) Tuition

#### **Withdrawal Procedures for Transfer Students**

- A. Student Withdrawal Record Release Form (in Counselor's office)
  - (1) Signed by parents
  - (2) Signed by student
- B. Student Clearance Form (in Counselor's office)
  - (1) Signed by teachers--withdrawal grade included
  - (2) Signed by Guidance Counselor
  - (3) Signed by Financial Officer
  - (4) Signed by Principal
- C. Transcript and cumulative folder sent to new school upon written request from that school.

### **ATTENDANCE POLICIES**

**Introduction** It is impossible for satisfactory learning to take place if a student is not present on a regular basis in the classroom where the material is being taught. Recognizing the importance of daily attendance at school, a very good reason should exist anytime a student is absent.

**Excused and Unexcused Absences** For an absence to be excused, a student must present a note signed by a parent or a guardian, indicating the date of the absence and the reason, on the first day back after the absence. Under this procedure the student may make up all work missed. The student will have 5 school days upon her return to submit documentation for an absence. After 5 days with no documentation for an absence, the student will be issued a one-hour Saturday school, and the absence will be considered unexcused. A student who has an unexcused absence may not make up work missed during the absence, unless extenuating circumstances exist as determined by the principal.

Examples of excused absences are:

- Illness or injury which prevents the student from attending school. Excessive absences due to illness should be accompanied by a doctor's excuse.
- Death or serious illness of a member of the immediate family.
- Medical or dental appointments, accompanied by a medical excuse.
- Court appearances.

**Participation in School Related Activities** Students must attend 100 percent of the school day in order to participate and/or practice in school related activities scheduled for that day or evening. Exceptions to this policy may be made at the discretion of, and with the specific approval of, the principal or her designee. Situations such as visits to the doctor, or attending a funeral would be examples qualifying as exceptions.

**Reporting Absences** A student who is absent must have a parent or guardian notify the school in advance, but no later than 9:00 a.m. on the day of the absence. The telephone contact number is 467-7048 x10. A written note signed by the parent or doctor is due on the day of return to school explaining the previous absence.

**Field Trips** Students missing class because of school-sponsored activities are not considered absent.

**College Days** Seniors are awarded two (2) college days for the academic school year and juniors are awarded one (1). In order for this to count as a college day, the student must present a letter to the office, from the college, printed on the college stationary. In the event that a senior requires additional college days because of scholarship interviews, testing, etc., she must request approval in advance from the principal.

**Suspension** Each day of suspension is considered a day of unexcused absence.

**Absences Affecting Loss of Academic Credit** The school year consists of 180 academic days of instruction. Students are allowed ten (10) instructional days from a one (1) credit (year-long) course and five (5) days from a ½ credit (semester). This includes excused and unexcused absences. *Any absences not documented by a third party excuse (e.g. doctor, court, funeral) which result in the student accumulating more than the allowed number of days absent in a class will result in hours in Saturday school.* Excessive absences may result in a loss of credit for that class. If circumstances, such as convalescent periods from long-term illness are involved, the principal will make a decision on academic readmission status based on fairness and the best interests of the student.

**Early Dismissal** Students needing to leave school before normal dismissal time must bring a note signed by a parent or guardian to the school office not later than 8:25 a.m. to obtain permission to leave early that day. An early dismissal slip will be issued to the student at that time. No student will be issued an early

dismissal by way of a telephone conversation. A parent or guardian must come to the office to check out the student or send a note ahead of time.

**Illness at School** Students becoming ill at school are to report to the office. If the illness is serious enough, a phone call will be made to a parent or guardian to discuss dismissal of the student for the remainder of the day. No student may leave the campus unless a parent or guardian has been contacted and permission granted by the parent or guardian for the child to leave. If a parent or guardian cannot be contacted, the student may remain in the school office and will be counted absent for each class not attended. For an absence to be excused, a student must present a note signed by a parent or a guardian, indicating the date of the absence and the reason, on the first day back after the absence. Under this procedure the student may make up all work missed.

**Arriving Late to School:** Students are expected to arrive at school in sufficient time to be present in their homeroom prior to the warning bell. Students who are tardy 3 times in a quarter to the first period class (including announcement and prayer) will be assigned an early check-in (8:00 a.m.) Students not reporting to the early sign in will receive 3 point reductions on the discipline ladder. Additional tardies in the quarter will be treated as tardies to class and will result in reduction in points. A student whose tardiness causes her to miss more than half of any period will be counted absent from that class for that day.

## **DISCIPLINE POLICIES**

**Introduction: I. Introduction:** The concept of the faith community is the cornerstone of Our Lady Academy. The faith community which emerges from OLA will depend on trust, mutual respect, responsibility and communication. These attributes will lead toward love, concern, and compassion. Negativism toward school philosophy, goals, and decisions breaks down the morale of the school and destroys the spirit which the student body, faculty, and administration are trying to build. Students are expected to exhibit Christian values at all times both on and off campus. The actions of an OLA student reflect on the whole OLA community. To provide the proper atmosphere for Christian growth, academic achievement and social development, the following guidelines and policies have been established for student behavior.

**II. Role of the Teacher:** In large part, it is, and always has been, the responsibility of individual classroom teachers to guide and mold students into responsible citizens. Classroom teachers are the front line mentors, role models and enforcers of discipline. To them is entrusted the responsibility to teach subject matter and to enforce the vast majority of rules and regulations explicit and implied within the Student Handbook. Accordingly, it is the classroom teacher who will normally issue warnings and reductions in points. The goal of the disciplinary process is to positively resolve all behavioral issues at the classroom level.

**III. General Classroom Rules:**

1. Be on time for class.
2. Come to class with appropriate materials.
3. Do not be disruptive to the learning environment.
4. Do not consume food or drink in classroom buildings.
5. All parties must be approved by the administration.
6. Comply with classroom rules established by individual teachers.

**IV. Role of the Principal:** The principal has the ultimate responsibility for the regulation of student behavior and is authorized and required to prescribe and promulgate rules of conduct, which shall be

obligatory on all students. Parents/guardians, teachers and other school personnel are expected to be positive role models since it is impossible to effectively discipline students when their role models engage in inappropriate conduct.

The violations of the rules of conduct established at the school will subject the student to corrective measures or procedures. When unacceptable behavior becomes chronic and can not be corrected by using lesser punishments or resources available to the school, more serious consequences will be used as an effort to influence future behavior of students. The principal may suspend or expel a student for conduct which, in the judgment of the principal, threatens the safety of the student or others, or which is seriously disruptive of normal activities of the school. For serious violations, a single violation may result in expulsion of the student, in the administration's discretion, subject to the right of appeal. The corrective measures or procedures developed by the principal shall be made known to students and parents or persons *in loco parentis*.

**V. Crescent Discipline System:** Each student will receive 50 points at the beginning of each semester. The students who maintain a standard expected by OLA are entitled to all of the privileges of being enrolled at OLA, i.e., participation in sports and co-curricular activities, holding office, receiving awards, attending dances, etc. Infractions of school rules and policies will result in reductions in points. Consequences will be based on the level of the infraction and the number of points remaining.

**A. Infractions:** While the following list is extensive, no list can possibly address every issue that could develop. The principal is authorized to act in unforeseen circumstances that may arise during school related activities. When no policy exists which specifically addresses a particular situation, a principal shall proceed with a course of action based on other policies dealing with similar, related or parallel situations and the mission, philosophy and objectives of the school.

**Level 1:**

- Arriving late to school: see attendance policy above
- Tardy to any class after 1<sup>st</sup> period: 1 point
- Talking during announcements: 1 point
- Not following teacher directives: 1 to 3 points
- Public display of affection: 1 to 3 points
- Gum chewing on campus: 3 points, \$5 fine
- Eating or drinking in the building: 3 points, \$5 fine
- Uniform violation: 1 point (delete s)
- Disruptive behavior in class, a school function, or assembly: 1-3 points
- Absent from class without permission or not being where permission was granted: 3 points
- Unexcused absence from detention or early check-in: 3 points
- Littering: 1-3 points

**Level 2:** Additional consequences may apply

- Disrespect in word or action toward faculty or administration: 5 points
- Profanity (including acts, gestures, or symbols directed to another person): 5 points
- Blasphemy (disrespect for God or sacred things): 5 points
- Honor Code violation on homework or classwork: 5 points plus 0 credit on the assignment
- Use of cell phone, PDA, Blackberry during school day: 5 points plus confiscation of phone. Phone will be returned to the student on the first

violation. Parent must pick up the phone on subsequent violations for the rest of the year.

- Instant messaging, emailing: 5 points
- Use of IPOD or MP3 player (except at lunch or by express permission of the classroom teacher): 5 points
- Playing games (internet games, calculator games, etc.) during class time: 5 points

**Level 3:** Additional consequences may apply

- Abuse of computer or internet (see internet usage policy): 10 points
- Taking pictures, recording (audio or video) during school without permission: 5-10 points
- Honor Code violation on tests, projects, or exam: 10 points plus 0 credit on the assignment

**Level 4:** Additional consequences may apply

- Skipping school, class, or school-related activity: 15 points
- Leaving campus without permission: 15 points
- Serious disrespect / gross insubordination to faculty/staff or administration: 15 points
- Willful disobedience of faculty/staff or administration: 15 points
- Defacing or otherwise injuring property that belongs to school or another person: 15 points plus restitution for damages
- Use or possession of tobacco at school or school-sponsored functions: 15 points
- Honor Code violation on a nationally standardized test: 15 points

**Level 5:** The following violations may result in a discipline hearing to determine consequences including possible expulsion

- Harassment, intimidation, or threatening other students
- Harm (verbal or physical) toward a student, staff, faculty, or administrative member
- Committing or attempting to commit acts that adversely affect a person's life, health, property or peace of mind
- Theft
- Use/possession/transfer of drugs or alcohol
- Possession of a weapon
- Fighting
- Repeated violations of school policy while on probation

**B. Participation in activities:** To participate in SSC or OLA sponsored activities, a student must maintain the following levels of points:

- 45 points: The sponsor of the NHS or NJHS will be informed when a member receives a level 2 infraction or higher or when a member has only 45 points remaining. Any Honor Society specific consequences including participation in activities and wearing the blue stole at graduation will be determined by the Honor Society.

- 35 points: A student must have 35 points remaining to hold any class or club office and to be eligible for school recognition including Pepsi Student of the Month, Honor Roll, Homecoming Court, and any other school related honor.
- 35 points: A senior must have 35 points remaining to eat in the senior lunch room
- 30 points: A student must have 30 points remaining to attend school dances (including prom), to be members in good standing of clubs and teams, and to attend pep rallies
- 30 points: A student must have 30 points to select her own seating a lunch.

### C. **Additional Consequences**

- 3 Reductions in points (47 points remaining): Friday detention
- 5 Reductions in points (45 points remaining): Parent and Honor Society notification; Saturday detention (9:00-10:00, \$5)
- 10 Reductions in points (40 points remaining) Principal conference with student; Saturday detention (9:00-11:00, \$10)
- 16 Reductions in points (34 points remaining): Principal conference with student; Saturday detention (9:00-12:00, \$10); Loss of class or club offices and eligibility for recognition; Loss of senior lunchroom privilege (see participation in activities above)
- 21 Reductions in points (29 points remaining): Principal conference with parents or guardian; No participation in sports, clubs, other school activities; Saturday detention (9:00-12:00, \$10)
- 26 Reductions in points (24 points remaining): Principal conference with parents; Out-of-school suspension; No participation in sports, clubs, other school activities; Saturday school (9:00-12:00, \$10)
- 31 Reductions in points: Registration for following year withheld; Additional consequences decided by Principal and/or discipline committee.

### D. **Definitions**

- **Early morning check-in:** Students who are tardy 3 times in a quarter to the first period class (including announcement and prayer) will be assigned an early check-in (8:00 a.m.) Students not reporting to the early sign in will receive 3 point reductions. Additional tardies in the quarter will be treated as tardies to class and will result in reduction in points.
- **Detention:** Detention is held generally each Friday from 3:30 to 4:30. Students must be in full uniform for detention. If the school is on a special schedule, detention may be held on Thursday. Students will be notified of an assigned detention or Saturday school by Wednesday of the week it is to be served. Detentions or Saturday school will not be rescheduled for the convenience of the student. Any necessary rescheduling must be approved by the principal.
- **Saturday school:** Saturday school is scheduled at the convenience of the staff. Students may be assigned desk work or manual labor for their hours in Saturday school. Students should check with the discipline secretary for the appropriate dress for a particular Saturday school.
- **Probation:** This disciplinary action places a student in jeopardy of being dismissed from Our Lady Academy. During the probationary period, no serious behavioral difficulties are tolerated, and the student will not be permitted to participate in or attend any SSC/OLA sponsored extracurricular activities including weekend/holiday activities (ex. dances, organizations, clubs, teams, games etc.) The nominal probationary period will be from fifteen (15) to forty-five (45) school days, assigned at the discretion of the principal or discipline committee. If a serious behavioral difficulty arises during the

probationary period or the student fails to abide by the probationary provisions, a recommendation for additional consequences will be made by the discipline committee to the principal. At the end of the probationary period, the principal and the discipline committee will meet to evaluate the student's attitude and performance to determine whether to remove the student from probation or to take further action.

- **Suspension:** This action places a student in jeopardy of being dismissed from Our Lady Academy. Suspensions normally will be for one (1) to four (4) days based on the recommendation of the principal. Students will be assigned a corresponding number of Saturday school days to make up for the time missed. A telephone call and written suspension notice will be provided to the parent or guardian by the discipline committee or principal whenever a student is suspended. In all cases of suspension, a parent or guardian will be notified before the student leaves school. When suspended, the student will not return to school until told to do so. In order for the student to be admitted back to class, the student and the parents or guardian must first meet with the principal for a conference. In the case of suspension, the student must make up any and all work missed including, but not limited to, classwork, projects, notes, homework, quizzes, tests, and exams.
- **In-school suspension:** The student will be required to complete all assignments in a designated area separate from her classmates. Lunch and breaks will be provided at appropriate times separate from the other students.
- **Expulsion** This disciplinary action requires that a student be dismissed from Our Lady Academy.
- **Discipline Hearing:** The Principal may call for a discipline hearing for level 5 infractions or for repeated minor infractions. The Discipline Jury is made up of three faculty members (who do not currently teach the student), two students (the top two student council officers - unless they are involved, in which case the next in line may serve), the principal, and the president. The guidance counselor will also generally be present. The Discipline Jury may recommend to the Principal the following depending on the seriousness and circumstances of the offense and the attitude of the student: detention, suspension, expulsion, loss of privileges, denial of participation in school activities, or a combination of one or more of such actions, including appropriate constructive assignments. The final decision will remain with the Principal of Our Lady Academy.
- **Discipline Advisory Board:** The Discipline Advisory Board will meet regularly with the principal to review discipline referrals and to evaluate and adjust the discipline policy as necessary. Students and parents will be promptly advised of any changes in the discipline policy.

#### E. **Rewards**

- 2 points will be reinstated to a student who completes a full week (Monday-Friday) with no violations. Only full weeks will qualify.
- Students with fewer than 48 points may perform service to the school or other approved sites to earn back points. Points will be earned at the rate of 1 point per hour. No more than 2 points per week may be earned with service hours.
- At the end of each quarter, those students with 48 points or more will be eligible for the school-wide reward.
- Drawings will be held at the end of the quarter for prizes such as dance tickets, gift certificates, T-shirts, pictures, parking privileges, and more. Students who have at least 48 points will be eligible for the drawing.

- **Maroon and Grey Award:** This award will be given at the end of the school year to those students who have maintained at least 48 of their Crescent discipline points for both first and second semesters and who have been absent no more than 6 days from a yearlong class and no more than 3 days from a semester class.

**F. Diocesan Policy for Appeals (Governance #9):**

Upon receipt of a written notice of expulsion, the disciplined student, through her parent(s) or guardian(s), shall have the right to submit a written request for appeal to the Diocesan School Advisory Council (hereafter "Council"), through the office of the Superintendent of Schools, 1790 Popp's Ferry Road, Biloxi, MS 39532, (fax 228-702-2135), within five (5) business days of receipt of the notice. The written request should identify the student, the relationship between the student and the person making the request, the Catholic School involved, the date of the expulsion should be attached to the request.

Once a request is received, a date for a hearing shall be set by the Council President at the earliest available date and announced to the School and parent(s)/guardian(s). At the hearing both sides will be allowed to present testimony, documentary and other evidence, however, hearsay may be disallowed or disregarded. The Council may ask questions or request further information. Upon hearing all of the evidence, the Council shall submit a written decision to the parent(s)/guardian(s) and the School within (10) business days, which decision shall be final.

For all other actions taken by the Principal or other Catholic School official, a parent/guardian of a currently enrolled student may request in writing, within five (5) business days of the action that the Diocesan Superintendent of Schools act as a mediator between the School and the parent(s)/guardian(s) to resolve the conflict. If, in the sole discretion of the Superintendent of Schools, the matter is sufficiently serious, he/she shall notify the School and the parent(s)/guardian(s) of his proposed mediation, otherwise he will notify the parent(s)/guardian(s) that the request for mediation is denied.

The written request shall be submitted to the Superintendent at the above address and shall identify the student(s) involved, and the date and the nature of the action which is being complained of. No representation by legal counsel shall be allowed.

**VI. Other Serious Matters Related to Discipline**

- A. Honor Code:** Dishonesty is contrary to both the academic and spiritual foundations of the school. Dishonesty includes, but is not limited to, willful lying, plagiarism, forging, disregard of instructions during school on standardized testing, collaboration with another student during testing or copying another student's work on homework or during quizzes or tests. Consequences specific to cheating on homework or classwork, tests or projects, exams or standardized tests may be found in the list of infractions.
- B. Diocesan Policy on Threats and Violence (Governance #11):** Local School Advisory Council procedures notwithstanding, the principal may suspend or expel a student for conduct which, in the judgment of the principal, threatens the safety of the student or others, or which is seriously disruptive of normal activities of the school. The principal may terminate any teacher or other school personnel who, in the determination of the

principal, is found to have made a threat to harm or kill any person. If the principal finds that a parent/guardian or any other party has made a threat to harm or kill any person, the principal may take such actions as seems appropriate including permanently barring that party from the school property or having that party's children permanently withdrawn from attendance at the school.

In the event that a student threatens or is alleged to have threatened to harm or kill him/herself or another student or person, the principal will:

- a. When the incident is discovered, immediately remove the student from class and isolate the student.
- b. Contact the local police department
- c. Contact the parents
- d. Begin to aggressively investigate the incident
- e. Suspend the student for an indefinite period until the matter is resolved
- f. Notify the pastor(s) and School Council President
- g. Upon completing the investigation and it is confirmed that a threat was made, take action to expel the student permanently from the school. If it is not clear whether or not a threat was made, before allowing the student back in school, the principal shall first obtain at the expense of the student's parents, the written opinion of at least two psychologists or comparable mental health care professionals to the effect the student does not pose a danger to himself/herself or others. If it is found that no such threat was made, the student shall return to school without undue delay.

Threats as contemplated herein include both words, (whether written or spoken) and actions which would be perceived as threatening, regardless of the subjective intent of the person who has communicated them.

- C. Diocesan Policy on Criminal Charges (Governance #12):** Upon the filing of any criminal charges, whether a felony or misdemeanor, excluding routine traffic violations, or other misdemeanors not endangering health or morals, or the general well being and/or operation of the school, a student shall immediately be suspended, pending the resolution of the matter through the legal process. Thereafter, a student shall be expelled in the event of an unfavorable adjudication against the student, including a guilty plea or pleas of nolo contendere. Provided, however, nothing herein shall be construed to prohibit an independent investigation by the school at any time in order to take any additional action, including expulsion if the results of such an investigation would warrant. Further, a favorable adjudication in the legal process, in that the proof has not established the guilt of the accused beyond a reasonable doubt, shall not conclusively establish the innocence of the accused and the right to have any action reversed, but all evidence shall be reviewed and a determination made based upon the standard of a preponderance of the evidence. This policy is subject to the provisions of Governance # 9.
- D. Harassment and Bullying:** This school is a Catholic, Christian community that reflects Christ-like care and concern. Harassment whether based upon gender, color, race, age, national origin, disability or otherwise and regardless of whether the perpetrator is a student, employee, parent or anyone else, is disruptive and immoral and will not be tolerated. Bullying is considered harassment.

If a person is harassed, he/she should notify his/her principal unless the principal is alleged to be the harasser. In such case, the pastor and the diocesan superintendent of schools should be notified. An investigation will be undertaken by appropriate authority, always keeping in mind that the accused person is innocent until proven guilty. When necessary, however, interim measures may be taken, up to and including out of school suspension (if the accused is a student), or the remedies listed in Governance # 30, HARASSMENT IN THE WORKPLACE, if the accused is an employee. Other appropriate measures may be taken if the accused is another person including a parent.

Subject to the outcome of the investigation, an appropriate remedy will be developed based upon the facts uncovered, up to and including expulsion if the perpetrator is a student, the remedies provided under Governance #30, including termination, if the perpetrator is an employee and whatever remedies are appropriate, if any, including barring him/her from the premises if the perpetrator is a parent or any other person. The remedy fashioned should be intended to insure that such harassment does not occur in the future.

- E. Diocesan Policy on Weapons (Safety Policy #2)** The schools of the Catholic Diocese of Biloxi recognize that the possession of pistols, firearms, or other weapons on school premises or at school-sponsored activities, by persons other than duly authorized law enforcement officials, creates an unreasonable and unwarranted risk of injury or death to school employees, students, visitors and guests, and further creates an unwarranted risk of damage to properties of school employees, students, visitors and guests.

Because of such dangers:

- A. Each school in the diocese prohibits the possession of pistols or firearms by any person other than duly authorized law enforcement officials on the school premises or at school functions, regardless whether any such person possesses a valid permit to carry such pistols or firearms.
- B. Any student found in possession of a pistol or firearm on school property or at a school function, shall be expelled from the school for a minimum of one calendar year. The police will be involved in any case involving a pistol or firearm.
- C. Additionally, each school prohibits the possession of other weapon in any form by any person other than duly authorized law enforcement officials on school premises or at school functions.
- D. Any student found in possession of any form of weapon (other than a pistol or firearm) may be removed from the school premises or school function. The weapon will be confiscated. The police may be involved. Suspension or expulsion may result.

- F. Drug and Alcohol Policy:** Our Lady Academy is dedicated to ensuring a drug-free environment for its students. For that reason, the school will actively pursue all possible means to ensure the same. These means will include the routine conduct of on-campus health and welfare inspections of common areas by the administration and staff personnel. When warranted, by reason of probable cause or reasonable suspicion, the administration will conduct the initial search of private vehicles, lockers, and/or the individual persons or belongings of OLA students to identify illegal or controlled substances on campus or at any school function held on or off campus. If it appears that illegal or controlled substances are involved, the administration may enlist the assistance of local law enforcement officers and/or use of certified drug identification animals. Selective drug testing may also be required.

No student or her guest will be admitted to any school function if there is an indication of drug or alcohol use prior to the function. Further, the administration will deny admission to the event and will contact the concerned parent or guardian to advise them of the suspected use of drug/alcohol of their student.

Students who suspect they have a problem with illegal drugs or alcohol use are encouraged to seek professional assistance. OLA offers its support in these cases. However, all students are advised that the school enforces a "Zero Tolerance" policy of illegal drug or alcohol use. A student known to possess, transfer, or use a prohibited drug (including alcohol) prior to or at school or prior to or at any school function, held on or off campus will be subject to appropriate disciplinary action. Disciplinary action may include immediate suspension from school to be followed by an expulsion hearing. In addition, law enforcement personnel will be contacted when violation of local/federal statutes is suspected to have been committed by a student on the OLA campus or at any school function held on or off campus.

## **EMERGENCY PROCEDURES**

**Fire Drills** Our Lady Academy will conduct fire drills as frequently as necessary (at least ten times a year) without advance notice to teachers or students. A signal from the PA system (a European Police Car) will be the signal for a fire drill.

All teachers should observe the following directions:

1. See that all lights are out.
2. See that TV's are off.
3. See that all windows are closed. (classrooms, restrooms, halls, etc.)
4. See that all doors are closed, not locked
5. Designate a student to lead the other students to the area as outlined in the building layout. The teacher should be the last to leave the room.
6. See that the students file out quickly (no running) and quietly (no talking).
7. Take class roll book with you. Take roll, write names of students missing, and send to designated teachers on the back field.
8. Return to the classroom quietly on one long ring of the bell.
9. Check to see that the appropriate drawing is on the wall, and post a copy of the procedures on the bulletin board or wall in your classroom.
10. Review the procedures with your classes at the beginning of the school year.

**Tornado Drills** Tornado drills will be held (at least two times a year) without advance notice. A signal from the PA system (a Siren) will be the signal for a tornado drill. There will be an announcement for the tornado watch or tornado warning over the PA system. All teachers should observe the following directions:

**Tornado Watch** -- Review the essentials of a tornado drill. Be in readiness to move to the designated area when the signal for a tornado warning is given.

**Tornado Warning** -- Move to interior hallways away from doors and windows.

(See designated area on wall drawing.) When directed to do so, assume the protective posture (crouched on floor with hands or books protecting head), facing interior walls. Stay in the protective posture until further directions are given.

**Danger Signs:**

Severe thunderstorms

Hail

Roaring noise

Parents are encouraged not to call school during tornado watches and warnings. It is imperative that the phone lines be available for calls and emergency directives from the Civil Defense Office. Students are to remain at school, even after school hours, if there is a tornado warning. It is the obligation of the school to insure the safety of the students. If it is necessary that a student be dismissed, the parent must check her daughter out from the school office.

**Lockdowns** Lockdown will be announced: use yellow, green, and red emergency flags to indicate student presence. Please follow these directions:

- All teachers should scan hallway or areas outside their room. Bring into their room any students who are in the hallway or outside areas. Record students' names and keep in your class until all clear is given.
- Lock or secure classroom doors immediately.
- Keep all students sitting on the floor, out of common view, away from doorways and windows.
- Close blinds and turn out lights.
- Use extreme caution and discretion in allowing anyone entry into the room.
- Take attendance and prepare a list of missing or extra students.
- Advise students that an unknown emergency exists.
- Project a calm attitude to maintain student behavior.
- Keep all phone lines open unless dire emergency.
- During lockdown, ignore any fire alarm activation.
- Remain in room until a Public Official or Administrator announces all clear.
- If the students are moved out of the classroom, help move them in an orderly manner as quietly and as quickly as possible.
- **Do not allow students to leave the classroom for any reason.**

## FIELD TRIPS

**CLASS WORK** All field trips must have an educational purpose. Since field trips are considered an integral part of the learning process, *all students are expected to attend*. If a student has excessive absences, poor grades, or has excessive reductions, the principal may require that the student attend classes rather than participate in the field trip. Any work missed as a result of the field trip may be made up.

### PREPARATION - FIELD TRIP CHECKLIST

1. Administrative approval must be secured for each field trip.
2. Sponsors are to provide a single-spaced, typed list of those going on the field trip to the office - preferably the day before. These will be included with the daily attendance report.
3. The list must include the times the students will leave and return to school on the day of the field trip.
4. An additional list must be posted on the bulletin board in the Faculty Lounge one week in advance. Another list should be taken to the principal at St. Stanislaus if the field trip involves taking the students out of SSC classes.
5. A detailed attendance check must be made before leaving on the field trip, upon arriving at the designated place, and upon returning to school. Administration is to be informed of any students who have not complied with the necessary procedures.
6. A permission slip must be obtained from each student attending a trip. These are to be gathered, alphabetized, and *a copy of each slip and complete list of students going handed in to the office*

*before leaving on the trip.* Only the official Diocesan field trip form will be accepted. Handwritten letters and phone calls to or from parents will not be accepted.

7. Over night field trips require a special field trip form and an emergency form. These forms are to be notarized before a student is permitted to attend the field trip.
8. Specific instructions for appropriate dress for the field trip will be given by the sponsor. In general, students should be dressed so that they represent OLA in a positive way. Shorts and skirts should be no more than 3 inches above the knee. Tops should not be revealing. No strapless dresses (straps should be at least 2 inches wide.)

## **FINANCIAL POLICIES**

**Introduction** Although every Catholic school, including OLA, exists to serve all Catholic students in the school's recruiting area, it is also imperative for the school to show fiscal responsibility and financial solvency in order to guarantee its continued existence.

**Responsibility** The responsibility for financial obligations incurred as a result of attending Our Lady Academy rests with the parents or guardian of the student. All expenses are due in advance and are to be remitted promptly.

### **Costs**

**Registration Fee** A non-refundable fee is due at the time of registration (March). Current students registering after the deadline has passed must pay a late registration fee.

**Building Fee** A \$250 per family fee is assessed in August to pay for capital improvements to the facility.

**Locks** Combination locks must be purchased from OLA at the time of final registration. They may be used for all years at OLA.

**Additional Fees** A "book fee" of \$50 per year is charged for each student to pay for foreign language workbooks, vocabulary workbooks, religion texts, student Bibles, supplies for art classes, and for the PSAT.

**Insurance** Student Accident Insurance is mandatory for all OLA students. This fee is included in the tuition.

**Graduation Fee** For each senior who is declared eligible for graduation, a graduation fee is charged to help defray the cost of graduation (flowers, church, diplomas, cap and gown, programs, etc.) This fee is due in August and is non-refundable.

**Tuition** Tuition can be paid in full at the beginning of the academic year (August), by semester (August & January) or by the month beginning in July and due on the first of each month. If paid monthly or by semester, a service charge is attached to the tuition statement. Those families paying after the tenth of the month are charged a late fee. During May, any payment made after May 15th must be in cash, cashiers check or by money order. Personal checks will be accepted only until May 15th.

**NSF Checks** A \$25.00 fee will be charged on all Non-Sufficient Funds (NSF) checks returned to the school for payment of tuition and/or fees.

**Financial Policy Relating to Exams:** Students will not be permitted to take final or quarterly examinations or be accepted for enrollment in the coming quarter if their accounts are not current.

Students who have exams withheld because of tuition obligations have until Wednesday of the following week to satisfy their financial obligations. Students not meeting this deadline will be dismissed.

**Tuition Assistance** Tuition assistance is to be applied for at Spring registration in March. You may contact the Financial Manager for an application.

## GENERAL CONDUCT

**Honor Code** Each student will sign an Honor Code form (in addition to the form given out with the *Student Handbook*). By signing this form, the student agrees to the rules and consequences of cheating outlined in the *Student Handbook*. She also agrees that she will not cheat. Each student **MUST** sign a form for each year she is in attendance at OLA. The student's parent or guardian will also be required to sign the same form to express his/her support of the Honor Code. Each teacher will sign a form agreeing to implement the Honor Code with consistency.

**Conduct on Campus** Hallways and entrances to classrooms are not places for loitering and conversation. Students may not enter classrooms before school, during lunch or after school unless a teacher is present.

**General Classroom Conduct** Classes will be conducted in a manner which stimulates an exciting learning environment. Disruptions by students which hinder that learning process will not be tolerated.

### **Liturgy/Prayer Service Conduct**

*Students should*

1. Enter church or assembly area in silence to demonstrate a reverence for the liturgical celebration that is about to take place.
2. Maintain silence during the Mass or prayer service, except for participation in appropriate responses and/or singing.
3. Use their program as a worship tool, in order to assist them in following the order of the Mass/prayer service.
4. Maintain the spirit of the service during the sign of peace. Loud talking, high-fives, moving throughout the church, continuing for an excessive length of time, etc. are not appropriate.
5. Be especially reverent during the distribution of Holy Communion. Catholic students who have made their First Holy Communion may receive communion at Mass. All other students of all faiths may come forward to receive a blessing from the priest or Eucharistic minister at that time.
6. Maintain silence and remain kneeling until the host is put away and the priest sits.
7. Follow all dismissal directions.

**Meeting Behavior** At all class meetings and school assemblies, each student is expected to conduct herself as a lady. The seating arrangement for total school assemblies in Our Lady of the Gulf Church is as follows:

	Altar	
12th Grade		9th Grade
11th Grade		8th Grade
10th Grade		7th Grade

**Off-Campus Behavior:** At all times, a student is responsible for her own behavior. When in uniform, her behavior makes a statement about the Our Lady Academy community. Thus, misconduct off-campus while wearing the uniform or part of the uniform which identifies her as an OLA student may result in disciplinary action by the school.

**Bus Conduct:** While on any bus used by the school, students are expected to:

1. Sit quietly in their seats--not walk around or talk or sing loudly.
2. Refrain from extending arms, hands, legs, head, etc. from the bus.
3. Refrain from talking with the bus driver, except in an emergency.
4. Refrain from defacing the bus in any way.
5. Use of radios, tape players, stereo recorders, etc. are at the discretion of the bus driver and always in a quiet way.

**Distribution of Printed Material:** The distribution of printed material (raffle tickets, etc.) on the school grounds is prohibited without prior approval of the school administration.

**Student Parking:** Students who drive cars to school must operate those cars in a careful, responsible manner. Failure to do so could result in the student not being allowed to drive or park on campus. All students parking automobiles on campus will register their vehicles at the OLA administrative office. An OLA parking permit should be visible on the rearview mirror. Students are not allowed to go to their cars at any time during the school day without written permission from the office.

## GENERAL INFORMATION

**Certificate of Health Compliance:** Each student attending a school in the state of Mississippi must have on file in the school office a compliance form. These may be obtained at the health department. Students must turn this form in to the school counselor before school begins.

**Communicable Diseases:** If a student has a communicable disease, the student's parent/guardian will be notified, and she will be sent home immediately. The student will not be readmitted to school until such time as evidence is presented, such as a doctor's certificate, stating the student is no longer contagious.

**Emergency Drill** Emergency drills, such as fire drills and tornado drills are required by law and are an important safety factor. It is essential that when the first signal is given, everyone obeys promptly. Drills are a time of absolute silence, even after the buildings have been cleared. Exit routes for vacating the buildings are posted in the classroom.

**Fundraising** All fundraising must be approved by the principal.

**Gifts** No individual gifts, such as flowers, may be delivered to the students during the school day.

**Inclement Weather** In case of bad weather or other emergency at the school that necessitates the closing of school, parents and students will be informed through the local media. WLOX-TV and radio station WQRZ, 103.5, will be called by the Diocesan Superintendent. Please do not call the school; it may be necessary to keep the school line open. A telephone chain or automated calling system may be used to notify teachers and students of such emergency closures. Days lost because of bad weather will be made up.

### **Lockers**

1. Students are expected to keep lockers neat and orderly so that the time required to change books can be minimized.
2. Students should be especially mindful that food, wet clothes, etc. may create odors and/or health hazards for other students and staff.
3. Users are not allowed to deface the lockers, such as putting up stickers, painting or making marks.
4. The student assigned to a locker is responsible for its use and condition.
5. Users are required to keep the locker secured with a combination lock purchased from the school.
6. The school is not responsible for loss or theft or damage of material stored in student lockers.
7. A student locker search may be undertaken if there are reasonable grounds to believe that a school rule has been or is being violated and that evidence of the violation will be found in the student's locker.

**Valuables:** Students are responsible for the security of their own property. Students should not bring valuables or large sums of money to school. If it is necessary to bring a large sum of money to school, it should be handed in for safekeeping to the Front Office. Money should not be left in bags or lockers. Any student interfering with another student's property will be dealt with severely. This may include police action.

**Lost and Found:** Articles which are found on the campus should be brought to the room 3 of Johnson Hall. A lost-and-found is maintained in Johnson Hall and students are free to check there for any lost articles. All jewelry, phones, Ipods, and purses are kept in the OLA main office. A \$.50 fine will be charged for items retrieved from the lost-and-found. Articles which are not claimed by the end of each quarter will be disposed of.

**Media and Public Relations:** On occasion, student information, student work, student pictures, student awards, etc. may appear in yearbooks, school publications, directories, news releases, news media, and on the school web site. Parents may choose to limit the information that is published by completing a form at the beginning of the school year.

**Medical Treatment** All school personnel have been advised not to dispense any medication, including aspirin, without written parental permission. If a student has medicine that she must take, she must leave it in the office and come and get it at the prescribed time. All over the counter and prescription medicines must be in the original container or prescription bottle and clearly marked.

**Participation in School Organizations and Athletics:** Each student participating in interscholastic sports and/or cheerleading must have a physical examination at the beginning of the year. Athletes must be covered by school insurance. Eligibility also requires that all high school athletes provide the school with a certified copy of their birth certificate.

**Posters:** Posters, signs, etc. may be displayed only with the approval of the principal.

**Religious Activities:** All students are required to attend all religious activities provided for the student body. They are also required to attend the annual retreat provided for their grade level.

**School Hours:** The school building will be open from 7:30 a.m. until 4:15 p.m. Only students who are involved in a school-sponsored activity and under the supervision of a faculty member are to be in the buildings at times other than these.

**Summer Reading Program:** All students are required to read the summer reading selections made by the English Department. The purpose of the summer reading program is to promote the habit of reading and to provide enrichment to the English course. The summer reading book list is distributed to the students. The books are available from the public library or local bookstores. During the first quarter of the school year, students will be tested on the summer reading books.

**Telephone:** School office telephones are for school business only. If a student becomes ill during the academic day, the student should report to the office and the secretary will call the parents. Except in cases where callers indicate that messages are vital, personal messages to individual students will not be delivered until later in the day. Students will be notified during the afternoon announcements that they have a personal message to get from the office. Parents are asked to be judicious in sending such messages to students. *Students should be prepared for class and have all their homework/projects when they arrive at school.* Should something need to be brought to the school for a student, it will be left in the office where the student will come and get it.

**Textbooks:** Students are held responsible for all textbooks issued to them. A fine will be levied for any book lost or destroyed. All books must be covered at all times.

**Visitors:** All visitors must first report to the Office, sign in, and receive a visitor's permit before being allowed on campus. *OLA students are to check with the principal before inviting students from other schools to visit OLA.* Students from other schools must also obtain a permit and will be expected to observe school rules and behavioral expectations.

## GRADING POLICIES

### 1. Instructional Policies

**Homework:** Total education comes when a student fulfills all assignments for each class, participates in class discussions, and prepares for special projects, talks and papers. In order to succeed academically, a student must spend time outside of school in preparing assigned work. This includes matter assigned for reading or study as well as written work. It is impossible to acquire a thorough grounding in the subject matter without daily preparation. The student who hopes to achieve will be conscientious about such preparation.

**Make-Up Work:** A student is responsible for all work missed when absent from classes. Furthermore, a student is responsible for contacting the teacher and arranging for make-up work. Under normal circumstances, the student will have as many days to make up work as the number of days absent. *Major assignments are due during the class period on the assigned day, whether the student is present or not.* Lack of cooperation on the part of the student in making up assigned work, tests, etc., will result in a grade of "F" for the missing work.

**Submitted Work:** All papers, tests, quizzes and assignments which are submitted for fulfillment of academic work required for a course become the property of Our Lady Academy. The school recognizes that the student submitting the work retains ownership of any original work contained therein.

**Library and Resource Center Materials:** Teachers and students at Our Lady Academy are permitted to use the library and other facilities at St. Stanislaus. Books, magazines, filmstrips, cassettes, videos, and other educational materials are available for research and/or enrichment. When checking out any type of educational material, the teacher or student assumes the responsibility to return that material in good condition and at the designated time or a fine will be levied.

**State Framework:** Every course at Our Lady Academy follows a framework of instructional objectives established by the Mississippi Department of Education or (in the case of Religion classes) objectives established by the Diocese of Biloxi.

## 2. Grades

The academic year at Our Lady Academy consists of four terms (quarters), nine weeks in length. An academic grade will be issued each quarter in each course. The following reporting scale is used:

A: 93-100 B: 85-92 C: 75-84 D: 70-74 F: 0-69

Classes taught at St. Stanislaus may use a different grading scale.

## 3. Uniformity of Grades

**One credit courses:** A credited course which is taught for 36 weeks for period each day or a credited course which is taught for 18 weeks for two periods each day will earn one credit. The quarter 1 and quarter 2 grades are weighted equally to find the semester 1 average. The quarter 3 and quarter 4 grades are weighted equally to find the semester 2 average. The two semester grades are weighted equally to find the year average.

**One-Half Credit Course:** A credited course which is taught for 18 weeks for one period each day or a credited course which is taught for 9 weeks for two periods each day will earn ½ credit. The final grade for a ½ credit course which is taught for 2 quarters is determined by weighting the quarter grades equally and averaging the grades.

**Examinations:** Quarter examinations are given at the end of quarters 1 and 3. The score is included in the quarter grade. Semester exams are administered during the last week of each semester. Examinations are one and one-half hours in length and are comprehensive in nature. The score is included in the quarter 2 or quarter 4 grade.

### Exam Exemption Policy (Seniors):

- A. A senior may be exempt from final examinations in one-credit courses if:
  - 1. The teacher approves.
  - 2. The grades for the course for Semester 1, Quarter 3, and on May 15 are all “A”.
  - 3. The student continues to complete assignments and cooperates in the class until the time for the final examination.
  - 4. The student has not been absent more than six days from the course during the school year.
  
- B. A senior may be exempt from final examinations in ½ credit courses if:
  - 1. The teacher approves.
  - 2. The grades in the course for Quarter 1 or Quarter 3, and on December 15 or May 15 are “A”.
  - 3. The student continues to complete assignments and cooperates in the class until the time for the final examination.
  - 4. The student has not been absent more than three days from the course during the semester.

Seniors who are exempt from final examinations need not report to school during the time of the exam in which they are exempt.

#### 4. Grade Reporting

- **Progress Reports:** A progress report will be mailed two times during each term to any student who has a D or an F at the time in any course.
- **Report Card:** Report cards will be issued to all students four times each year, at the end of each quarter.

#### 5. Failure Policies

##### Grades 7 and 8:

- A student in the seventh or eighth grade who fails the first semester/quarter of a course, but passes the second semester/quarter, will pass the course if the second semester/quarter is high enough to offset the first semester/quarter failing grade. A student who passes the first semester/quarter of the course, but fails the second semester/quarter will fail the course, regardless of the overall average.
- If a student in the seventh or eighth grade has one academic failure among her subjects (English, math, social studies, science, and religious studies), she must attend summer school and make a passing grade in each subject in order to be promoted. A failure in religious studies must be made up as directed by Our Lady Academy. If a student in these two grades has more than one academic failure among her major courses, she will not be promoted and must repeat the grade the next school year.
- In order to participate in the eighth grade promotion ceremony, an eighth grade student must have passed English, social studies, math, science, and religious studies for the year. Students not meeting these requirements may be promoted at the conclusion of summer school, but they may not take part in the promotion ceremony.

##### Grades 9-12:

- A student in grades 9-12 who fails the first half of a credit course, but passes the second half, will receive credit if the second half is high enough to offset the first half failing grade. A student who passes the first half of the course, but fails the second half will fail the course, regardless of the overall average, and will receive no credit. This applies to both one-credit and ½-credit courses.
- Failures in required courses are made up in summer school, through correspondence courses, or by repeating the course. Failures in elective courses need to be made up if the credit is needed for graduation. Students enrolled in a summer school program are limited to earning one unit of credit during the summer session. A maximum of one unit may be earned through correspondence courses. In order to be credited, correspondence courses must be approved by the principal and administered through a state approved university.

**6. Academic Probation:** Any student who does not have a 2.0 or better Grade Point Average (GPA) at the end of each semester will be placed on Academic Probation. Academic probation will require the student to raise her GPA to a 2.0 or better by the end of the following semester. Before the end of the school year, a committee will review the student's progress and recommend whether the student will be accepted for the following year.

**7. Honor Roll:** Using the four-point scale (A=4, B=3, C=2, D=1, F=0), an honor roll is established at the end of the first term (using the quarter 1 grade), at the end of the first semester (using the semester 1

grade), at the end of the third term (using the quarter 3 grade), and at the end of the year (using the semester 2 grade). The following honor rolls will be published for each honor roll period:

Principal's Honor Roll	(4.0 GPA)
Alpha Honor Roll	(3.50 - 3.99 GPA)
Beta Honor Roll	(3.00 - 3.49 GPA)

A student receiving a "D" or "F" in any subject and students with fewer than 35 Crescent points are not eligible for any honor roll.

**8. Class Rank and GPA** A student's rank in class is figured on her cumulative grade point average (GPA). The student's Cumulative Grade Point Average is computed using the four-point scale (A=4, B=3, C=2, D=1, F=0), for all credit and half-credit classes in which the student is enrolled. The only exception to this is AP courses where the fraction .04 will be added to a student's cumulative GPA for each designated AP course the student completes successfully. (This policy begins with the AP courses taken in 2005-2006). The cumulative GPA includes high school credits earned by the student while in the eighth grade as well as all credits earned in grades 9-12. The following grades will be used to compute the cumulative GPA:

Courses taught under the seven-period schedule

One credit courses: First Semester Average and Second Semester Average

Half-credit courses: First Semester Average or Second Semester Average

Courses taught under the block schedule

One credit courses: Term 1 and Term 2 averages or Term 3 and Term 4 averages

Half-credit courses: Term 1 or Term 2 or Term 3 or term 4 averages

#### 9. **Valedictorian and Salutatorian**

- The Valedictorian and the Salutatorian will be announced when second semester, senior year grades are final.
- The Valedictorian is the graduate with the highest academic average (GPA) for credit courses taken in grades 8 through the second semester of the senior year. The Salutatorian is the graduate with the second highest academic average (GPA) for credit courses taken in grades 8 through the second semester of the senior year.
- To determine the final ranking of Valedictorian and Salutatorian candidates, the cumulative grade point average (GPA) will be calculated to repeating or terminating decimals. If there is a tie, cumulative academic (numerical) averages will be calculated to repeating or terminating decimals.
- In case of multiple Valedictorians, there will be no Salutatorian.
- The Valedictorian and Salutatorian candidates must have been in attendance at Our Lady Academy for their entire sophomore through senior years and have completed five credits of math and four credits of science.

**10. Participation in School Organizations and Athletics** Each student participating in any school organization or athletics must be passing all required subjects by the end of each grading period, i.e. at progress review and report card issuance. The first failing grade in a required subject will result in a warning. If the next grading period does not reflect passing grades in required subjects, the student is ineligible to continue in the activity, until the next grading period and a passing grade is issued. *No changes in academic eligibility will be made from one grading period to another.*

## **INJURY/ILLNESS/MEDICATION DIRECTIVES**

### **I. Serious injury or illness**

- A. Teacher takes appropriate immediate action (keep student still, etc.).
- B. Teacher notifies office.
- C. Office contacts parent/guardian and/or 911.

### **II. Minor Illness**

- A. Teacher sends student to the office, or if not in class, students report to the office.
- B. If sick enough, office calls parent/guardian to discuss dismissal of the student for the remainder of the day.
- C. If not too sick, the student is allowed a short time in the office to rest; then she is expected to return to class.
- D. No student may leave the campus unless a parent has been contacted and permission given.

### **III. Medication**

- A. Nobody is permitted to dispense medication (including aspirin) to students without written authorization from a parent or a doctor.
- B. Students needing to take medication while at school are directed to bring medication to the office with directions for taking the medication from the parent or doctor.
- C. All medication must be in the original container and clearly marked.

## **LUNCH POLICY**

**Introduction:** Although Our Lady Academy does not have a cafeteria or a school lunch program, every effort is made to provide options for lunch that will appeal to each student and that will provide a nutritious meal.

**Options:** Students may:

1. order specified lunches through the school office. Girls wishing to order lunch through the school office must sign up during homeroom and pay when entering the lunch line in the cafeteria. Lunches will be distributed in the Commons.
2. bring their own lunch from home. Lunch delivered to a student from off the campus must first be brought to the school office.
3. purchase snacks, water or gatorade from the school cafeteria or Student Council Store

**Pre-paid Lunch Pass:** Lunch passes may be purchased by parents or by students in the school office.

**Supervised Lunch Areas** In good weather students are to eat lunch in the Commons or outside in designated areas. In rainy weather, students are to eat in the Commons.

## **OUR LADY ACADEMY DANCE POLICY**

Each student at OLA is a member of many groups - family, school, peer group, Church, human race. One of OLA's responsibilities is to help each girl learn to function well within these groups. This process is often called the socialization process. To help maximize each student's abilities within her social group, OLA will sponsor several dances during the year.

**Dress code:** Dresses for dances need to be appropriate for a Catholic school dance. Dresses with more than minimal bare midriff areas, bodices that look like bras or bikini tops and/or plunging necklines or waistlines are among those that would be inappropriate. Students who are not dressed appropriately for a school dance will be sent home or required to change by the administrator on duty at the dance. The judgment of the school official regarding what is appropriate will be final.

### **BACK TO SCHOOL DANCE**

Open to 7th-12th graders and other teens from the area. Dress Code: informal, but appropriate (no beach attire). Attendees dressed inappropriately, in the judgment of the chaperons, will not be admitted to the dance. Students will be required to be at the dance within one hour of the starting time. Once they leave, they will not be permitted to return.

### **JUNIOR HIGH DANCES**

Open to OLA grades 7th & 8th. Rules specific to each dance will be published at the time of the dance.

### **MARDI GRAS DANCE**

Open to OLA 9th-12th grades and their male escorts (up to age 20)

Dress Code: Dress clothes for all, including ties for boys.

### **PROM**

Open to OLA & SSC 11th and 12th graders and their escorts (grades 10-age 20).

Dress Code: Formal for both male and female. (Delete) Examples of inappropriate attire include, but are not limited to, bandanas, boots (of any kind), sandals, athletic shoes and jeans of any color.

#### **Overall Regulations**

1. Once admitted to a dance, no one may leave and return again.
2. Anyone found to be "under the influence" or acting in a manner which suggests that she/he is "under the influence" of drugs or alcohol will be detained until a parent or guardian can be contacted to pick her/him up.
3. Anyone exhibiting inappropriate behavior which is not connected with alcohol or drug use will be detained until a parent or guardian can be contacted to pick him/her up. Such inappropriate behavior includes, but is not limited to, excessive loudness, rudeness to any guest or chaperon, fighting, etc.
4. No "dirty dancing" or other overtly sexual dancing will be allowed and public displays of affection are inappropriate. Other regulations may be established by the principal or junior class sponsor(s).

#### **Regulations for Mardi Gras Dance and Prom**

1. All regulations stated above.
2. Students will be required to be at the dance by 9:00 p.m. and to remain until 11:00 p.m.

(Our reasoning behind this is that a dance is an expensive event to host, and it should be the focal point of a student's evening, not just something that one "drops in on" for a few minutes between dinner and a party.)

Groups hosting these dances are responsible for

1. All expenses,
2. Set up and clean up,
3. Sufficient chaperons (minimum four couples),
4. Hiring a uniformed officer for the evening,
5. All refreshments,
6. Having money available for change,
7. All damages that occur,
8. Having girls to collect money at the door.

Other dances may be scheduled through the principal's office.

### **SAFE SCHOOLS ENVIRONMENT**

The Catholic Diocese of Biloxi requires that all students have a "Safe Environment" training session in the fall. This course is designed to teach students how to be safe, how to look for and recognize abuse of any kind and how to go about reporting it.

The Diocese also requires that all personnel within the Diocese be trained as well.

If for some reason you wish for your child not to participate, you will be required to sign a form, to be handed out at the time of the scheduled training session.

### **SEXUALITY**

Our Lady Academy recognizes its obligations to the individual student, the school community, and the community-at-large. In full support of the Catholic Church's teachings on sexuality, the sacredness of life, and faith community, Our Lady Academy expects and encourages its students to live in accordance with the virtues of chastity and social responsibility. Students are treated at all time with love and compassion. Sexual promiscuity and the resulting pregnancy of a student involved in this situation, those of her unborn child, those of other students and the school community as a whole must be taken into consideration.

**STUDENT SEXUALITY POLICY** Our Lady Academy, as an extension of the Catholic Church, has the following policy with regard to the student who engages in premarital sex resulting in a pregnancy and offers three options with accompanying responsibilities.

#### **Enrollment Options:**

This student may:

1. Withdraw from OLA, subject to normal readmission policies.
2. Remain enrolled as a student and engage in a home study program provided by OLA until such time as the baby is born, the student has recuperated and her familial relationships are established.

3. Continue with regular school attendance as long as possible, subject to all conditions and requirements of the OLA Student Handbook. If home bound study is advised by the attending physician, the student will engage in the home study program provided by OLA, subject to the same conditions listed in #2 above.

Any student found to have engaged in illicit sexual actions will not be allowed to publicly represent OLA, hold leadership positions with OLA clubs, organizations, activities, or athletic teams, or participate publicly in those clubs, organizations, activities or athletic teams sponsored by OLA and/or St Stanislaus College for one or two school semester(s) to be determined at the discretion of the principal after meeting with the student and her parent(s)/guardian(s).

### **Responsibilities:**

If this student chooses to remain enrolled in OLA, she and her parent(s)/guardian must fulfill the following requirements. Failure to comply may result in expulsion.

1. For the health of the mother and child, notify the principal once pregnancy is determined.
2. Meet with the principal immediately.
3. Participate in OLA school-sponsored counseling sessions as determined by the principal.
4. Participate in a psychological support counseling program approved by Catholic Social Services in the Diocese of Biloxi during the period of this student's pregnancy and thereafter as long as determined by the professional counselor. *Such counseling will be at the student/parents' expense. The student must provide verification to the principal from the professional counselor that she is participating in the program.*
5. Continue to reside in the home of her parent(s)/guardian or in an accepted residential care facility. Refusal of students and parents to meet the principal or engage in routine counseling may result in expulsion.

***Students are subject to immediate expulsion when determined to have engaged in premarital sex a second time while enrolled at Our Lady Academy.***

**Abortion** If at any time it is determined that a student has had an abortion, she will be immediately expelled from Our Lady Academy.

**Married Student Policy** Married students are not permitted to attend classes at Our Lady Academy. In addition to marriage being a civil contract, our belief that marriage is a sacrament and our support for the total commitment of both parties to nurturing these vows - through personal, spiritual, social and employment activities - make marriage inconsistent with the mission of Our Lady Academy.

## **UNIFORM POLICY**

### **School Uniform**

The official OLA school uniform consists of:

- Skirt: OLA plaid, uniform skirt, the length of which cannot be shorter than the top of the knee. Required on Mass days
- Shorts: (optional) OLA plaid uniform walking shorts may be worn on non-Mass days.
- Slacks: (optional) Navy blue uniform slacks may be worn on non-Mass days.
- Button-down oxford cloth shirt, long or short sleeves, containing the OLA crest on the left collar, neatly tucked into the skirt (option 1 for Mass days or dress occasions)
- Broadcloth dress shirt, ¾ sleeve, containing the OLA crest on the left collar. May be left un-tucked (option 2 for Mass days or dress occasions)

- White, maroon, or navy polo shirt, long or short sleeves, containing the OLA crest on the left chest.
- White crew length socks or white knee-high socks, devoid of trim or emblems
- Any type of brown or black shoe with no decoration or embellishment. NO boots, clogs, mules, sandals, or backless shoes. NO tennis shoes.
- Seniors may wear the current senior shirt or sweatshirt. A regulation school shirt must be worn under the senior shirt or sweatshirt.
- All undershirts must be tucked in. If a student is wearing outerwear, the shirt worn under it (including the broadcloth dress shirt and the polo shirt) must be tucked in. Long sleeve shirts and undershirts may not be worn under a short sleeved shirt. This includes senior shirts.
- Inside the building outerwear:
  - Maroon uniform sweater or cardigan (uniform store)
  - Maroon sweatshirt purchased from booster club
  - OLA or SSC award jacket earned by the student wearing it
- Outerwear: A light jacket of the student's choice, a hat, and/or a scarf may be worn to school, but not in the classroom. Because they may not wear them, students may not carry these items with them during the school day.

This official OLA School Uniform is to be worn during class, on the school grounds (before, during and after school), at detentions, at SSC, and at some school functions off-campus. No other organizational uniform may be worn during the school day without the permission of the principal. *NO PARTIAL UNIFORMS ARE TO BE WORN ON OR OFF CAMPUS.*

**Dress code for assemblies:** Student dress for school ceremonies and assemblies should reflect the dignity of the occasion. Girls should wear a dress, skirt and blouse, or slacks and dress shirt. The outfit should be modest—not excessively tight or low-cut. The length should be to the knee or only slightly shorter. Straps should be at least 2 inches wide or the student should wear a jacket or sweater over her shoulders. Shoes must have a back or a back strap.

**Uniform Violations** Hats, curlers, scarves, or any other head covering are not permitted except for medical reasons verified in writing by the physician. Hair styles, jewelry, hair color, or make-up that draws undue attention to the individual are not allowed; excesses in any of these areas will be defined by the principal or her Assistant. No coats or jackets are to be worn in the classroom, except in extremely cold weather when classroom teachers may waive this rule. At no time are sweatpants, pajama pants or long johns acceptable on school grounds or at SSC. A short sleeve blouse may not be worn over a long sleeve blouse, nor may a t-shirt be worn under the blouse with writing, etc. that shows through the blouse. Colored bras are not permitted. Only white or nude colored bras are to be worn. There is to be no body pierced jewelry except for earrings. Only one earring in each ear is allowed. Only one bracelet or one watch is to be worn on each arm. Students are not permitted to write or draw on any part of the school uniform. There is to be no body art (painting or writing on self); body glitter may not be worn.

## **NATIONAL HONOR SOCIETY GUIDELINES**

Our Lady Academy holds charter for the Monsignor Martin Maloney Chapter of the National Honor Society and local chapter of the National Junior Honor Society. These societies are service organizations whose members are selected based on outstanding scholarship, service, leadership, and character. A faculty member is assigned as adviser for each of these societies.

Selection for induction in NHS and NJHS is by a six member faculty council, with the faculty advisor serving as the non-voting chairperson. Induction ceremonies are generally scheduled during the first quarter. New members are selected for NHS from the sophomore, junior and senior classes and for NJHS from the eighth and ninth grades.

It should be noted that outstanding scholarship (a cumulative 3.5 grade point average, using semester averages, for academic performance in junior and senior high, respectively) is not the sole criteria for induction in either honor society. Selection is predicated equally on service, leadership, and character exhibited throughout the junior high and/or senior high years. Students with exceptional academic records, but records of blemished conduct or negligible community service or lack of demonstrated leadership may fail selection to the society. The whole person is considered by the council when selecting members for induction into this prestigious society. But also recognizing that these school years are periods of growth for our students, blemished conduct records are not carried over to the following year. So a student who fails to be selected for this reason for one year may be selected in a subsequent year.

### **National Honor Society Selection Guidelines**

Students will be evaluated based on the following four areas:

Students must have a cumulative average of 3.5, based on their semester grades:  
in the 7th, 8th, and 9th for NJHS  
in Carnegie units earned in grades 8 through 12 for NHS.

Selection points will be awarded as follows:

<b>GPA</b>	<b>POINTS</b>
3.50-3.62	1
3.62-3.75	2
3.75-3.87	3
3.87-4.00+	4

borderline students will be given the next higher point category

### **Character**

Faculty members will evaluate the students that they know, indicating whether they recommend, recommend highly or not recommend the student for selection. In addition to teacher evaluations, the student's conduct record (including detentions and other disciplinary actions) will be considered by the selection committee. Serious or repeated infractions would in most cases result in the student being ineligible for membership in the National Honor Society for the current year. Students may receive up to 2 points for character.

### **Leadership**

Selection points will be awarded for each sport, school academic team, or officer or other significantly active member of school activity as reported to the Faculty committee by the sponsors and coaches. (Organizations that only meet occasionally would not be considered)

### **Service**

Selection points will be awarded for:

- each year-long service activity that meets about weekly (CCD teacher, tutor, altar server)
- giving full-day-of-a-weekend twice (benefit walks, beach clean-up, vacation bible school, Saltillo, and other summer activities)
- (see your religious studies teacher for other types of activities)

**Points Required for Selection:**

JR HIGH - 8

SR HIGH – 10

The student must have the required total number of points and must have at least one point in each category (Academics, Character, Leadership, and Service).

Maintaining membership in NHS or NJHS requires students to continue academic excellence, outstanding service, leadership, and citizenship. A member may be dismissed from either society for failure to maintain academic averages of at least 3.25 (for current members) or 3.5 (for members inducted in fall 2009 or later), for failure to participate in society activities, and/or for participation in activities or exhibiting behavior that would blemish her character. Serious violation of school rules, regulations, or policies may be grounds for dismissal from NHS or NJHS. In the event of a major disciplinary infraction by an honor society member (cheating is considered as such), the faculty adviser will convene the faculty committee to review the infraction and take appropriate action. The student will be notified in writing several days before the said hearing and will have an opportunity to appear before the committee and have her parent/guardian present also. Action taken by the council may be to dismiss the member from the society, retain the member in a probationary status, or decide no punitive action is warranted. The faculty adviser will advise the school administration and NHS and NJHS of dismissal actions. In the event a member is dismissed, the faculty adviser will follow the provisions of the National Honor Society Handbook with respect to the notification of the member and parents and the retrieval of honor society emblems and awards.

**COMPUTER AND INTERNET USER POLICY**

Users of technology resources at Our Lady Academy agree to the following policy regarding illegal/unauthorized activities and system security:

1. The user agrees to access only the Internet and network resources, software and/or hardware permitted by the teacher for express educational purposes.
2. The user agrees to follow the procedures and best practices recommended by the teacher or system administrator. These procedures and practices may address respect for the resource limits of the school, personal safety issues, and/or access to appropriate materials.
3. The user agrees never to trespass into another user's folders or files.
4. The user agrees never to use another user's password or account or provide personal user information to anyone. The student user additionally agrees not to change passwords without permission of the system administrator.
5. The user agrees never to use the network in such a way that would disrupt the use of the network by others.
6. The user agrees never to tamper with or vandalize the property of the school or other user including: equipment, cabling, and other infrastructure; any security system that protects the school's computer resources and data. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the school, our network, or any other network, and includes permanently changing default settings on individual computers.

7. The user agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network.
8. The user agrees never to use or respond to inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.
9. The use of electronic networks and technology is a privilege, not a right. Access is given to users who agree to the terms of the Technology Resource Acceptable Use Policy. Inappropriate use or a violation of this agreement may result in the user's access privilege being denied, revoked, or suspended. Misuse may also subject the user to further disciplinary action as deemed necessary by the Administration.
10. There is no absolute right to privacy when using the school's technology resources. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. Users should not expect that files will be private.
11. Our Lady Academy and its employees will not be held responsible for the actions of a user who is in violation of any of the terms of this policy.

**PARENT/GUARDIAN PERMISSION TO ACTIVATE USER PRIVELAGES AND PUBLICATIONS.**

I certify that I have read the terms and conditions in the Our Lady Academy Technology Resource Acceptable Use Policy and discussed them with my child. I understand that access to the Internet and Technology systems are designed for educational safety purposes and that my child has agreed to abide by the school's usage rules. I understand that my child has responsibility for her actions in regard to the use of technology resources and recognize my responsibility for governing and guiding access and use both inside and outside of the school setting. I also understand the consequences, as stated in the policy, for inappropriate actions or behaviors. I recognize that is impossible for the school to restrict access to all controversial materials and I will not hold Our Lady Academy or school personnel responsible for material acquired or viewed through technology resources.

I also understand that I have the choice as to how, or if, my daughter's photograph may be used on the school website, in news publications, or yearbook, as indicated below.

My daughter may be photographed for the Web site, published in news articles and the yearbook:

\_\_\_\_\_individually

\_\_\_\_\_as part of a group photo

\_\_\_\_\_My daughter ***may not*** be photographed for the Web site, news articles or the yearbook.

\_\_\_\_\_My daughter's name may/may not (circle one) be used for publications, only her photo.

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Parent/Guardian Signature

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Date

## STUDENT AGREEMENT

I have read, understand, and agree to follow all guidelines set forth in the Technology Resource Acceptable Use Policy for use of computers and Internet at Our Lady Academy.

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Student Signature

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Date

**NOTE:** This Handbook is not meant to be an exhaustive description of all policies at Our Lady Academy. Parents and students are encouraged to become familiar with the general policies applicable to all Catholic Schools in the Diocese of Biloxi and local policies adopted by the Our Lady Academy School Board, as they are amended from time to time. Copies of these policies are available in the principal's office, effective from date of adoption.

### **DIOCESAN POLICIES**

All diocesan policies are operative; however, we specifically call your attention to the following:

- Governance #6 – Transfer Students
- Governance #9 - Appeals
- Governance #12 - Filing of criminal charges against a student
- Governance #16 - Dress code
- Graduation Requirement #3 - Graduation
- Fiscal Management #7 - Student insurance
- Fiscal Management #8 – Tuition Payments
- Student Support Services #2 – Educational Screenings
- Student Support Services #3 - Homebound study
- Safety #2 - Firearms and weapons
- Safety #5 - Child abuse
- Safety #3 - Drugs and alcohol

### **CLUBS, ORGANIZATIONS, ACTIVITIES**

Student Council  
Campus Ministry Council

Junior/Senior Retreat Team  
Class Officers

Students Against Driving Drunk (SADD)  
JSA (Junior Statesmen of America)  
CAC (Crescent Athletic Club)  
Youth Legislature (grades 10-12)

Quiz Bowl  
Marching Band  
OLA Ambassadors  
Jr. Youth Legislature (grades 7-9)

### **HONOR SOCIETIES**

National Honor Society (Msgr. Martin Maloney Chapter)  
Spanish Honor Society  
Latin Honor Society (Msgr. Gregory J. Johnson Chapter)

National Junior Honor Society

### **PUBLICATIONS**

Yearbook: Tomorrow's Past  
Alumnae Newsletter: Crescent Connection

Literary Magazine: From Within  
Student Newspaper: Maroon Tribune

### **ATHLETICS**

Tennis  
Track  
Cross-Country  
Basketball  
Intramurals  
Fast Pitch Softball

Volleyball  
Sailing  
Swimming  
Soccer  
Cheerleading

### **COMPETITIONS**

Math Counts (Grades 7-8)  
State Math/Science Contest (Clinton)  
Academic Competition for Excellence (ACE) (SSC)

Mississippi Council of Teachers of Math (Grades 7-8)  
Geography Bee (Grades 7-8)  
YMCA Youth Legislature

### **COMMUNITY RECOGNITION**

Hancock County Exchange Club Student  
American Legion Award (Grades 8 and 12)  
Pepsi Student of the Month (Year)  
Hugh O'Brien Youth Foundation  
Hancock County Kiwanis Club

Hancock County Chamber of Commerce Award  
Honor Roll  
Girls State  
Governor's School  
Hancock County Rotary Club

## IMPORTANT ADDRESSES & PHONE NUMBERS

<b>OUR LADY ACADEMY</b>	228-467-7048
222 South Beach Blvd.	<i>Fax</i> 228-467-1666
Bay St. Louis, MS 39520	
MAIN OFFICE (Mrs. Regina Gleber)	Ext. 10
FINANCE OFFICE (Kay Warren)	Ext. 11
ACADEMIC COUNSELOR'S OFFICE (Ms. Emmel)	Ext. 14
<b>OUR LADY OF THE GULF CHURCH</b>	228-467-6509
228 S. Beach Blvd.	
Bay St. Louis, MS 39520	
<b>OFFICE OF THE DIOCESE:</b>	228-702-2100
Bishop Roger Morin	
1790 Popps Ferry Rd.      OR      P.O. Box 1189	
Biloxi, MS 39532                      Biloxi, MS 39533-1189	
<b>Office hours: Mon-Fri, 8:30am-5:00 pm</b>	
<b>DEPARTMENT OF EDUCATION</b>	228-702-2130
SUPERINTENDANT OF SCHOOLS	
Dr. Mike Ladner	228-702-2129
ASSISTANT SUPERINTENDANT	
Dr. Rhonda Clark	228-702-2151