

*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**

**Revised, June 2011**

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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.

## 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.

### IMPORTANT ADDRESSES & PHONE NUMBERS

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

228-467-7048  
Fax 228-467-1666

**OUR LADY OF THE GULF CHURCH**  
228 S. Beach Blvd.  
Bay St. Louis, MS 39520

228-467-6509

**OFFICE OF THE DIOCESE:**  
Bishop Roger Morin  
1790 Popps Ferry Rd. OR  
Biloxi, MS 39532

P.O. Box 1189  
Biloxi, MS 39533-1189

228-702-2100

**Office hours: Mon-Fri, 8:30am-5:00 pm**

**DEPARTMENT OF EDUCATION**  
SUPERINTENDANT OF SCHOOLS  
Dr. Mike Ladner

228-702-2130

228-702-2129

ASSISTANT SUPERINTENDANT  
Dr. Rhonda Clark

228-702-2151

**OUR LADY ACADEMY HOLIDAY/EXAM SCHOOL CALENDAR  
2011-2012**

**AUGUST**

1<sup>st</sup>-3<sup>rd</sup>—Staff Development

4<sup>th</sup>—Faculty Diocesan Mass

5<sup>th</sup>---**FINAL REGISTRATION for all students (new and returning)**--(Pay fees & tuition, get uniforms, sign up for athletics, get schedule, locks, room assignments, etc)

9:00-10:00 AM—Families with last names A-H

10:00-11:00 AM—Families with last names I-P

11:00-12:00 AM—Families with last names Q-Z

7<sup>th</sup>—**ORIENTATION FOR NEW STUDENTS**

8<sup>th</sup>—**FIRST DAY OF SCHOOL**

**SEPTEMBER**

5<sup>th</sup>—**Labor Day—NO CLASSES**

23<sup>rd</sup>—**Mercy Day**

**OCTOBER**

4<sup>th</sup>-7<sup>th</sup>—**First Quarter Assessments**

10<sup>th</sup>—**Fall Break (SSC & OLA Holiday only)**

12<sup>th</sup>—**PSAT**

**NOVEMBER**

21<sup>st</sup>—25<sup>th</sup>—**THANKSGIVING HOLIDAYS, NO CLASSES**

\*\*\*\*\*21<sup>st</sup>-22<sup>nd</sup>—**Emergency Make-up Days\*\*\*\*\***

**DECEMBER**

\*\*\*\*17<sup>th</sup>—(Saturday) **Emergency Make-up Day\*\*\*\***

15<sup>th</sup>-20<sup>th</sup>—**Semester Exams**

21<sup>th</sup>-30<sup>th</sup>—**CHRISTMAS HOLIDAY, NO CLASSES**

**JANUARY**

1<sup>st</sup>-2<sup>nd</sup>—**HOLIDAYS**

4<sup>th</sup>—**Classes Resume**

16<sup>th</sup>—**MARTIN LUTHER KING HOLIDAY, NO CLASSES**

**FEBRUARY**

20<sup>th</sup>-24<sup>th</sup>—**MARDI GRAS HOLIDAY, NO CLASSES**

22<sup>nd</sup>—**Ash Wednesday**

27<sup>th</sup>—**Classes Resume**

**MARCH**

12<sup>th</sup>-15<sup>th</sup>—**Third Quarter Assessments**

16<sup>th</sup>—**SCHOOL HOLIDAY, NO CLASSES**

26<sup>th</sup>-28<sup>th</sup>—**SAT Testing**

**APRIL**

6<sup>th</sup>—**GOOD FRIDAY, NO CLASSES**

9<sup>th</sup>-13<sup>th</sup>—**EASTER HOLIDAY, NO CLASSES**

\*\*\*\*11<sup>th</sup>-13<sup>th</sup>---**Emergency Make-up Days\*\*\*\***

**MAY**

18<sup>th</sup>-23<sup>rd</sup>—**SENIOR EXAMS**

21<sup>st</sup>-24<sup>th</sup>—**8<sup>th</sup> GRADE EXAMS**

22<sup>nd</sup>-25<sup>th</sup>—**Undergraduate Exams**

25<sup>th</sup>—**LAST DAY OF SCHOOL and 8<sup>th</sup> Grade Promotion**

26<sup>th</sup>—**Senior Graduation**

**PLEASE SCHEDULE VACATIONS DURING HOLIDAYS!**

## BELL SCHEDULE

### Regular Schedule (50 min. classes) #1

Warning Bell		8:20	
Prayer, Announcements		8:25 – 8:28 (53 min)	
1st Period		8:28 – 9:18	
2nd Period		9:21 – 10:11	
Morning Break		10:11 – 10:15	
3rd Period		10:18 – 11:08	
4th Period (9-12)	11:11 – 12:01	<b>Lunch (7-8)</b>	<b>11:08 – 11:42</b>
5th Period (7-8)	11:45 – 12:35	<b>Lunch (9-12)</b>	<b>12:01 – 12:35</b>
<b>Channel 1</b>		12:38 – 12:50	
6th Period		12:50 – 1:40	
Afternoon Break		1:40 – 1:44	
7th Period		1:47 – 2:37	
8th Period		2:40 – 3:30	

### Morning Assembly Schedule (40 min. classes) #2

Warning Bell		8:20	
Prayer, Announcements		8:25 – 8:28	
1st Period		8:28 – 9:08 (43 min)	
2nd Period		9:11 – 9:51	
Report to Assembly		9:51 – 9:54	
Assembly		9:54 – 11:07	
Morning Break		11:07 – 11:11	
Report to 3 <sup>rd</sup> period		11:11 – 11:14	
3rd Period		11:14 – 11:54	
4th Period (9-12)	11:57 – 12:37	<b>Lunch (7-8)</b>	<b>11:54 – 12:34</b>
5th Period (7-8)	12:37 – 1:17	<b>Lunch (9-12)</b>	<b>12:37 – 1:17</b>
6th Period		1:20 – 2:00	
Afternoon Break		2:00 – 2:04	
7th Period		2:07 – 2:47	
8th Period		2:50 – 3:30	

### Afternoon Assembly (Pep Rally) Schedule (44 min. classes) #3

Warning Bell		8:20	
Prayer, Announcements		8:25 – 8:28	
1st Period		8:28 – 9:12 (47 min)	
2nd Period		9:15 – 9:59	
Morning Break		9:59 – 10:03	
3rd Period		10:06 – 10:50	
4th Period (9-12)	10:53 – 11:37	<b>Lunch (7-8)</b>	<b>10:50 – 11:32</b>
5th Period (7 – 8)	11:37 – 12:19	<b>Lunch (9 – 12)</b>	<b>11:37 – 12:19</b>
6th Period		12:22 – 1:06	
Afternoon Break		1:06 – 1:10	
7th Period		1:13 – 1:57	
8th Period		2:00 – 2:44	
Afternoon Assembly		2:47 – 3:30	

### Parent-Teacher Bell Schedule (37 min. classes) #4

Warning Bell		8:20	
Announcements/1st Period		8:25 – 9:05 (40 min)	
2nd Period		9:08 – 9:45	
Break		9:45 – 9:49	
3rd Period		9:52 – 10:29	
4th Period (9th-12th)	10:32 – 11:09	<b>Lunch (7th-8<sup>th</sup>)</b>	<b>10:29 – 11:06</b>
5th Period (7th-8th)	11:09 – 11:46	<b>Lunch (9th-12th)</b>	<b>11:09 – 11:46</b>
6th Period		11:49 – 12:26	
Break		12:26 – 12:30	
7th Period		12:33 – 1:10	
8th Period		1:13 – 1:50	
Assembly		2:00 – 4:00	

**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.

**Revised 8/9/10**

NAME	PERSONNEL/TITLE/DEPARTMENTS	EXT.	EMAIL
<b>ADMINISTRATION</b>			
Lindmark, Tiffany	Principal	12	Tiffany.lindmark@ourladyacademy.com
Goggins, Sue	Vice-Principal, Math Teacher	13	Sue.goggins@ourladyacademy.com
Emmel, Linda	Guidance Counselor	14	linda.emmel@ourladyacademy.com
Howard, Sr. Jackie	President, Math Teacher	17	jackie.howard@ourladyacademy.com
Bauman, Sr. Elisa	Archives		elisa.bauman@ourladyacademy.com
<b>ADMINISTRATIVE STAFF</b>			
Kren, Deborah-Mae	Main office/Adm. Asst., Attendance/Guidance Asst.	10	dkren@ourladyacademy.com
Warren, Kay	Finance	11	kay.warren@ourladyacademy.com
Gleber, Regina	Adm. Asst., Dev. Dept., Alumnae Relations, Disciplinary Secretary, Youth Leg., WOLA	16	reginagle@ourladyacademy.com
<b>TEACHERS</b>			
Bartels, Marie	<b>Dept. Chair</b> Spanish I-IV, Yearbook, Spanish Honor Society	37	marie.bartels@ourladyacademy.com
Billups, Kelli	Religion, US History	40	kelli.billups@ourladyacademy.com
Bradbrook, Donna	<b>Dept. Chair</b> English & AP, Ambassadors	39	donna.bradbrook@ourladyacademy.com
Burge, Leslie	Social Studies, US History, World History, Geography, <b>Junior Statesman, Geography Bee</b>	41	leslie.burge@ourladyacademy.com
Burleson, Heather	Math, <b>Tennis &amp; Swimming Coach, March for Life</b>	56	heather.burleson@ourladyacademy.com
Colbert, Khara	English, <b>Literary Magazine, Student Council, Quiz Bowl, Public Relations</b>	38	khara.colbert@ourladyacademy.com
Collins, Shannon	Religion, MS Studies, <b>Campus Ministry, March for Life</b>	43	shannon.collins@ourladyacademy.com
Cranford, Julie	<b>Dept. Chair</b> Biology/AP, Chemistry, <b>Student Council, Math/Science Competition</b>	44	julie.cranford@ourladyacademy.com
Deano, Elise	<b>Dept. Chair</b> Govt./Econ., World History/AP, <b>CAC, Youth Leg, Close Up Washington</b>	45	elise.deano@ourladyacademy.com
Guichet, Kerri	English, <b>National Jr. Honor Society/National Honor Society, ACE</b>	47	kerri.guchet@ourladyacademy.com
Hoelzel, Nancy	<b>Dept. Chair</b> Math, <b>Quiz Bowl, SADD</b>	48	nancy.hoelzel@ourladyacademy.com
Hull, Harry	Geometry, <b>Track &amp; Cross Country Coach</b>	49	harry.hull@ourladyacademy.com
Kergosien, Hope	<b>Dept. Chair</b> Computer Discovery	50	hope.kergosien@ourladyacademy.com
LaFontaine, Meredith	<b>Dept. Chair</b> Religion, <b>Retreat Team</b>	42	meredith.lafontaine@ourladyacademy.com
Mehrtens, Joy	<b>Dept. Chair</b> Art/Music Teacher, Liturgical Music, Art Shows	53	joymehrtens@aol.com
Reboul, Steve	Volleyball, Softball, Soccer Coach	15	steve.reboul@ourladyacademy.com
Spiers, Donna	PE, Basketball Coach, Health	57	donna.spiers@ourladyacademy.com

# 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.

## TUITION

### Tuition for 2011-2012 (per student)

Catholic (provide copy of Catholic Baptismal Certificate to OLA).....	\$5150.00
Non Catholic.....	\$5400.00

### Fees for 2011-2012

Registration .....	\$300.00
• After March 15 <sup>th</sup> , the registration fee is .....	\$350.00
• The registration fee is <u>non-refundable</u> .	
Building Fee (one per family).....	\$250.00
Book Fee (per student).....	\$ 50.00

<b>TOTAL TUITION</b>	<b>(Catholic)..... \$5750.00</b>
	<b>(Non-Catholic).....\$6000.00</b>

**Tuition Assistance** Tuition assistance is to be applied for in March. Parents can apply using the website: [factstuitionaid.com](http://factstuitionaid.com). You may contact Kay Warren, at 467-7048,x 11 for assistance.

## FEES

- **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.
- **Book Fee** 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.
- **Late Fee: \$10.00/month (after the 10<sup>th</sup> of the month)**
- **Insurance** Student Accident Insurance is mandatory for all OLA students. This fee is included in the tuition.
- **Graduation Fee** \$200 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 Payment Options** 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 semester 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 Policy relating to extracurricular activities** **Students will not be allowed to participate in extracurricular activities unless tuition is up-to-date.**

## 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.

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

**Current Student's** Student's 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.

**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.

**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 (All students enrolled in the State of MS must have a MS State Health Compliance—Shot Record)
  - (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.

## **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.

**Program of Studies** Each student is required to be enrolled as a full-time student in courses provided 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:

	<b>UNITS</b>
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
Electives	2.5

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.)

#### **SEVENTH GRADE**

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

#### **EIGHTH GRADE**

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

#### **NINTH GRADE**

Religious Studies I  
English I

#### **TENTH GRADE**

Religious Studies II  
English II

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

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

#### **BAND**

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

#### **PHYSICAL EDUCATION**

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

#### **BUSINESS**

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

#### **FOREIGN LANGUAGE**

Spanish I, II, III, IV  
French 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)

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)

Botany (1/2)

Zoology (1/2)

#### **COMPUTER EDUCATION**

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

#### **ENGLISH**

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

**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)

## **GRADING 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.

**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.

**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.

### **Uniformity of Grades:**

- **One credit courses:** A credited course which is taught for 36 weeks for one 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.

### **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.

### **Failure Policies**

#### **1. 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.

## 2. 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.

**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 (Senior's):

- **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 11<sup>th</sup> 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.
- **A senior may be exempt from final examinations in ½ credit courses if:**
  5. The teacher approves.
  6. The grades in the course for Quarter 1 or Quarter 3, and on December 9<sup>th</sup> or May 11<sup>th</sup> are "A".
  7. The student continues to complete assignments and cooperates in the class until the time for the final examination.
  8. 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.

**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.

**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.

**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

**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.

**ONLINE LEARNING (Juniors and Seniors Only)**

OLA is offering online elective courses to juniors and seniors in order to enhance and broaden the curriculum available to students. The courses will be offered through CSK12 (Catholic Schools K-12 Virtual). CSK12 is an online extension of St. Andrew Catholic School in Coral Springs, Florida.

**Students wanting to take an online course must:**

- Have a 3.0 GPA
- Have permission of the principal
- Demonstrate that they have the study habits necessary to succeed in an online environment.

**The courses offered include:**

- AP Art History
- AP Environmental Science
- AP Human Geography
- AP Psychology

Art History  
Catechism of the Catholic Church  
Earth Science  
Environmental Science  
German I  
Italian I  
Journalism: Mass Communication  
Mandarin Chinese

**\*\*All courses offered consist of 2 terms**

The cost of each course is approximately \$150 per term of \$300 for each of the courses listed above. This is the cost of the course charged by CSK12. Students enrolled in an online course will be supervised by a faculty member to ensure that they are on task and progressing through the virtual environment appropriately.

**Standardized Testing Information**

- **Stanford Achievement Test:** All students in grades 7 through 10 take the Stanford Achievement Test each year in March/April. Please make sure your child is present.
- **ACT:** Most colleges require either the SAT or the ACT for admission. The ACT test reasoning skills but focuses mostly on your knowledge of the core curriculum taught in most classrooms. The ACT consists of four subject areas; English Reading, Science Reasoning, and Math.
- **PSAT/NMSQT:** All 11<sup>th</sup> grade students take the Preliminary Scholastic Aptitude Test and the National Merit Scholarship Qualifying Test in October. The PSAT is a shorter preliminary version of the SAT. The National Merit Scholarship Committee looks at the PSAT scores from the junior year when determining scholarship eligibility.
- **SAT:** The SAT covers three subject areas: Critical Reading, Writing, and Mathematics. It is designed to test reasoning skills and measure a student's ability to handle college-level work. Students can take it during junior or senior year of high school.
- **ASVAB:** Eleventh grade students take the Armed Services Vocational Aptitude Battery in November. This assessment helps students determine their vocational aptitude at the present time.

**Service**

“God requires that we should be shining lamps giving light to all around us”-Mother Catherine McAuley

**Service Learning**

Our Lady Academy seeks to create a Christ-centered community that is rooted in the Gospel values and fostered by the charisms of the Sisters of Mercy. Preparation of life is not just found between the covers of a book. We desire to develop in our students an awareness of those in need and a sense of compassion and justice.

Through our service learning program, we hope to instill the core belief that every human life is created by God and deserves love and respect. By offering assistance to those in need, students provide a valuable social service and grow to be women who make service an integral part of their lives.

With this mission in mind, each student is required to complete a minimum number of service learning hours. In addition to the service performed, a reflective paper will be assigned that states what the student learned and how she grew as a person by doing that service.

The service learning hours will be part of the Religion grade for the fourth grading period each year. Percentage will be determined by Religion department.

Service Learning hours required: 7<sup>th</sup> = 5 hours  
8<sup>th</sup> = 10 hours  
9<sup>th</sup> = 15 hours  
10<sup>th</sup> = 20 hours  
11<sup>th</sup> = 25 hours  
12<sup>th</sup> = 25 hours

- Service hours may be completed over the summer
- Religion teachers will provide a list of service opportunities, forms, and requirements

**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.

**Whole School Reading Initiative** Reading is an important element of education. To encourage our students to be avid lifelong readers we are introducing a school reading initiative program. This program will include either a school-wide book or individual class or subject books being assigned.

## 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.

**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.

**Reporting Absences** A student who is absent must have a parent or guardian notify the school in advance, but no later than 8:30 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.

**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 must accompany 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, accompanied by a slip from the Court.

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

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 must be made up.

A permission slip must be obtained from each student attending a trip. Only the official Diocesan field trip form will be accepted. *Handwritten letters and phone calls to or from parents will not be accepted*. Over night field trips require a special field trip form and an emergency form and are to be notarized before a student is permitted to attend the field trip.

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.)

**Suspension** Each day of suspension is considered an *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.

**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.

**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 (7:45 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 the class she is late for, for that day.

**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 8:20 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.

**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.

**After School Study Hall** Students on campus after 4:00 p.m. must report to room 21 for study hall. The amount of \$5.00 per day will be added to your monthly statement. Exception are students waiting for a school related activity. Parents will be called starting at 4:15 to ensure pick-up by 5:00 p.m.

## UNIFORM POLICY

All students at Our Lady Academy wear uniforms, which advertise their school pride and purpose, but more importantly uniforms are enforced to ensure that everyone feels comfortable at school despite economic differences. The uniform code is not designed to restrict a child's individuality, but merely to downplay materialism and to display appropriate school attire.

All uniform attire may be purchased from OLA's uniforms supply store (In-Style) or from the various organizations during registration.

**The official OLA school uniform consists of:**

- **Navy Wool Blazers (optional)** will be added as outerwear. **No other outerwear jackets may be worn to school.**
- **Shoes:** A solid deck-type or laced brown or black shoe with no decoration or embellishments. Shoes must be in good condition and **worn properly.**
- **Skirt:** OLA plaid, uniform skirt, the length of which cannot be shorter than the top of the knee.
- **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,**  $\frac{3}{4}$  sleeve, containing the OLA crest on the left collar. May be left untucked (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.
- **Socks:** White Crew length (**extending well above the ankle**) or white knee-high socks, devoid of trim or emblems
- **Tights:** **Only solid grey or white tights may be worn.**
- **Raingear:** May only be worn by students taking classes at SSC and only during transit when appropriate.
- **Earrings:** posts or simple earrings may be worn. No longer than 1 inch.
- **Bracelets/watches:** one bracelet and/or one watch may be worn.
- **Scarves:** Only OLA scarves may be worn as part of the outerwear attire (Yearbook fundraiser). *No headscarves may be worn.*
- 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.

- **Shorts:** will be removed from the uniform (length is not appropriate for school). *This is the last year for shorts.*
- **No visible tattoos or body piercings, and only one earring in each ear.**
- **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

**Dress code for assemblies:** Student dress for school ceremonies and assemblies should reflect the dignity of the occasion.

**Mass Days:** All students will be in full dress uniform consisting of Dress Oxford, skirt, shoes, socks. No organizational shirts, no senior shirts and no sports shirts will be worn to mass.

**Big Sister/Little Sister or Ring Ceremony** The girls will be given instructions. 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 strap.

**Sports/organizations uniforms** Sports, clubs and organizations may be allowed to wear a special t-shirt on important days at the discretion of the principal.

**Out of Uniform Policy** **Students may be awarded out-of-uniform privileges for special occasions. This may be school-wide, individually, or by classes. Students should recognize that even when out-of-uniform you are representing OLA and should be dressed appropriately.**

**The following restrictions apply:**

- Students are allowed to wear jeans, capris, knee length shorts, or pants
- Skirts and dresses must be knee length (front and back)
- Appropriate shirts and dresses; can not have spaghetti straps, one sleeve, can not be strapless, can not be too tight, low cut, see through, or contain vulgarities, drug, alcohol or tobacco references
- No flip flops or shoes without backs
- All clothing must be in good repair, not containing rips, tears or holes
- No sweatpants
- No tights or leggings under shorts or short dresses

**\*If guidelines above are not followed free-dress privileges may be revoked for individuals or entirely.**

**In-Style Uniform Store Information** Below is the address, phone number and website information for the store where the school uniform can be purchased.

IN STYLE SCHOOL & CAREER APPAREL

[www.instylecareerapparel.com](http://www.instylecareerapparel.com)

212 E. 2nd Street, Suite C

Pass Christian, MS 39571

Phone: (228) 452-7407 or 452-7409

Fax: (228) 452-6091

**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 to school.** *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. Only white or nude colored bras are to be worn. **No colored bras.** 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.

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.**

## 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 CODE** All rules outlined in this handbook are applicable when wearing the uniform in the neighborhood, around school, at extracurricular activities, or whenever the student is identifiable as a Member of the Our Lady Academy community.

### Student Expectations on and off Campus:

- **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.
- **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:
  - Sit quietly in their seats--not walk around or talk or sing loudly.
  - Refrain from extending arms, hands, legs, head, etc. from the bus.
  - Refrain from talking with the bus driver, except in an emergency.
  - Refrain from defacing the bus in any way.
  - Use of radios, tape players, stereo recorders, etc. are at the discretion of the bus driver and always in a quiet way.
- **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:*
  - Enter church or assembly area in silence to demonstrate a reverence for the liturgical celebration that is about to take place.
  - Maintain silence during the Mass or prayer service, except for participation in

- appropriate responses and/or singing.
  - Use their program as a worship tool, in order to assist them in following the order of the Mass/prayer service.
  - 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.
  - 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.
  - Maintain silence and remain kneeling until the host is put away and the priest sits.
  - 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

- **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.

**COURTESY POLICY** Courteous behavior must be extended toward faculty, adult personnel, visitors, and fellow students.

**Conduct towards Adults:**

- Always address adults using the proper title (Miss, Mrs., Mr., Dr., Sister, Brother, Father, Coach)
- Say “Yes, (title)” and “No (title)” to answer questions
- Say “Please” and “Thank You” and/or “Excuse me” when appropriate
- Greet everyone with a smile and “good morning,” “good afternoon,” or “hello”
- When an adult enters the room, stand and greet them appropriately
- Wait your turn when an adult is speaking, and excuse yourself when you need to interrupt an adult who is busy
- To enter a classroom, knock gently, excuse yourself, and ask permission to enter
- Step aside and let an adult pass when both of you are going through a doorway at the same time
- Hold the door for an adult (or anyone else) if you are a step ahead
- When an adult corrects you for some fault:
  - Be quiet and listen until the adult is finished talking
  - Answer all questions politely
  - Do what you are told to do, right away
  - If you have something to say, wait until the adult is finished speaking and ask permission to speak
  - Accept the adult’s decision. Don’t argue, make faces, or walk away while the adult is still talking.
  - Student grievances against an adult member of OLA should be brought to a member of the administration or the guidance counselor.

## **CELLULAR PHONES AND ELECTRONIC DEVICES POLICY**

The vision of Our Lady Academy is to provide students with the tools and abilities to become successful citizens in the global information society. However, technology needs to be used appropriately to ensure that it is an asset instead of a distraction. Our Lady Academy is not responsible for the loss or theft of personal electronic devices.

**Cell Phones:** Students may bring cell phones to school, but they must remain off from 8:20 until 3:30 and must be kept in book bags, purses or lockers (which should be locked). Use of cell phones (includes, but not limited to; calls, text messaging, use of internet, use of video, use of camera, use of mp3 player devices, games, etc) during the school day is prohibited at all times, including communication with parents. All outside communication during the school day should be conducted through the office.

**Electronic Devices:** Includes, but not limited to the following; iPods, MP3 players, handheld video games, and cameras. Students may bring electronic devices to school, but the devices must remain off from 8:20-3:30, and must be kept in book bags, purses or lockers. Use of iPods, MP3 players may be used with a teacher's permission or during lunch. Personal electronic devices that can capture and/or transmit images and/or video cannot be used to take images of another individual without consent of all involved. Taking pictures, video, or recordings of teachers/students without their knowledge is a violation of this policy and will be subject to disciplinary action (level 3 offense) and possible legal action. Should a student use an electronic device (without permission) the student will receive a disciplinary infraction (level 2).

**Laptops:** Students are allowed to bring laptops/iPads to school, if needed for specific classwork or projects, **and** they are given prior approval from a specific teacher or administrator. They are to be used in a faculty-supervised environment and must be kept in a book bag or locker when not in use. The OLA computer and internet policy governs all activity on personal laptops while they are on school property.

Any student caught using a laptop in an unacceptable manner may be required to relinquish the laptop to the principal for a time to be determined by the principal, and may lose the privilege of laptop usage during school, and/or receive a disciplinary infraction (level 3).

**\*\*Should a student use their cell phone or other electronic devices during school in the aforementioned methods, the device shall be confiscated by a staff member and given to an administrator. Consequences are outlined in the disciplinary code.**

**Social Network Sites:** Social networking websites have become very popular in today's society. Since the content of what is put on these sites often refers to the student's school, it reflects on Our Lady Academy and is therefore the business of the school. As such, the school has the right to take appropriate action. The administration will act accordingly to policy when information from one of these sites is brought to its attention. Parents are encouraged to monitor what their students are placing on these websites.

Inappropriate content includes, but is not limited to; references to alcohol, tobacco, illegal paraphernalia, bullying comments to others, vulgarities, inappropriate language, and any comments determined by OLA administration that reflect poorly on the OLA community.

## **SENIOR PRIVILEGES**

Members of the senior class may be award special privileges not offered to underclassmen. These are privileges, not rights, and will be awarded based on special criteria included below:

- Seniors may be awarded the privilege to wear their senior t-shirts or sweatshirts over a school uniform polo, *except on mass days*, and other important days designated by the principal. Shirts/sweatshirts must be pre-approved before purchasing, and must be in good repair.
- Seniors may be allowed to eat lunch in a designated room (senior lounge). The room must be kept in order, trash must be taken out, and behavior and volume must be kept in check.
- During the fourth quarter, seniors may be awarded the privilege to leave campus for lunch on **Fridays only**, if the following criteria are met:
  - Each student must have a written parental permission on file at school
  - Students must not have any infractions or unexcused absences for the week. Infractions received on Fridays will be carried over to the next week.
  - Students are to stay within the designated area boundaries set by the principal.
  - Students' attendance and grades must be kept up in order to participate.
    - Attendance: must not be over the limit for absences
    - Must not have excessive tardies
    - First appearance on failure list; student will be given a warning. Second appearance on the failure list and the student's privilege will be revoked until the grade improves; third appearance the privilege will be revoked indefinitely.

\*\*\*If any of the regulations are violated (principal's discretion) the privilege will be revoked\*\*\*

## **DANCE POLICIES**

To ensure the safety of all students participating in an OLA sponsored dance, students wishing to bring a date from another school (other than SSC) must obtain permission from administration. Dates must be currently attending high school and have a permission form signed by their junior or senior high school principal and parents. Any exceptions to this rule will only be allowed through personal interviews with the principal. Students are responsible for the behavior of their dates and dates are to adhere to the OLA dance policy.

Adult chaperones have the right to search personal belongings when suspicion is evident.

## **Responsibilities of Groups Hosting Dances**

- Payment of all expenses, money available for change
- Set up and clean up
- At least one uniformed officer/security guard
- Sufficient number of chaperones, a minimum of 3 parents and 3 faculty members (1 from SSC), at least 2 males
  - Chaperones are responsible for
    - Student behavior at the dance and outside on the grounds until all students have left the property
    - Monitoring dancing behavior
    - Monitoring bathroom activities and reporting anything unusual
- Compensation for any damages may occur
- Using appropriate music (no explicit or offensive lyrics or lyrics which are inappropriate in a Catholic school setting)

**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.

**Jr. High Dance** 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  
Dress Code: Dress clothes for all, including ties for boys.

**Prom** Open to OLA & SSC 11th and 12th graders and their escorts

**Dress Code Formal for both male and female.** *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.

(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.)

## **DISCIPLINE POLICIES**

**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.

**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.

### **General Classroom Rules:**

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

**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*.

**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
- 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
- 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, \$15); 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, \$15)
- 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, \$15)
- 31 Reductions in points (19 points remaining): 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 (7:45 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 school no later than 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 pre-approved.
- **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 will be notified by the discipline secretary for the appropriate dress for a particular Saturday school the no later than the Friday of the week it is to be served.
- **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. Each day of suspension is considered a day of unexcused absence.
- **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 year long 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)/guardians(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.

**Other Serious Matters Related to Discipline**

- **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.
- **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:**

- When the incident is discovered, immediately remove the student from class and isolate the student.
- Contact the local police department
- Contact the parents
- Begin to aggressively investigate the incident
- Suspend the student for an indefinite period until the matter is resolved
- Notify the pastor(s) and School Council President
- 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 of 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.

## **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. 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.

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

## **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.

- For the health of the mother and child, notify the principal once pregnancy is determined.
- Meet with the principal immediately.
- Participate in OLA school-sponsored counseling sessions as determined by the principal.
- 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.*
- 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.

## **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.

## **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:

- 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.
- 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.
- 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.
- 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.

## **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.

## **GENERAL INFORMATION**

**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.

**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.

**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.

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

**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.

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

## LUNCH POLICY

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.

### Students have the following options:

- Breakfast may be purchased at school from 7:55-8:15 am, prices vary from 50 cents to \$1.00
- Lunch will be served daily and must be ordered during their first period or by 9:00 am. (Those students who have SSC 1<sup>st</sup> period are to order through the OLA main office). Students will have a choice between a hot lunch and a salad.
- **Cost of lunch during the 2011-2012 school year will be \$3.50**
- Lunch delivered to a student from off the campus must first be brought to the school office.
- **Sodas will not be allowed at any time during the school day.** Healthy drink options will be available for purchase such as: milk, juice, sports drinks, water, etc.
- Students may purchase snacks from the school cafeteria or Student Council Store

**Lunch Cards** Students may purchase lunch cards. These cards cost \$20 and include five (5) lunches with milk.

**Lunch Charges** Students may charge lunch through the main office in the event they forget their lunch money. Students can hold only 3 lunch charges (\$10.50) at a time and must clear their account before any other charges will be accepted. **Students must have all charges paid in order to take exams and will not be allowed to charge during exam week.**

**Supervised Lunch Areas** In good weather students may eat lunch in the Commons or on the OLA Courtyard. In rainy weather, students are to eat in the Commons.

## HEALTH

**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 or doctor's office. Students must turn this form in to the school counselor before school begins.

### Serious injury or illness

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

### Minor Illness

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

**Medication** No school personnel are allowed to dispense any medication, including aspirin, without written parental permission. Students may bring pain medicine or, if a student has medicine that she must take, she may bring it and leave it in the office and come and get it at the prescribed time. **All over the counter medicines must be in the original container and prescriptions must be in the prescription**

**bottle and clearly marked.** Do not send medicine to school in loose in zip lock bags. Students are also not allowed to dispense medication to other students.

**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.

**Asbestos Notification** As a result of federal legislation (Asbestos Hazard Emergency Response Act—HERA), each primary and secondary school in the nations 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 responsibility.

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.

## **EMERGENCY PROCEDURES**

**Emergency Drills** 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.

**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.

**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.

**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.

**Lockdowns** Lockdowns will be announced when unwanted individuals are found on campus without permission. Teachers and students must remain under lockdown until the threat of immediate danger has been removed.

## PROPERTY

**School Property** The beauty and functionality of Our Lady Academy depends on the pride for and care given to the school and its properties. The care of furniture, books, outdoor equipment and all other school properties must be considered everyone's responsibility. Students should be responsible for both private and public property. Food, drink, and candy are only allowed in designated areas. Parents/legal guardians will be financially responsible for his/her child's destructive acts against school property or persons.

**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** Students are responsible for their personal belongings. All items brought to school should be clearly marked as to the owner. The school is not responsible for lost or stolen items. There will be a lost and found area in the office. The area will be cleaned monthly. Items not claimed will be donated to a local charity organization.

**Lockers** Each student is assigned a locker and given a lock upon her arrival to OLA. The following are the conditions are to which it should be kept:

- Users are required to keep the locker secured with a combination lock purchased from the school.
- Users are not allowed to deface the lockers, such as putting up stickers, painting or making marks. All lockers should be kept clean and free of trash. Locker decorations should be limited and not cover the entire face of the locker.
- Students should be especially mindful that food, wet clothes, etc. may create odors and/or health hazards for other students and staff.
- Students are expected to keep lockers neat and orderly so that the time required to change books can be minimized.
- The student assigned to a locker is responsible for its use and condition.
- 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.
- The school is not responsible for loss or theft or damage of material stored in student lockers.

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

**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.

## **ATHLETICS AND ORGANIZATIONS**

**The following are requirements for all student-athletes and/or anyone participating in any organization.**

**Attendance** 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.

**Grades** 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.*

**Physical Exams** All students in grades 7-12 are eligible to participate in OLA athletics. Each student must complete and return a permission form, medical release and physical form. These forms may be obtained from the website. OLA offers school athletic physicals at the end of each school year which will be valid for one (1) year. All 7<sup>th</sup> grade and new students must also submit a copy of her birth certificate to the athletic department. Athletes must be covered by school insurance.

All student-athletes are required to pay a \$150 athletic fee which is used to offset costs of the athletic programs. The OLA Booster Club offers raffle tickets which can be sold to offset the athletic fee.

## **CLUBS, ORGANIZATIONS, ACTIVITIES**

Student Council	Junior/Senior Retreat Team
Campus Ministry Council	Class Officers
Students Against Driving Drunk (SADD)	Quiz Bowl
JSA (Junior Statesmen of America)	Marching Band
CAC (Crescent Athletic Club)	OLA Ambassadors
Youth Legislature (grades 10-12)	Jr. Youth Legislature (grades 7-9)
WOLA	

## **HONOR SOCIETIES**

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

### **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.

**Scholarship (grades)** 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.

### **PUBLICATIONS**

**All student publications must be reviewed by the administration or sponsor prior to printing**

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 and Jr. 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

### **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

**COMPUTER/INTERNET POLICY**  
**(copy of form being sent home**  
**Not to be filled out)**

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.

\*\*A form will be given for you to fill out and send back to give you the option to have your daughter photographed for the school. Please do not circle.

#### 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.

**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.

