



# 2025-2026 Student Handbook

**A SIX-YEAR CATHOLIC  
ALL GIRLS' HIGH SCHOOL  
GRADES SEVEN THROUGH TWELVE**

**Staffed by**  
Dedicated Lay Teachers

**ACCREDITATION**  
Mississippi Department of Education  
Cognia (formerly AdvancEd)

**MEMBER**  
National Catholic Education Association  
Mississippi High School Activities Association

***Revised July, 2025***

**Our Lady Academy**  
222 South Beach Boulevard  
Bay St. Louis, MS 39520

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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 advisory council 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. When no policy or procedure exists which specifically addresses a particular situation, a principal should proceed with a course of action based on other policies and procedures dealing with similar, related, or parallel situations and the mission, philosophy, objectives and/or procedures of the school. The policies and procedures of the Catholic Diocese of Biloxi will take precedent if there is a conflict in policies of the school.

## 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 to be disciples of Christ; 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 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 250 students annually from Hancock, Harrison, and Pearl River 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, Cognia, National Catholic Education Association, and Mississippi High School Activities Association.

## 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 Louis F. Kihneman, III  
1790 Popps Ferry Rd. OR P.O. Box 1189  
Biloxi, MS 39532 Biloxi, MS 39533-1189

228-702-2100

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

### DEPARTMENT OF EDUCATION

SUPERINTENDENT OF SCHOOLS  
Mrs. Jennifer Broadus, Superintendent

228-702-2130

228-702-2129



# Our Lady Academy

## 2025-2026 School Calendar

July 2025						
M	Tu	W	Th	F	Sa	
	1	2	3	4	5	
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30	31			

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	
	1	2	3	4	5	
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30				

October 2025						
M	Tu	W	Th	F	Sa	
		1	2	3	4	
6	7	8	9	10	11	
13	14	15	16	17	18	
20	21	22	23	24	25	
27	28	29	30	31		

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	
	1	2	3	4	5	
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30	31			

January 2026						
M	Tu	W	Th	F	Sa	
			1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	
26	27	28	29	30	31	

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	
1	2	3	4	5	6	
8	9	10	11	12	13	
15	16	17	18	19	20	
22	23	24	25	26	27	
29	30	31				

April 2026						
M	Tu	W	Th	F	Sa	
		1	2	3	4	
6	7	8	9	10	11	
13	14	15	16	17	18	
20	21	22	23	24	25	
27	28	29	30			

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	
	1	2	3	4	5	
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30				

School Closed

**SD** Staff Development (No class for Students)

**O** First and Last Day of School

1	First Day of School for Students
	Labor Day -No School
10	Fall Break
1-28	Thanksgiving Break
2 - Jan 2	Christmas Break
3-17	Mardi Gras Break
10	Easter Break
1	8th Grade Promotion
2	Graduation
5	Memorial Day - No School

Semester 1	July 31- Dec 19
Semester 2	Jan 5 - May 22
Staff Development Days (No School for Students)	
July 25, 28, 29, 30	
October 13	
March 13	
May 26	

## BELL SCHEDULE 2025-2026

### Regular Bell Schedule

Warning Bell	8:20 AM	
Announcements	8:25 AM - 8:28 AM	
1st Period	8:28 AM - 9:18 AM	
2nd Period	9:21 AM - 10:11 AM	
Morning Break	10:11 AM - 10:15 AM	
3rd Period	10:18 AM - 11:08 AM	
4th Period Class	11:11 AM - 12:01 PM	<b>4th Period Lunch</b> 11:08 AM - 11:54 AM
<b>5th Period Lunch</b>	12:01 PM - 12:47 PM	5th Period Class 11:57 AM - 12:47 PM
6th Period	12:50 PM - 1:40 PM	
Afternoon Break	1:40 PM- 1:44 PM	
7th Period	1:47 PM - 2:37 PM	
8th Period	2:40 PM - 3:30 PM	

### Morning Mass (USED When OLA/Stanslaus Have Mass)

Warning Bell	8:20 AM	
Announcements	8:25 AM - 8:28 AM	
1st Period	8:28 AM - 9:08 AM	
2nd Period	9:11 AM - 9:51 AM	
Mass	9:54 AM - 11:05 AM	
Morning Break	11:05 AM – 11:15 AM	
3rd Period	11:18 AM - 11:58 AM	
4th Period Class	12:01 PM - 12:41 PM	<b>4th Period Lunch</b> 11:58 AM-12:34 PM
<b>5th Period Lunch</b>	12:41 PM-1:17 PM	5th Period Class 12:37 PM -1:17 PM
6th Period	1:20 PM - 2:00 PM	
Afternoon Break	2:00 PM - 2:04 PM	
7th Period	2:07 PM - 2:47 PM	
8 <sup>th</sup> Period	2:50 PM – 3:30 PM	

### Rock Schedule

Warning Bell	8:20 AM	
Announcements	8:25 AM - 8:28 AM	
1st Period	8:28 AM - 9:12 AM	
2nd Period	9:15 AM - 9:59 AM	
Workshop	10:02 AM - 10:46 AM	
Morning Break	10:46 AM - 10:56 AM	
3rd Period	10:59 AM - 11:43 AM	
4th Period Class	11:46 AM - 12:30 PM	<b>4th Period Lunch</b> 11:43 AM - 12:22 PM
<b>5th Period Lunch</b>	12:30 PM - 1:09 PM	5th Period Class 12:25 PM - 1:09 PM
6th Period	1:12 PM - 1:56 PM	
7th Period	1:59 PM - 2:43 PM	
8th Period	2:46 PM - 3:30 PM	

### Faculty In-Service/Late-Take in Schedule

Warning Bell	9:30 AM	
Announcements	9:34 AM - 9:37 AM	
1st Period	9:37 AM - 10:18 AM	
2nd Period	10:21 AM - 11:02 AM	
Morning Break	11:02 AM - 11:06 AM	
3rd Period	11:09 AM - 11:50 AM	
4th Period Class	11:53 AM - 12:34 PM	<b>4th Period Lunch</b> 11:50 AM -12:30 PM
<b>5th Period Lunch</b>	12:34 PM -1:14 PM	5th Period Class 12:33 PM -1:14 PM
6th Period	1:17 PM - 1:58 PM	
Afternoon Break	1:58 PM - 2:02 PM	
7th Period	2:05 PM - 2:46 PM	
8th Period	2:49 PM - 3:30 PM	

**School Hours:** The school building will be open from 7:00 a.m. until 4:00 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.



NAME	PERSONNEL · TITLE	EMAIL
<b><u>Administration</u></b>		
Haleigh Cuevas	Principal	<a href="mailto:haleigh.cuevas@ourladyacademy.com">haleigh.cuevas@ourladyacademy.com</a>
Leigh Chapman	Assistant Principal	<a href="mailto:leigh.chapman@ourladyacademy.com">leigh.chapman@ourladyacademy.com</a>
Catrina Summy	Athletic Director	<a href="mailto:catrina.summy@ourladyacademy.com">catrina.summy@ourladyacademy.com</a>
Susan Gelpi	Director of Guidance	<a href="mailto:susan.gelpi@ourladyacademy.com">susan.gelpi@ourladyacademy.com</a>
<b><u>Administrative Support</u></b>		
Olivia Alarcon	Development, Alumnae Relations	<a href="mailto:olivia.alarcon@ourladyacademy.com">olivia.alarcon@ourladyacademy.com</a>
Lisa Hinson	Administrative Assistant	<a href="mailto:reception@ourladyacademy.com">reception@ourladyacademy.com</a>
Kim Breaux	Finance Manager	<a href="mailto:kim.breaux@ourladyacademy.com">kim.breaux@ourladyacademy.com</a>
Carolee Ray	Crescent Café Manager	<a href="mailto:carolee.ray@ourladyacademy.com">carolee.ray@ourladyacademy.com</a>
Florence Lang	Crescent Café Assistant Manager	<a href="mailto:florence.lang@ourladyacademy.com">florence.lang@ourladyacademy.com</a>
<b><u>Teachers</u></b>		
Amy Ashley	Math Department Chair	<a href="mailto:amy.ashley@ourladyacademy.com">amy.ashley@ourladyacademy.com</a>
Letha Boudreaux	Marine Science	<a href="mailto:lboudreaux@ststan.com">lboudreaux@ststan.com</a>
Ellen Buntyn	Science	<a href="mailto:ellen.buntyn@ourladyacademy.com">ellen.buntyn@ourladyacademy.com</a>
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Selinda Chacon	Spanish	<a href="mailto:selinda.chacon@ourladyacademy.com">selinda.chacon@ourladyacademy.com</a>
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Karli Corr	Religion, Campus Ministry	<a href="mailto:karli.corr@ourladyacademy.com">karli.corr@ourladyacademy.com</a>
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April Fucich	English Department Chair	<a href="mailto:april.fucich@ourladyacademy.com">april.fucich@ourladyacademy.com</a>
Keene Golding	Physics, Engineering, Computer Science	<a href="mailto:keene.golding@ourladyacademy.com">keene.golding@ourladyacademy.com</a>
Morgan Grey	Math	<a href="mailto:morgan.grey@ourladyacademy.com">morgan.grey@ourladyacademy.com</a>
Lisa Haas	Social Science Department Chair	<a href="mailto:lisa.haas@ourladyacademy.com">lisa.haas@ourladyacademy.com</a>
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Nadine Patton	Religion	<a href="mailto:nadine.patton@ourladyacademy.com">nadine.patton@ourladyacademy.com</a>
Amanda Rogers	Science	<a href="mailto:amanda.rogers@ourladyacademy.com">amanda.rogers@ourladyacademy.com</a>
Janet Simpson	Math, ACT/PSAT Prep	<a href="mailto:janet.simpson@ourladyacademy.com">janet.simpson@ourladyacademy.com</a>
Theresa St. Mary	English, Math	<a href="mailto:theresa.st.mary@ourladyacademy.com">theresa.st.mary@ourladyacademy.com</a>
Randi Tolar	Science Department Chair	<a href="mailto:randi.tolar@ourladyacademy.com">randi.tolar@ourladyacademy.com</a>
Rayanne Troutman	Art	<a href="mailto:stephanie.troutman@ourladyacademy.com">stephanie.troutman@ourladyacademy.com</a>

## TUITION AND FEES



# OUR LADY ACADEMY

## TUITION and FEES 2025-2026

Registration Fee Schedule Non-Refundable	
Before March 3, 2025	\$400
Fee Increases March 3, 2025	\$450
Fee Increases May 1, 2025	\$500

ACTIVE CATHOLIC TUITION <small>Subsidized by Parish Collection</small>		TUITION	
Single Student	\$7,562	Student	\$8,662
Multiple Student	\$7,148 each additional student		
Provide a Copy of Catholic Baptismal Certificate and Signed <a href="#">Active Parishioner Subsidy Request</a> Required		All tuition and incidentals will be paid through FACTS <a href="https://online.factsmgt.com/signin/3w65m">https://online.factsmgt.com/signin/3w65m</a>	
Tuition Includes the OLA Yearbook			

ADDITIONAL FEES			
3.35% Fee Added for All In-House Debit and Credit Card Transactions. FACTS payments will have separate fee structure.			
Athletic Pass Non-Transferrable	\$150 per person	Senior Fee	\$350
OLA students attend OLA home events free of charge.		DUE with first payment in July.	
Lunch Fee Paid Daily	\$7	Transportation Fee	\$100-\$150/monthly
Drink included.		Fee based on location of pick up/drop off.	
Late Fee/Returned Check Fee	\$30	Technology Fee	\$100
DUE if Tuition is Paid After your FACTS due date		DUE with first payment in July	

TUITION PAYMENT PLANS	
ANNUAL PLAN	\$400 DUE at Registration [February 29, 2025] One Payment DUE in July through FACTS
SEMESTER PLAN	\$400 DUE at Registration [February 29, 2025] Two Payments DUE - one in JULY and one in JANUARY through FACTS Plus a one-time \$25 Service Charge to FACTS
MONTHLY PLAN	\$400 DUE at Registration [February 29, 2025] Ten Monthly Payments DUE on your FACTS due date – from JULY 2025 through MAY 2026 – NO payment required for February 2026 Plus a one-time \$55 Service Charge to FACTS

FINANCIAL AID AND SCHOLARSHIPS ARE AVAILABLE
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To be eligible for financial aid or a scholarship, parents must apply using the FACTS website: [www.factstuitionaid.com](http://www.factstuitionaid.com). Scholarship applications are due by April 15, 2025. Contact finance at 467-7048 for assistance.

**Tuition Assistance:** A limited amount of money is available for tuition assistance. Please apply using the FACTS website: [www.factstuitionaid.com](http://www.factstuitionaid.com). Contact the finance dept. at 228-467-7048.

## FINANCIAL POLICIES

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.

The registration fee is non-refundable. In the event a student withdraws from Our Lady Academy during the middle of the school year, the family remains responsible for the **full amount of tuition for the full year**. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

**Financial Policy Relating to Exams** Students will not be permitted to take semester or final exams 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 may be dismissed. Delinquent accounts at the semester will result in an "Incomplete" status until accounts are settled.

**Tuition Policy relating to extracurricular activities and athletics** Students will not be allowed to participate in extracurricular activities and athletics if tuition is more than 30 days past due. If a student's tuition account exceeds 60-days past due, she will be unable to continue enrollment at Our Lady Academy until the tuition account is made current.

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

**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 Catholic Elementary School and meet the following requirements:
  - a) The student must achieve the minimum score (40th percentile)\* on the placement test;
  - b) 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 or designee. At least one parent is required to attend this meeting.

### **A. Interview with Principal or designee**

- (1) School Philosophy
- (2) Registration materials / online application
- (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
- (3) Certificate of Health Compliance (All students enrolled in the State of MS must have a MS State Health Compliance—Shot Record – MS 121 Form)
- (4) Select program of studies
- (5) Review scheduling options
- (6) Attendance
- (7) Permanent record card
- (8) Contact teachers
- (9) Books

### **C. Conference with financial manager**

- (1) Registration fee
- (2) General fees
- (3) Tuition

### **D. No Admission of a Rising Senior**

- (1) with the exception of family relocation

### **E. Transfer of AP and Honors Credit**

- (1) Students at Our Lady Academy are not eligible to receive additional points for AP or honors courses until their sophomore year; therefore, transfer of AP and honors credit will only occur for courses taken during the transfer student's sophomore year through senior years at Our Lady Academy. No added value will be granted for any AP or honors courses taken at any other school, unless Our Lady Academy offered the same course at the same grade level.

## **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 school counselor's office)

- (1) Signed by teachers--withdrawal grades included
- (2) Signed by guidance counselor
- (3) Signed by financial officer
- (4) Signed by principal

C. Transcript and cumulative folders will only be sent directly to the new school upon written request made to Our Lady Academy 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. Progress toward graduation course requirements will be given scheduling priority above electives.

**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 all courses taken 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 28 Carnegie units in the following areas:

### UNITS

- 4 Religious Studies (each year enrolled at OLA)
- 4 English (English I or I Honors; English II or II Honors; English III or AP English Comp; English IV or AP English Lit
- 4 Social Studies (including MS Studies, World Geography; World History or World History Honors; U.S. History or AP U.S. History; and U.S. Gov't/Economics
- 4 Mathematics (including Algebra I, Algebra II and Geometry; math course to be taken each year of high school)
- 4 Science (science course to be taken each year of high school)

- 2 Consecutive years of a Foreign Language (may be waived by the principal if the student is fluent in a second language)
- 1 Fine Arts
- 1 Technology
- 1 College & Career Readiness
- .5 Health
- .5 Physical Education
- 2.0 Electives

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 7  
Integrated Science  
Social Studies (World Hist. to 1750)  
PE or Band  
7th Grade Seminar

#### EIGHTH GRADE

Religious Studies  
English  
Math 8 with Pre-Algebra or Algebra I  
Integrated Science  
Social Studies (MS Studies and World Geography)  
Project Lead the Way - Computer Science  
Essentials  
PE/Health or Band

#### NINTH GRADE

Religious Studies I  
English I  
Math  
Social Studies (World History)  
Science (Biology)  
Foreign Language I  
Art I

#### TENTH GRADE

Religious Studies II  
English II or English II Honors  
Math  
Social Studies (U.S. Govt./Economics)  
Science  
Foreign Language II  
1 elective

#### ELEVENTH GRADE

Religious Studies III  
English III or English III Honors  
Math  
Social Studies (Amer. Hist. from 1877 or AP US History)  
Science  
College & Career Readiness  
1 elective

#### TWELFTH GRADE

Religious Studies IV  
English IV or DC English Comp I and II  
Social Studies (U.S. Govt./Economics)  
Math  
Science  
2 electives

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

<b>Band</b> Advanced Band (SSC)	<b>Technology Education</b> Project Lead the Way Computer Science Essentials Intro to Engineering AP Computer Science Principles	<b>Physical Education</b> Physical Education (½) Contemporary Health (½)
<b>Science</b> Physical Science Chemistry AP Biology AP Physics I Marine Science (SSC) Anatomy and Physiology Honors Zoology I & II	<b>Foreign Language</b> Spanish I, II, III, AP Spanish Language French I, II, III, IV (SSC)	<b>English</b> English I English II or English II, Honors English III or AP English Language English IV or AP English Literature

<b>Social Studies</b> Mississippi Studies (½) World Geography (½) World History or World History, Honors US History or US History AP US Government (½) Economics (½) DC Political Science (1) Psychology (½) & Sociology (½)	<b>Mathematics</b> Algebra I Geometry Algebra II Algebra III (Trig/Pre-Cal) Advanced Math Plus Calculus, Honors Accelerated DC College Algebra (1) DC College Statistics (1)	<b>Business/Technology</b> Entrepreneurship College & Career Readiness
<b>Fine Arts</b> Art I, II, III, IV DC Art Appreciation I (1)	<b>Religious Studies</b> Theology I Theology II Theology III Theology IV Discipleship	

**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 Recommendations** 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 2025, the requirements will include successful completion of:**

English: (4 Carnegie Units) <i>English I, II, III, IV</i>	Social Studies (4 Carnegie Units)
Mathematics: (4 Carnegie Units) <i>Algebra I, II, Geometry and one other advanced math</i>	Science: (4 Carnegie Units) <i>Biology, Chemistry, and 2 units of comparable rigor</i>
OLA required curriculum	College & Career Readiness (1 Carnegie Unit)
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 two terms (semesters), eighteen weeks in length. An academic grade will be issued each semester in each course. The following grading scale is used:

**A** 90-100 (4.0)   **B** 80-89 (3.0)   **C** 70-79 (2.0)   **D** 65-69 (1.0)   **F** 0-64 (0.0)

**\*\*Classes taught at St. Stanislaus and/or for dual credit may use a different grading scale.**

**\*\*\***For courses taken outside of Our Lady Academy, the letter grade (not the percentage) issued by other institutions will be used for grade point average.

#### **Uniformity of Grades:**

- **One credit course:** 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 two semester averages are weighted equally to find the final year grade.
- **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 18 weeks is determined by the semester average.

#### **Grade Reporting**

- **Progress Reports:** Progress reports will be posted every three weeks during a semester beginning with the 6<sup>th</sup> week of each semester. Parents are responsible for checking progress reports on FACTS SIS. Any student with an F at the time of progress reports will be emailed a letter of academic probation. Students who have an F at any progress report are ineligible to participate in athletic competitions or extracurricular events such as field trips until the next progress report. The student is expected to attend all practices and competitions, but will not be allowed to compete. The grade must be higher than an F at the following progress report in order to begin competing again.
- **Report Card:** Report cards will be available to all students two times each year, at the end of each semester. Parents may log into FACTS SIS Family Portal to view report cards.

#### **Failure Policies**

##### **1. Grades 7 and 8:**

- A student in the 7<sup>th</sup> or 8<sup>th</sup> grade must receive a yearly average of 65 or above in all courses to receive passing credit for the course.
- 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 complete credit recovery (not offered at OLA and at the cost of the family) 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 by Our Lady Academy and will not be offered readmission. Failure to complete credit recovery by July 21<sup>st</sup> will result in student admission to OLA being revoked.
- In order to participate in the eighth-grade promotion ceremony, an eighth grade student must have passed all coursework. Students not meeting these requirements may be promoted at the conclusion of summer school, but they may not take part in the promotion ceremony.
- OLA will follow Mississippi Department of Education's Credit Recovery Policy.



## 2. Grades 9-12:

- A student in grades 9-12 must receive a semester average of 65 or above for semester courses and a yearly average of 70 or above in year-long courses to receive credit for the course.
- Failures in required courses are made up through a credit recovery program (not offered at OLA and at the cost of the family). Failures in elective courses need to be made up if the credit is needed for graduation. Students enrolled in a summer credit recovery 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. Failure to complete credit recovery by July 21<sup>st</sup> will result in student admission to OLA being revoked.
- OLA will follow Mississippi Department of Education's Credit Recovery Policy.

### Credit Recovery Over the Summer:

In order to be credited for a course taken over the summer, correspondence courses must be approved by the principal and administered through a state approved university. Courses must be proctored by Our Lady Academy and completed before July 18th on the current calendar. Credit recovery courses will follow the Mississippi Department of Education policies including issuance of D 65 (1.0 GPA) to satisfy credit in the course.

\*\*\*For courses taken outside of Our Lady Academy, the letter grade (not the percentage) issued by other institutions will be used for grade point average.

### Examinations

Semester exams are administered during the last week of each semester. Semester Examinations are one and one-half hours in length and are comprehensive in nature. The score is 20% of each semester average. **Students will be required to pay \$100 per exam for alternate scheduling of semester exams.**

### Exam Exemption Policy (Seniors):

- **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 and semester 2 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 (excused and/or unexcused) from the course during the school year. Students must monitor absences posted in the computer. School records will be changed after one week following the absence.
  5. Students participating in senior skip day will not be exempt for that term.
- **A senior may be exempt from final examinations in ½ credit courses if:**
  1. The teacher approves.
  2. The grades in the course for semester 1 or semester 2 are "A".
  3. The student continues to complete assignments and cooperates in the class until the time for the final examination.
  4. The student has not been absent more than three days (excused and/or unexcused) from the course during the semester. Students must monitor absences posted in the computer. School records will be changed after one week following the absence.
  5. Students participating in senior skip day will not be exempt for that term.

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. During this probationary period, the student is required to seek extra academic support from her teachers before school, during lunch or after school. Students who are on academic probation are ineligible to participate in athletic competitions or extracurricular events such as field trips until the next progress report. The student's GPA must be a 2.0 or higher to be removed from 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:** Honor roll is established at the end of the school year using the Y1 average of semesters 1 and 2 and semester courses. No weighted value will be included in the calculation. Values will be rounded to the nearest hundredth of a point.

The following honor rolls will be published for each honor roll period:

Principal's Honor Roll	4.00
Crescent Honor Roll	3.70-3.99

**Class Rank and GPA** OLA does not rank students with the exception of the top five seniors for graduation recognition and the naming of valedictorian and salutatorian. These rankings only are calculated based on her cumulative weighted 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 exceptions to this are AP courses, Honors courses, Dual Credit courses, and AP exams per language below where the following fractions will be added to a student's cumulative simple GPA for each designated advanced level course the student completes successfully.

**AP Courses will receive an additional .04 to the yearly average. An additional .01 will be added for students who take the AP exam and score 3 or higher. Students who challenge an AP exam, will receive an additional .01 if they score a 3 or higher. Challenging an AP exam and scoring below a 3 will result in no additional points. Seniors will not be eligible for the additional .01 because exam scores are not available until after graduation. Students, with Principal's approval, may enroll in AP courses in institutions outside of OLA. These courses will not receive added values. An additional .01 will be awarded if the student takes the AP exam and scores a 3 or higher. Current AP courses offered are: AP Biology, AP US History, AP English Language, AP English Literature, AP Spanish Language, AP Computer Science Principles, and AP Physics I.**

**Accelerated Honors will receive an additional .04 added value to the yearly average. Current Accelerated Honors courses offered are: Calculus.**

**Full-year Honors courses will receive an additional .03 added value to the yearly average. Current Honors courses offered are: English II Honors, Spanish III & French III Honors, Spanish IV & French IV Honors, and Anatomy and Physiology Honors.**

**Semester Honors courses will receive .01 added value to final semester average.**

**Dual Credit courses will receive .02 added value to the final semester average. Current Dual Credit courses offered: Dual Credit College Algebra, Dual Credit College Statistics, Dual Credit Art Appreciation, Dual Credit Political Science, Dual Credit English Composition I and II.**

**\*\*During the junior year, students may only take four (4) subject area advanced courses per semester. Students may take an unlimited number of these courses their senior year. Advanced courses include Advanced Placement courses, Honors courses, and/or Dual Credit courses.**

The cumulative weighted GPA (WGPA) includes all high school credits (Carnegie units) and added values (as explained above) earned by the student.

The following grades will be used to compute the cumulative weighted GPA plus added values:

**Courses taught under the seven-period schedule**

One credit courses: First Semester Average and Second Semester Average = Y1

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

### **Valedictorian and Salutatorian**

- The valedictorian and salutatorian will be announced when second semester, senior year grades are final.
- The valedictorian is the graduate with the highest academic average (WGPA) for credit courses earning Carnegie units taken through the second semester of the senior year. The salutatorian is the graduate with the second highest academic average (WGPA) for credit courses earning Carnegie units taken through the second semester of the senior year.
- To determine the final ranking of valedictorian and salutatorian candidates, the weighted cumulative grade point average (WGPA) 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)**

We have occasions in which OLA is offering online elective courses to juniors and seniors in order to enhance and broaden the curriculum available to students.

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

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

The cost of each course is approximately \$400. This is the cost of the course charged by University of Mississippi High School. Dual enrollment course fees at Pearl River Community College are approximately \$150. Students enrolled in an online course are responsible for making sure they are on task and progressing through the virtual environment appropriately with OLA having access to progress reports. OLA handbook requirements as well as the other educational institution's policies.

### **Standardized Testing Information**

- **Iowa Test of Basic Skills:** All students in grades 7 through 9 take the Iowa Test of Basic Skills each year in the spring semester. Please make sure your child is present.
- **ACT:** Most colleges require either the SAT or the ACT for admission. The ACT tests reasoning skills but focuses mostly on a student's knowledge of the core curriculum taught in most classrooms. The ACT consists of four subject areas; English, reading, science, and math. OLA will administer the ACT in the fall and spring during the school day. The fall date is mandatory for all juniors and seniors; the spring date is mandatory for all sophomores and juniors.
- **PSAT/NMSQT:** All 10<sup>th</sup> & 11<sup>th</sup> grade students take the Preliminary Scholastic Aptitude Test and the National Merit Scholarship Qualifying Test in the fall. 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 may schedule the SAT independently during junior or senior year of high school. This test is not offered on the OLA campus.
- **ASVAB:** Eleventh grade students take the Armed Services Vocational Aptitude Battery. This assessment helps students determine their vocational aptitude at the present time.

## Ministry Hours

*"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 ministry hours. In addition to the service performed, a reflective response will be assigned that states what the student learned and how she grew as a person by doing that service.

The service ministry hours will be a major part of the Religion grade for the second grading period each semester. Percentage will be determined by the Religion department.

#### Service Learning hours required:

7<sup>th</sup> Grade = 5 hours; 2 of the 5 must be completed at your Church or Parish

8<sup>th</sup> Grade = 10 hours; 3 of the 10 must be completed at your Church or Parish

9<sup>th</sup> Grade = 15 hours; 5 of the 15 must be completed at your Church or Parish

10<sup>th</sup> Grade = 20 hours; 6 of 20 must be completed at your Church or Parish

11<sup>th</sup> Grade = 25 hours; 8 of the 25 must be completed at your Church or Parish

12<sup>th</sup> Grade = 25 hours; 8 of the 25 must be completed at your Church or Parish

Service hours may be completed over the summer. **Students may begin accumulating service hours for the new school year on June 1<sup>st</sup>.**

Religion teachers will provide a list of service opportunities, forms, and requirements during the first week of school. Students are responsible for verifying that their service work is accepted by their teacher. **Ministry hours earned during the summer are due by Sept. 13<sup>th</sup> or they will not be accepted. Service hours are due during the semester they are completed, or they will not be accepted. The final day to turn in service hours for semester one is November 21st and April 30th for second semester.** Final service hour grade is left to the discretion of the principal. Any service hours complete for other school clubs or honor societies will not count toward ministry hours.

### 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 can be found on our school website. The books are available from the public library, local bookstores or purchased through the school. Students will complete assignments and/or tests/quizzes on summer reading novels during the first couple of weeks of school.

## ATTENDANCE POLICIES

**Introduction** It is impossible for satisfactory learning to take place if a student is not present on a regular basis in the classroom where the material is being taught.

**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. For religious retreats/events (March for Life, Kairos, etc.) and personal events (paging in Jackson or Washington, D.C.) the student may have **ONE EVENT\*** per semester, (\*principal's discretion). Any student with 10 or more absences (excused and/or unexcused) for the semester in which the activity occurs, may not participate in the event.

**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 228-467-7048. A written note or email signed by the parent or doctor is expected on the day of return to school explaining the previous absence. If no documentation is provided on the day of return, the absence will be considered unexcused.

**Excused and Unexcused Absences** For an absence to be excused, a student must present a doctor's excuse or note/email signed by a parent or a guardian, indicating the date of the absence and the reason. Under this procedure the student may make up all work missed. Students are allowed three parent notes a year. After three parent notes, a doctor's excuse will be required for each absence or the absence will be marked as unexcused. Students will receive a zero for any assignment due on the date of an unexcused absence.

**Examples of excused absences are:**

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

Overnight 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. Field trip dress will either be school uniform - **Skirts should be to the middle of the knee –** or jeans (with no rips or tears) and an OLA t-shirt with closed back shoes.

**Suspension** Each day of suspension is considered an *unexcused absence*. Students are not allowed to make-up work.

**Excessive Absences** The school year consists of 180 academic days of instruction. Students are allowed to miss **ten (10)** instructional days per school year for a year-long course (5 days for a semester course).

**Excessive absences will result in a loss of credit for that class.** School districts are required by law to report excessive absences (more than 10 unexcused absences) to the local attendance officers (truancy). 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. **Excessive absences will result in student placement on extracurricular and athletic suspension.**

**Homebound Students** A prolonged illness may require a student to be put on Homebound Status. Doctor documentation is required to be eligible for Homebound Status. The parents of the student are required to make weekly status contact with the principal and/or guidance counselor. Parents are also required to make weekly arrangements for student work pick-up and drop-off.

**Make-Up Work** A student with an excused absence is responsible for all work missed when absent from classes. Furthermore, a student is responsible for contacting the teacher to schedule the completion of make-up work on the day they return. **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. If the assignment missed due to an excused absence was a presentation, the teacher will either allow the student to present when she returns or assign an alternate assignment to be completed within the designated amount of days to complete make-up work. **Students are not allowed to make up work missed due to an unexcused absence.**

### **Participation in Athletics and Extracurricular Activities**

In order for a student to participate in athletic events and extra-curricular activities, she must be present at school at least 63% of the day. 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. If the athletic event or extra-curricular activity occurs on a Saturday, students must be present 63% of the previous Friday.

### **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.*

### **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 6 times in a semester to the first period class (including announcement and prayer) will be assigned an after-school detention.** Each additional tardy over 6 in the semester will result in a detention for every tardy. 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. Late check-ins affect perfect attendance.

### **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. 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, send a note ahead of time, or send an email to the school receptionist. The email address is [reception@ourladyacademy.com](mailto:reception@ourladyacademy.com). Early dismissals affect attendance.

### College Days

Seniors and Juniors are awarded two (2) college days for the academic school year. In order for this to count as a college day, prior notice must be given to [reception@ourladyacademy.com](mailto:reception@ourladyacademy.com) and administration. Upon return, the student must present a letter to the office, from the college, printed on the college stationery and dated. 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.

### Distance Learning

In the event of a natural disaster, disease outbreak, or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe, or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction, or refund of tuition or applicable fees.

## 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 student's individuality, but merely to downplay materialism and to define appropriate school attire.

Students are expected to be well groomed and neat at all times during the school day and at all school functions both on and off campus. When wearing a school uniform, students are required to follow rules and regulations in the handbook as though on campus. **Uniforms must be in good repair (no stains, holes, rips, no fringed or unhemmed skirts, etc.)**

All uniform attire may be purchased from Southern Printing in Pass Christian, MS or from various OLA organizations.

The OLA school uniform consists of the following:

- **Tops**
  - White, maroon or navy **polo shirt**, long or short sleeves, with the OLA crest on the left chest. This shirt may be left untucked. The bottom of the three buttons on the chest must be buttoned.
  - White **button-down oxford cloth shirt**, long or short sleeves, with the OLA crest on the left collar. This shirt must be tucked into the skirt. Members of the National Honor Society (NHS) in the class of 2026 may wear the NHS blue button-down oxford shirt for special events and Mass unless specified by administration. Students may only leave the top button unbuttoned.
  - **SENIORS ONLY**: 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 into the student's skirt. If a student is wearing outerwear, the shirt worn under it (including the broadcloth shirt and the polo shirt) must be tucked into the student's skirt.
  - Long sleeve shirts and undershirts may not be worn under short sleeved shirts. This includes senior shirts.
  - Shirts must be well-groomed.

- **Bottoms**
  - **Skirt of OLA uniform plaid**, the length of which **cannot be shorter than the middle of the knee cap**. Skirts must be in good repair – no holes or tears; no fringe or unhemmed hems)
  - **Slacks** – Navy blue uniform slacks. This does not include leggings, jeggings, jeans, tight pants or below the hip waistband pants. **Pants may only be worn Nov. through Feb.**
  - Solid charcoal grey **tights** may be worn under skirts.
- **Shoes**
  - The school uniform shoe is the navy and white saddle oxford and may be purchased at Southern Printing. Shoes must be clean and in good repair – laces are in working order, shoes tied, no holes or tears, worn properly on the feet.
- **Socks**
  - Plain white crew or knee socks without trim or emblems must be worn. **Crew socks must reach above the ankle.**
- **Outerwear**
  - Maroon uniform sweater or cardigan
  - Maroon OLA sweatshirt with small crest located on left chest
  - OLA or SSC award jacket earned by the student wearing it
  - OLA scarf may be worn with outerwear
  - Gray uniform fleece with OLA crest
  - Navy uniform rain jacket with OLA crest
- **Physical Education**
  - PE uniform shorts (sold at Southern Printing)
  - Any OLA t-shirt
- **Accessories**
  - Earrings must be post or dangle no longer than 1 inch in length. **No more than two earrings per ear are allowed and must be worn on the ear lobe.**
  - **Necklaces** are limited to one with no inappropriate charms or of a size which is distracting.
  - One bracelet or watch may be worn per wrist.
  - No head scarves are allowed.
  - **No visible tattoos or body piercings.** Any jewelry or plugs in piercings other than in the student's ear lobe must be removed for school and school sponsored events. **Band-aids to cover piercings are not allowed.**
  - OLA recognition pins may be worn on the collar of the school uniform shirt.

**Sports/organization uniforms:** Sports, clubs and organizations may be allowed to wear a special t-shirt on days approved by the principal.

**Mass Days:** All students will be in full dress uniform on Mass Days. This consists of a button down oxford shirt, skirt, shoes and socks. The uniform cardigan may be worn. No organizational shirts, senior shirts or sports shirts will be worn on Mass Days. Sweatshirts and sweaters may not be tied around the waist. Shirt sleeves may not be rolled while in Mass.

**Non-uniform or “free dress” policy:** Students may be allowed out of uniform privileges for special occasions. This may be school-wide, by class, or individually.

A non-uniform (dress down day) does not change the basic dress code, but allows for a slight variation from the uniform. The principal will determine special non-uniform days and allowable exceptions will be announced. Violations will result in a call to the parent to correct the problem, disciplinary action and loss of free dress privilege for the remainder of the year.



### General expectations:

- Students are allowed to wear jeans, capris, pants, or shorts. Leggings may be worn with a top that completely covers the bottom.
- Skirts and dresses must be no higher than 4 inches above the knee (front and back) and an appropriate/modest length.
- Shirts and dresses cannot have spaghetti straps, one sleeve, cannot be strapless, cannot be too tight, low cut, or made with see-through fabric. Tops may not contain vulgarities, or references to drugs, tobacco, or alcohol.
- No flip flops or shoes without backs
- Clothing must be in good repair without rips, tears or holes.
- No slippers are allowed.

### Fun Fridays

Students may wear any OLA sweatshirt over their school uniform shirt.

Students should realize that even when out of uniform, they are representing OLA and should be dressed appropriately. If guidelines are not followed, free dress privileges may be revoked either individually or for the class/school.

### Prom and MGM Dress code

Young Ladies: Clothing will be formal (floor length). Dresses must be cut to the top of the bust line with no excessive cleavage and the front neckline can be no lower than 5 inches from the neck (based on the girl's body type). Dresses may not be backless and not below the traditional bra line. Slits can be no shorter than 4 inches above the knee. Sheer material is not considered coverage. Jackets, sweaters or other garments may not be used to cover a dress that is in violation of the dress policy. Dress shoes must be worn, not casual sandals, slippers, or tennis shoes. Appropriate headwear is acceptable. Students not following this dress code will be asked to leave the dance.

### Consequences for Uniform Violations

Any uniform violation will result in a three-point deduction and Friday after school detention (3:30pm-4:30pm). Once a student accumulates three uniform violations, she will receive a Saturday school.

### **Southern Printing Store Information**

Below is the address, phone number and website information for the store where the school uniform can be purchased.

#### **Southern Printing**

230 Davis Avenue

Pass Christian, MS 39571

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

Phone: (228) 452-7309

(228) 452-9522

Fax: (228) 452-9522

[southernprint@cablone.net](mailto:southernprint@cablone.net)

**Uniform Violations** Hats, curlers, scarves, or any other head covering are not permitted. 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 the disciplinarian. **No out of uniform coats or jackets are to be worn during the school day. At no time are sweatpants, pajama pants, long johns, or slippers acceptable on school grounds or at SSC unless approved.**

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

Our Lady Academy Catholic School is considered a family. We work very hard to provide the highest level of academics and to form intentional disciples of Jesus Christ. The education of a child is a partnership between parents and the school. If, in the opinion of the school administration, that partnership is irreparably broken, parents may be required to withdraw their child(ren) from our Catholic school. This conduct includes, but is not limited to physical behavior, social media activities, internet posts and interaction with local and national media. There are channels to discuss issues that may arise. Social media is not the appropriate forum and only serves to damage the school and the relationship between all parties.

**HONOR CODE:** Each student will sign an Honor Code form (in addition to the form given out with the *Student Handbook*) through the online registration process. 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 school uniform in the community, 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:

- **Social Media:** Students must not have any inappropriate pictures, videos, or posts displayed on any form of social media, including but not limited to Facebook, Instagram, Snapchat, Twitter, Tumblr, TikTok, etc. Inappropriate posts include but are not limited to pictures which depict the student having possession or in the presence of alcohol, illegal drugs, tobacco products, vaping products, wearing revealing attire (such as lingerie, partial nude, or nude pictures), inappropriate language, or depict the student performing or acting out anything sexual in nature. Students who do not follow this policy will be placed on level 4 of the discipline policy.
- **Conduct on Campus:** Hallways, restrooms 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 or permission is granted.**
- **Off-Campus Behavior:** At all times, a student is responsible for her own behavior. When in uniform, her behavior makes a statement about the Our Lady Academy community. Thus, misconduct off-campus while wearing the uniform or part of the uniform which identifies her as an OLA student may result in disciplinary action by the school.
- **Bus Conduct:** While on any bus used by the school, students are expected to:
  1. Sit quietly in their seats--not walk around or talk or sing loudly.
  2. Refrain from extending arms, hands, legs, head, etc. from the bus.
  3. Refrain from talking with the bus driver, except in an emergency.
  4. Refrain from defacing the bus in any way, to include leaving trash on seats and floors.
  5. Use of phones, music devices, 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.
  - Exit in silence to demonstrate a reverence for the liturgical celebration.
- **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. Please note: The 11<sup>th</sup>, 10<sup>th</sup>, 8<sup>th</sup>, 7<sup>th</sup> class hosting the Mass is first on the upper right side of the altar by the piano.

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. Students are not allowed to go to their cars at any time during the school day without permission from the office. All student parking will be assigned.
- **Student Drop-Off/Pick-Up Procedure:** Students are to be dropped off in the car line located on 222 South Beach Blvd. Parents/Guardians should pull into the church parking lot and drop their students off or pick them up at the double doors of the school building. Cars will then exit the parking lot on Union Street. Please note: There is NO drop-off or pick-up location on Union Street. Refrain from parking in the OLG Church or Adoration Chapel parking areas.

**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 a guest 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.:
  1. Be quiet and listen until the adult is finished talking.
  2. Answer all questions politely.
  3. Do what you are told to do, right away.
  4. If you have something to say, wait until the adult is finished speaking and ask permission to speak.
  5. Accept the adult’s decision. Don’t argue, make faces, or walk away while the adult is still talking.
  6. 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** Diocesan schools prohibit the use of all personal telecommunications phones, including cellular phones, by its students during the school day. Some restrictions also apply to faculty. In general, the normal school day is defined as starting in the morning hours and ending in the afternoon hours or earlier depending on the bell schedule. This policy may apply to field trips, retreats and other activities at the discretion of the school administration.

**Students shall be allowed to possess such phones as cellular phones, but the following conditions must be strictly adhered to:**

1. Cellular phones may be used only before and after the school day as defined above.
2. Cellular phones will be left with the first period teacher during the school day. These should be turned off prior to being placed in the teacher’s storage container in the classroom. Students may return to their first period class at the end of the day and retrieve their cell phones at the end-of-day bell. Students who turn in their cellular phone but do not turn it off will receive a Friday, after school detention from 3:30 pm – 4:30 pm.
3. If phones are found to be on campus and not turned in, consequences will include a discipline referral for dishonesty in addition to the cell phone violation.
4. Students are banned from carrying cellular phones, laptops, Apple Watches, ear pods, headphones and Fitbits on their persons and/or in their clothing apparel. Cellular phones, laptops, Apple Watches, ear pods, headphones and Fitbits are not allowed in the student’s school bag, gym bag or purse, et cetera. These items should be left in the student’s 1st period class.
5. Diocesan schools are not responsible for the loss of, damage to, or theft of cellular phones brought on campus.

**The following consequences will follow for any student violating the above conditions.**

1. The first violation will result in a Saturday school from 8:00 am–10:00 am and a \$10.00 fine. The cellular phone or other electronic item(s)/device(s) will be confiscated and turned in to the disciplinarian’s office. It will be returned to the student after five (5) consecutive days from the infraction, provided that the student arrives in person to retrieve it.
2. A second violation will result in two consecutive Saturday school sessions and a \$10.00 per day fine. The cellular phone or other electronic item(s)/device(s) will be confiscated and turned in to the disciplinarian’s

office. It will be returned to the parent/guardian of the student at the end of fifteen (15) consecutive days, providing the parent/guardian and student arrive in person to retrieve it.

3. A third violation will result in a one (1) to three (3) day out-of-school suspension. The cellular phone or other electronic item(s)/device(s) will be confiscated and turned in to the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of thirty (30) consecutive days. The student will lose the right to bring and possess a cellular phone on the school campus for the remainder of the school year. The parent/guardian will be informed that the next violation may result in the student being asked to withdraw.
4. A fourth violation may result in the student being asked to withdraw from the Diocesan school or be subjected to expulsion.
5. Any student attending Catholic schools may be subject to discipline if cellular or other electronic phones are used in any potentially harmful manner. This applies to any person in which the harm seeks to injure someone's reputation outside of the school environment. This can occur when the matter is brought on campus and interrupts the learning/teaching environment. A more severe discipline ladder than the one stated above may apply to these infractions.

*Note: This policy is not limited to cellular phones but other communication devices as well such as iPads/iPods, laptops, Apple watches, Fitbits, et cetera, that can be used for emailing, texting, or any other way not yet known by electronics, digital, either wireless or hardwired. Apple Watches and Fitbits may not be worn to school.*

**Social Network Sites:** Refer to "Student Expectations on and off Campus" under General Conduct on page 25.

## SENIOR PRIVILEGES

Members of the senior class may be awarded 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 the senior courtyard or other designated area. The area must be kept in order, trash must be taken out, and behavior and volume must be kept in check.
- Beginning the third week in March, seniors may be awarded the privilege to leave campus for lunch on **Fridays only**, if the following criteria are met:
  1. Each student must have a written parental permission on file at school
  2. Students must not have any discipline infractions, unexcused absences, or tardies.
  3. Students are to stay within the designated area boundaries set by the principal.
  4. Students' attendance and grades must be kept up in order to participate.
  5. Attendance: must not have missed more than 10 days in a year-long course or more than 5 days in a semester course regardless if absences are excused or unexcused.
  6. First appearance on failure list - student's privilege will be revoked until the grade improves. Second appearance on the failure list - the student's privilege will be revoked indefinitely.
  7. Any late return from senior privilege will result in loss of this privilege for the remainder of the senior year.

\*\*\*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
  1. Student behavior at the dance and outside on the grounds until all students have left the property
  2. Monitoring dancing behavior
  3. Monitoring bathroom activities and reporting anything unusual
  4. Compensation for any damages may occur
  5. Using appropriate music (no explicit or offensive lyrics or lyrics which are inappropriate in a Catholic school setting)

## **Prom and MGM Dress code**

Young Ladies: Clothing will be formal (floor length). Dresses must be cut to the top of the bust line with no excessive cleavage and the front neckline can be no lower than 5 inches from the neck (based on the girl's body type). Dresses may not be backless and not below the traditional bra line. Slits can be no shorter than 4 inches above the knee. Sheer material is not considered coverage. Jackets, sweaters or other garments may not be used to cover a dress that is in violation of the dress policy. Dress shoes must be worn, not casual sandals, slippers, or tennis shoes. Appropriate headwear is acceptable. Students not following this dress code will be asked to leave the dance.

**Back to School Dance:** Open to 7th-12th graders from OLA and SSC. Dress Code: informal, but appropriate (no beach attire). Attendees dressed inappropriately, in the judgment of the chaperones, will not be admitted to the dance.

**Jr. High Dance:** Open to OLA grades 7th & 8th.

Rules specific to each dance will be published at the time of the dance.

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

**Dress Code: Formal for both male and female (follow above stated dress code).** *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, students may not leave until the dance is over.
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 chaperone, 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).
5. Students will be required to be at the dance within one hour of the starting time and may not leave until the dance is over.

## 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. The goal of the disciplinary process is to positively resolve all behavioral issues at the classroom level.

**Classroom teachers may issue consequences for level one infractions. Consequences may include but are not limited to after-school detention, essays, etc.** Students not following the teacher directive for in-class infractions/consequences will then be subject to the school-wide discipline policy, which may include after-school detention, Saturday school, in school suspension, etc.

### **General Classroom Rules:**

- Be on time for class.
- Come to class with appropriate materials.
- Do not be disruptive to the learning environment.
- All parties must be approved by the principal.
- 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 cannot 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, at the principal'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:**

1. Arriving late to school: see attendance policy.
2. Tardy to any class after 1st period (3 tardies to class = a discipline referral): 3 points
3. Talking during announcements: 3 points
4. Not following teacher directives: 3 points
5. Public display of affection: 3 points
6. Uniform violation: 3 points
7. Disruptive behavior in class, a school function, or assembly: 3 points
8. Absent from class without permission or not being where permission was granted: 3 points
9. Unexcused absence from detention or early check-in: 3 points
10. Littering: 3 points
11. Gum chewing on campus
12. Use of unapproved water bottle (ex: Stanley Cup with a straw)

### **Level 2:** Additional consequences may apply

1. Disrespect in word or action toward faculty or administration: 5 points
2. Profanity (including acts, gestures, or symbols directed to another person): 5 points
3. Blasphemy (disrespect for God or sacred things): 5 points
4. Honor Code violation on homework or classwork: 5 points plus 0 credit on the assignment

### **Level 3:** Additional consequences may apply

1. Abuse of cell phone, computer or internet (see internet usage policy): 10 points
  - a. Use of cell phone (or any other unauthorized devices such as laptops, Apple Watches, ear pods, Fitbits, etc.): 5 points plus confiscation of phone and/or item(s). Device held for five school days.
  - b. Improper use of technology such as instant messaging, emailing (emailing teachers/parents is excluded): 5 points
  - c. Use of Electronic Devices (any bluetooth enabled device including iPods, MP3 players, ear pods, headphones, iPads, Computers/laptops/ipads, handheld video games, etc.) without permission: automatic placement on the Consequence Ladder for Cell Phone Violation.
2. Taking pictures, recording (audio or video) during school without permission: 10 points
3. Honor Code violation on tests, projects, or exam: 10 points plus 0 credit on the assignment

### **Level 4:** Additional consequences may apply

1. Skipping school, class, or school-related activity: 15 points
2. Leaving campus without permission: 15 points
3. Serious disrespect / gross insubordination to faculty/staff or administration: 15 points
4. Willful disobedience of faculty/staff or administration: 15 points
5. Defacing or otherwise injuring property that belongs to school or another person: 15 points plus restitution for damages
6. Honor Code violation on a nationally standardized test: 15 points

### **Level 5:** Additional consequences may apply.

1. Harassment, intimidation, or threatening other students: 20 points
2. Harm (verbal or physical) toward a student, staff, faculty, or administrative member: 20 points
3. Committing or attempting to commit acts that adversely affect a person's life, health, property or peace of mind (example: keying a person's car, bullying, etc.): 20 points
4. Theft: 20 points
5. Use, possession, or transfer of tobacco, vaping products, nicotine, drugs, alcohol, or any related paraphernalia on campus or school-sponsored functions: 20 points
6. Possession of a weapon: 20 points
7. Fighting: 20 points
8. Repeated violations of school policy while on probation: 20 points



## B. Participation in activities:

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

1. **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, Honor Roll, Homecoming Court, and any other school related honor.
2. **31 points:** A student must have 31 points remaining to attend school dances (including prom), to be members in good standing of clubs and teams, and to attend pep rallies

## C. Consequences

1. **3 Reductions in points** (47 points remaining): Friday detention (3:30pm-4:30pm)
2. **5 Reductions in points** (45 points remaining): Parent and Honor Society notification; 2 consecutive Friday detentions (3:30pm - 4:30pm)
3. **10 Reductions in points** (40 points remaining): Principal conference with student; Saturday school 8:00am - 10:00am plus a \$10.00 fine.
4. **15 Reductions in points** (35 points remaining): Principal conference with student; one day out-of-school suspension.
5. **20 Reductions in points** (30 points remaining): Principal conference with parents or guardian; No participation in sports, clubs, other school activities; Loss of class or club offices and eligibility for recognition; 2 days of out-of-school suspension (principal's discretion).
6. **25 Reductions in points** (25 points remaining): Principal conference with parents; 2 days out-of-school suspension (principal's discretion); No participation in sports, clubs, other school activities; 2 consecutive Saturday schools with a \$10.00 per day (8:00 am - 10:00 am)
7. **30 Reductions in points** (20 points remaining): Registration for following year withheld; Additional consequences decided by Principal and/or discipline committee.
8. Additional tardies in the quarter will be treated as tardies to class and will result in reduction in points.
9. Students who are late for detentions/Saturday school will receive an additional day.

## D. Definitions

1. **Detention:** After school 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, after school detention may be held on Thursday. Students will be notified of an assigned detention no later than Wednesday of the week it is to be served. Detentions will not be rescheduled for the convenience of the student. Any necessary rescheduling must be pre-approved.
2. **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.
3. **Expulsion:** This disciplinary action requires that a student be dismissed from Our Lady Academy.
4. **Discipline Hearing:** Discipline hearings will take place on an as needed basis. 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), the principal, and the disciplinarian. 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.

#### **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. Points will not be reinstated to honor society members or campus ministers.

#### **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 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, withholding information, plagiarism, forging, disregard of instructions during standardized testing, collaboration with another student during testing or copying another student's work on homework, quizzes or tests. Consequences specific to cheating on homework, class work, tests, projects, exams or standardized tests may be found in the list of infractions.

## 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 times with love and compassion. Sexual promiscuity and the resulting pregnancy of a student involved in this situation, those of her unborn child, those of other students and the school community as a whole must be taken into consideration.

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

#### **Enrollment Options:**

This student may:

1. Withdraw from OLA, subject to normal readmission policies.
2. Remain enrolled as a student and engage in a home study program provided by OLA until such time as the baby is born, the student has recuperated and her familial relationships are established.
3. Continue with regular school attendance as long as possible, subject to all conditions and requirements of the OLA Student Handbook. If home bound study is advised by the attending physician, the student will engage in the home study program provided by OLA, subject to the same conditions listed in #2 above.

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

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

1. For the health of the mother and child, notify the principal once pregnancy is determined.
2. Meet with the principal immediately.
3. Participate in OLA school-sponsored counseling sessions as determined by the principal.
4. Participate in a psychological support counseling program approved by Catholic Social Services in the Diocese of Biloxi during the period of this student's pregnancy and thereafter as long as determined by the professional counselor. *Such counseling will be at the student/parents' expense.*
5. *The student must provide verification to the principal from the professional counselor that she is participating in the program.*
6. Continue to reside in the home of her parent(s)/guardian or in an accepted residential care facility.
7. 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 does not condone nor tolerate the use, possession and/or distribution (including selling) of tobacco, alcohol and/or possession of prescription or illegal drugs by students.

The schools in the Catholic Diocese of Biloxi are committed to doing whatever is necessary to ensure that students, both at school and at school sponsored activities, enjoy a drug-free/alcohol free environment. Therefore, the administrator(s) at Our Lady Academy reserve the right to:

- Confront students if there is a reasonable suspicion of possession or use of tobacco, illegal drugs or alcohol
- Search students' lockers, personal belongings, car and persons
- Use drug-sniffing dogs on campus and parking lot
- Call upon the police for assistance
- Require drug testing of students in accordance with the following policy.

Any evidence of possession with intent to sell and/or distribute or transfer of drugs and/or alcohol on school grounds or at a school sponsored activity shall warrant suspension or possible expulsion. Additionally, any evidence of sale and/or distribution shall result in the student being reported to the local law enforcement agency and shall warrant suspension or possible expulsion.

**Our Lady Academy will be following the Substance Abuse Program designed by the Catholic Diocese of Biloxi Schools**

### **Philosophy:**

The Catechism of the Catholic Church states that: The political community has a duty to honor the family, to assist it, and to ensure especially ...the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, smoking, vaping, etc....The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking *in* drugs are scandalous practices. They *constitute* direct cooperation *in* evil, since they encourage people to practice gravely contrary to the moral law.

### **Objectives:**

- Ensure the health and welfare of all participants is maintained
- Provide institutional confidence for parent(s)/guardian(s), students, and community
- Create an atmosphere conducive to the teaching and learning environment
- Establish a school culture which will bring pride and enthusiasm to the institution

### **Goals:**

- Define Drugs
- Define Drug Abuse
- Describe adverse implications of drug abuse (Human)
- Describe adverse implications of drug abuse (Society)
- Define roles of administration, parent(s)/guardian(s), and students

## **SCREENING POLICY and PROCEDURE**

### **Policy:**

As a condition of enrollment, all students enrolled in grades seven through twelve within the Diocese of Biloxi may be subjected to drug and alcohol screening to determine if a student is using drugs or alcohol. Aside from being illegal for minors to consume alcohol and the illegal nature of using drugs or prescription medications without or inconsistent with a prescription, it is recognized the use of such substances poses a health risk to students using the substances and poses a safety risk to students around them. Furthermore, it detracts from an atmosphere conducive to learning and undermines the school culture to bring pride and enthusiasm to the institution. Any use of drugs, improper use of prescription medications or the use of alcohol shall be considered drug abuse and a violation of this policy. Therefore, as a condition of enrollment, students and parent(s)/guardian(s) shall have consented to potential screening pursuant to the policy of the Diocese of Biloxi and the Department of Education.

### **Screening:**

At this time, there will be no random screening for drugs and alcohol within the Catholic Diocese of Biloxi. However, parents may voluntarily request a screening at any time and must contact the principal of the school. Parents must agree to the following:

- Screening will consist of hair analysis or saliva swab for drugs and breathalyzer for alcohol
- Breathalyzer or urinalysis is at principal's discretion and can be done on or off-site
- Hair sample or saliva swab must be collected by school and sent to an approved local drug screening company
- Results must be shared with only the principal of the school where child attends
- Costs for voluntary screening must be borne by parents

All parties must agree to the strictest of confidentiality and should sign an agreement to that effect.

### **Reasonable Suspicion Testing:**

In addition, a student will be required to submit to an immediate drug screening:

- If the student has been found with drugs or drug paraphernalia on her/his person or in or among her/his property or
- If there is reasonable suspicion, which is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that the student has drugs or alcohol in her/his system.

Reasonable suspicion may be based upon, among other things:

- Conduct that indicates the presence of drugs or alcohol in an individual's system, including affected behavior, speech, and/or body odors; and,
- Other behavior that would indicate that an individual is in an other than sober and reliable state, free from the influence of drugs and/or alcohol.

### **Scope of Screening:**

Each school within the Diocese of Biloxi will utilize the services of an approved local drug screening company unless otherwise notified by the Diocesan Department of Education, screening will consist of breathalyzer (for alcohol) and/or hair analysis (for drugs). These tests will include, but may not be limited to determination of the presence or absence of alcohol, or drugs, including, but not limited to, methamphetamines, cocaine, opiates, phencyclidine, cannabinoids (marijuana and hashish) and prescription narcotics. Cost for screening must be borne by student and parent(s)/guardian(s).

### **Consequences for Positive Test Results:**

**First Offense:** student shall:

- participate in a parent(s)/guardian(s) conference with the principal or principal designee;
- sign a conduct agreement for a prescribed period of time;
- undergo assessment and comply with the recommendations made in connection therewith;
- submit to regular testing for a prescribed period of time at the expense of the student and parent(s)/guardian(s); and,
- submit to a drug test at the beginning of the following school year at the expense of the student and parent(s)/guardian(s).

**Second Offense:** student shall be suspended and referred to the school's Discipline Review Committee ("DRC") for disciplinary action. The DRC has discretion to recommend dismissal or to consider alternative disciplinary measures which will include those items listed in the **First Offense** section above and additional steps to ensure the student is receiving appropriate counseling and treatment.

**Third Offense:** student shall be dismissed from the attending school.

**Non-Punitive Nature of Policy:**

No student will be penalized academically nor be banned from participating in extracurricular activities for a first offense so long as the parent(s)/guardian(s) and student agree to the steps outlined under the **First Offense** section above. A student may be penalized for a subsequent offense, in accordance with the foregoing. The results of drug and alcohol screenings pursuant to this policy are considered confidential information and will be documented in a file separate from the student's academic records unless required by state or federal law. Access to the results and files will be restricted to the following individuals:

- The student and parent(s)/guardian(s)
- The principal
- The principal's designee
- Members of the DRC, if circumstances require such disclosure
- The superintendent
- The superintendent's designee
- Members of the Diocesan School Advisory Council, if circumstances require such disclosure
- The bishop of the Catholic Diocese of Biloxi
- The bishop's designee(s)
- The diocesan attorney

Information regarding results of drug or alcohol screenings must be safeguarded and treated as confidential, and it shall not be disclosed to any third party, including, but not limited to criminal or juvenile authorities except in cases of legal compulsion by subpoena or other legal process or otherwise required by law.

**Positive Test Results in Connection with School Events:**

The foregoing **Consequences for Positive Screening Results** and **Non-Punitive Nature of Policy** sections will apply to any student who tests positive in any reasonable suspicion drug screening. The foregoing sections will also apply to any test taken in connection with suspected use of drugs or alcohol at or during school, or in connection with any school activity or event. Any student who is found in possession of drugs or alcohol either on their person or among their property whether or not they test positive shall be subject to the same progressive discipline identified above. The foregoing sections will not apply in the case where there is evidence of the student selling and/or distributing drugs or prescription medications or evidence of intent to sell and/or distribute.

**Refusal or Improper Attempts to Avoid Detection:**

Any student who is selected for testing on the basis of reasonable suspicion who refuses or who attempts to avoid detection for drug use through the use of a masking agent, adulteration of a sample, or other act to avoid detection (including missing school for an extended period of time without providing a documented valid excuse), shall

- be deemed to have tested positive for purposes of the foregoing **Consequences for Positive Drug Screening** section and may
- be subject to additional discipline, including possible dismissal from the school. In the case of a student who has a condition where there is no hair growth, complete hair loss or if a student has a cleanly shaven body, the school may obtain samples using alternative methods, including, saliva, urine or blood.

**Communicative Actions through Social Media or Other Methods:**

All screening results (whether positive, negative or a refusal) shall be treated as confidential and shall only be made known to and/or accessed by those identified in this policy. Any violation of this policy by an individual using social media or other forms of communication will be dealt with as a breach of this provision and any such person shall be subject to discipline, including suspension and/or dismissal from the school (if a student) or suspension or termination (if a staff member). Confidentiality must be adhered to even by the student. Any person, including the student being screened, who is found to be using social media or other forms of communication regarding screening results or rumors regarding test results will be deemed to be in violation of this policy and subject to discipline.

**Policy May be Superseded by Prior Knowledge or Criminal Charges:**

This policy is intended to bring awareness to parent(s)/guardian(s) and the policy recognizes that a student's parent(s)/guardian(s) may not be aware that a student is engaging in the use of drugs and/or alcohol. As such, this policy is intended to give parent(s)/guardian(s) the opportunity to work with the student and to take corrective action before the student's academic or attendance record is impacted by drug or alcohol use. If it is learned that parent(s)/guardian(s) knew of prior incidents of drug or alcohol use, then such knowledge will be considered in determining the progressive steps of this policy.

If criminal charges are brought against a student relating to the possession or use of drugs, prescription medications or alcohol, then this policy will supersede **Governance 12** entitled **GOVERNANCES, CRIMINAL CHARGES – STUDENT**.

However, if criminal charges are brought against a student relating to the sale of drugs or prescription medications, then this policy will be superseded by **Governance 12** entitled **GOVERNANCES, CRIMINAL CHARGES - STUDENT**.

Our Lady Academy will do everything to ensure that students, both at school and at school sponsored activities, enjoy a drug-free/alcohol-free environment.

Therefore, the administrator of Our Lady Academy School reserves the right to:

- confront students if there is reasonable suspicion of possession or use of illegal drugs, alcohol, vaping, vaping products, tobacco, any other paraphernalia, etc.
- search students' lockers, personal belongings, cars and persons
- use drug-sniffing dogs on campus
- call upon the police for assistance
- require drug testing of students in accordance with the following policy, **Safety No. 3 ADDENDUM**

**Any evidence of possession with intent to sell and/or distribute or transfer of drugs and/or alcohol on the school grounds or at a school sponsored activity shall warrant suspension or possible expulsion.**

**Additionally, any evidence of sale and/or distribution shall result in student(s) being reported to the local law enforcement agency and shall warrant suspension or possible expulsion.**

**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:

1. 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.
2. 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.
3. 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.
4. 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 ensure that such harassment does not occur in the future.

**PREMISES RESTRICTIONS:** In certain cases or circumstances, a person's presence or attendance at school and/or at school related events may pose some expected or anticipated risk, whether of disruption or otherwise. Therefore, sole and sufficient discretion is granted to the principal and/or vice principal to request that such person, whether student, parent or third party, not be present at school and/or at school related events, or that such person's presence be limited or circumscribed in some manner. The principal may also seek to enforce this restriction by any legally appropriate means if in the principal's sound discretion it is deemed necessary.

## 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 to students.** Students will be notified at the end of the day 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 website. Parents may choose to limit the information that is published by completing a form during online registration.

**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, 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. *Students from other schools will not be allowed to visit OLA students on campus during school hours.*

**Fundraising** All fundraising must be approved by the principal. Parents are required to participate and sell 10 tickets for the Crescents Cash Fundraiser in the beginning of the school year. Juniors are required to sell 10 king cakes in the Junior Prom Fundraiser. Parents are encouraged to participate in the annual Hooray for OLA Fundraiser at the end of the school year.



## LUNCH POLICY

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:

- Lunch will be served daily 4th and 5th periods (11:08 am - 12:47pm).
- Students may bring their own breakfast food or beverage BUT must finish eating prior to leaving the Commons at the tardy bell at 8:25am.
- Any food brought from home may not be from fast food restaurants.
- Cost of lunch during the 2025-2026 school year will be \$7.00 (drinks included).
- Students may purchase additional drinks at a cost of \$1.50.
- Students may purchase snacks from the school cafeteria or Student Council Store.

A delinquent prepaid lunch account report will be run every Tuesday morning, if your account is past due, your FACTS incidental account will be charged the past due amount, \$10.00 late fee plus \$50.00 that will be applied to your lunch account. Lunch accounts must be current in order to take exams.

**Supervised Lunch Areas** In good weather students may eat lunch in the Commons or in the OLA Courtyard. In rainy weather, students are to eat in the Commons. Seniors may eat in the Senior Courtyard/Mercy Garden and Senior locker room.

## 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 (MS 121 Form). These may be obtained at the health department or doctor's office. Students must turn this form in to the registrar before school begins.

Skip the lines and the long wait! Print your child's Form 121 for school registration right from your home computer. You can now find your children's immunization records online without having to visit a county health department or their doctor. Plus, it's FREE.

Register with the MyIR system at <https://myirmobile.com/> to get started.

Need help? Check out <https://msdh.ms.gov/MyIR> or call 1-877-978-6453.

### Serious injury or illness

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

### 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. A Medicine Authorization Form must be signed and turned in with the medication.**

Students are also not allowed to dispense medication to other students.

**Communicable Diseases** A child may not attend school with any of the following symptoms: fever, undiagnosed rash, vomiting, lice, diarrhea, inflamed eyes, and severe cold or sore throat. A child must be fever free for 24 hours as defined by the MS State Department of Health before returning to school.

The school administrator is authorized to take the temperature of a student. If a child becomes ill or injured while at school, the parent will be called and the child will be isolated from other students until picked up. Parents/guardians must pick the student up immediately. If parents cannot be reached, the staff will attempt to contact other individuals on the emergency contact list.

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

In keeping with federal legislation, all buildings were inspected by an EPA accredited inspector. Based on the inspection, the school prepared a comprehensive management plan for handling asbestos and suspect materials located within its buildings safely and responsibly. During the inspection, it was determined that Our Lady Academy contains asbestos in one area and suspect materials (floor, walls and ceilings) throughout the buildings. The known area is inside a janitorial closet. The suspect areas contain materials which might contain asbestos. While these materials do not represent a hazardous situation at this time, the potential for damage requires that steps be taken to monitor the condition of the materials. Periodic inspection of these areas will be conducted to monitor any changes in their condition, and appropriate actions will be taken if any changes are noted.

## EMERGENCY PROCEDURES

**Emergency Drills** Emergency drills, such as fire drills, tornado drills, and intruder 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 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 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). 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 ensure 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, social media, and school callouts. 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 their 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 placed in the school office for safekeeping. Money should not be left in bags or lockers. Any student interfering with another student's property may be issued a consequence. This may include police action.

**Lost and Found** Students are responsible for their personal belongings. All items brought to school should be clearly marked with the student's name. The school is not responsible for lost or stolen items.

**Lockers** Each student is assigned a locker. Students may choose to purchase a lock.

All lockers should be kept clean and free of trash.

- 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.
- Users are not allowed to deface the lockers, such as putting up stickers, painting or making marks.
- No items are allowed in the hallways or on the floor by lockers.
- No jackets are allowed to hang on lockers.
- Students may purchase additional lockers for the year as available.

**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.

## ATHLETICS AND ORGANIZATIONS

The following are requirements for all student-athletes and/or anyone participating in any organization to include, but not limited to, SSC Cheer, band, and principal-approved physical education alternatives (i.e. gymnastics, etc).

### Attendance

In order for a student to participate in athletic events and extra-curricular activities, she must be present at school at least 63% of the day. 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. If the athletic event or extra-curricular activity occurs on a Saturday, students must be present 63% of the previous Friday.

### Grades

Each student participating in any school organization or athletics must be passing all subjects by the end of each grading period, i.e. at progress review and report card issuance. The first failing grade in any subject will result in the student athlete being ineligible to participate in competition and being required to seek additional academic support. If the next grading period does not reflect passing grades in all subjects, the student will be ineligible and will be removed from the team. No changes in academic eligibility will be made from one grading period to another.

### Delinquent Accounts

Any student who has a delinquent financial account (tuition, lunch charges, incidentals, etc.) of more than 30 days is not eligible to participate in any extracurricular activities until account balances are settled.

### Physical Exams

Each student athlete 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. Athletes must be covered by school insurance.

## CLUBS, ORGANIZATIONS, ACTIVITIES

- Student Council
- Campus Ministry
- Catholic Athletes for Christ
- Class Officers
- Students Against Destructive Decisions (SADD)
- Band
- CAC (Crescent Athletic Club)
- OLA Ambassadors
- Youth Legislature (grades 10-12)
- Jr. Youth Legislature (grades 7-9)
- Math Counts
- Robotics Club
- Yearbook
- Intramurals

### Student Government (Student Council and Class Officers)

Expectations & Eligibility to Run for Office

- Students must be in good academic standing, with a 2.50 grade point average or better. You may not currently be on academic probation.

- Students must be in good behavior standing with no issues at any time during the school year. If you have been placed on disciplinary probation or suspension during the current school year, you are not eligible to run for student council for the next school year.
- Students must be registered for the next school year and have no past due tuition.

## **Publications**

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

Yearbook: *Tomorrow's Past*

Alumnae Newsletter: *Crescent Connection*

## **Intramurals**

Intramurals is held once a year. The date is given out approximately two weeks before the event. There are no exceptions to the date being released early. Participation in Intramurals is not mandatory but is highly encouraged. This is a team building activity for the entire class. If a student chooses to not participate with her class, she will not be allowed to attend the event. Packets with requirements are given to class presidents and vice-presidents when the date is announced.

## **ATHLETICS**

Tennis

Track

Cross-Country

Basketball

Dance Team

Fastpitch Softball

Volleyball

Sailing

Swimming

Soccer

Cheerleading

Archery

## **COMPETITIONS**

Robotics Competition

Youth Legislature and Jr. Youth Legislature

Mississippi Council of Teachers of Math (Grades 7-8)

## **COMMUNITY RECOGNITION**

Hancock County Chamber of Commerce Award

American Legion Award (Grades 8 and 12)

Hugh O'Brien Youth Foundation (HOBY)

Hancock County Kiwanis Club

Magnolia Girls State

Honor Roll

Governor's School

Hancock County Rotary Club

## **DIOCESAN POLICIES**

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

Graduation Requirement #3 - Graduation

Governance #6 – Transfer Students

Governance #9 - Appeals

Governance #12 - Filing of criminal charges against a student

Governance #16 - Dress code

Governance #40 – Cellular phone policy

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 #3 and Addendum- Drugs and alcohol

Safety #5 - Child abuse

## **COMPUTER AND INTERNET POLICY**

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

1. The user agrees to access only the Internet and network resources, software and/or hardware permitted by the teacher for express educational purposes
2. The user agrees to follow the procedures and best practices recommended by the teacher or system administrator. These procedures and practices may address respect for the resource limits of the school, personal safety issues, and/or access to appropriate materials.
3. The user agrees never to trespass into another user's folders or files.
4. The user agrees never to use another user's password or account or provide personal user information to anyone. The student user additionally agrees not to change passwords without permission of the system administrator.
5. The user agrees never to use the network in such a way that would disrupt the use of the network by others.
6. The user agrees never to tamper with or vandalize the property of the school or other user including: equipment, cabling, and other infrastructure; any security system that protects the school's computer resources and data. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the school, our network, or any other network, and includes permanently changing default settings on individual computers.
7. The user agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network.
8. The user agrees never to use or respond to inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.
9. The user agrees not to misuse computers for email, messaging, Facebook or other social media sites, etc. without the teacher's permission.
10. 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 school's administrators.
11. 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 administrators, 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.
12. 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.

## **IMMUNIZATION POLICY**

The Diocese of Biloxi requires all students of Catholic schools to receive the immunizations mandated by the State of Mississippi for entry to school unless a student is entitled to a medical exemption. A medical exemption is allowed when a child has a medical condition that prevents the child from receiving a vaccine. No other exemptions will be allowed. The purpose of this policy is to fulfill Christ's commandment to "love one another" and uphold the sanctity of life by endeavoring to protect our students and families through immunization.

# **SCHOOL POLICY FOR THE DIOCESE OF BILOXI REGARDING GENDER AND THE DIGNITY OF THE HUMAN PERSON**

Brothers and Sisters in Christ:

God made us in his image: *imago Dei*. He created us male and female. Gen. 1:27. The Church's teaching on gender and sexuality is so rich and parents and students are encouraged to learn more about these profound truths as a family. Parents are charged with the sacred obligation to teach their children and pass on the Catholic faith. At our Catholic schools, we are blessed to be able to pass on these sacred truths by passing on the faith in our classrooms.

Accordingly, the Church rejects the modern fallacy and heresy that a person can subjectively choose to be a sex different than the one God gave that person. This is contrary to Catholic teaching. In endeavoring to ensure a nurturing Catholic school environment, the Diocese of Biloxi is promulgating the following policies regarding matters of gender and the dignity of the human person as they relate to Catholic schools in our Diocese.

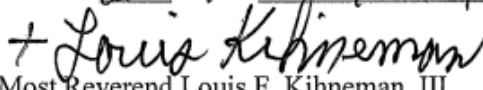
This policy applies to all offices, parishes, parish schools, and diocesan schools of the Catholic Diocese of Biloxi (each an "institution") as well as their employees, personnel, volunteers, students, and youth participating in parish or institutional faith formation. For the purposes of this policy, a "parish school" and/or "Catholic school" is any Catholic school in the Diocese of Biloxi founded or operated by a parish or for which the pastor of a parish holds an ex officio appointment in regard to the school, including without limitation any inter-parochial schools that have resulted from the merger of any two or more parochial schools.

1. **Teaching:** Those who teach, make presentations, counsel, or facilitate discussions on Church property or on behalf of the Church shall conduct themselves in accord with their biological sex and conform their lessons, materials, guidance, and discussions to the teachings of the Catholic Church. If a teacher at a Catholic school intentionally attempts to teach in a manner contrary to Catholic magisterium, this may be grounds for immediate termination.
2. **Legal Names:** Legal names are to be used on official documents and Catholic school records. Pronouns used at Catholic schools are to be those that align with a person's biological sex. Only pronouns that accurately reflect a person's God-given biological sex shall be used when addressing that person. No person may designate a "preferred pronoun" in speech or in writing, and no institution shall permit such designation by any person on institutional email, correspondence, or other communications. Legal names, or abbreviated versions of a legal name (*e.g.*, Dan, instead of Daniel), when requested by a person, should be used when addressing a person.
3. **Bathrooms and Facilities.** When using an institution's bathrooms or facilities, including locker rooms, all persons must use the bathrooms or other facilities that correspond to their God-given biological sex.



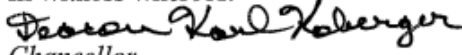
4. Single-Sex Institutions, Programs, and Activities. A person may only be admitted to an institution that is designated as single-sex consistent with his or her God-given biological sex. A person may only participate in institutional activities (whether curricular or extracurricular, athletics, ministries, or other programs) that are designated as single-sex consistent with his or her God-given biological sex.
5. Parish or School Dances. No person may attend a dance, mixer, or similar event sponsored by an institution with a date of the same God-given biological sex.
6. Personal Appearance & Dress. Every person is expected to present and conduct himself or herself in a manner consistent with their God-given biological sex. Specifically, this means that every person is expected to refrain from acting in a manner the purpose of which is to hold themselves out as being a sex or gender that is inconsistent with the person's God-given biological sex or which, regardless of intent, has the effect of causing confusion or scandal regarding the person's sex or gender relative to the person's God-given biological sex. This includes, but is not limited to, dressing consistent with their God-given biological sex and complying with any applicable sex-specific dress code. Dress code requirements shall conform to the Diocesan handbook and each respective Catholic school handbook as applicable.
7. Prohibition on Student Sex/Gender Transition. No student of a Catholic school may engage in so-called social transitions, surgeries, or medical treatments that seek to "transition" the person to a sex or gender inconsistent with his or her God-given biological sex. If this section is violated, the student may be expelled immediately.
8. This policy incorporates by reference the Catechism of the Catholic Church and its teaching on gender and sexuality, and the *Theology of the Body* of Pope St. John Paul the Great.
9. This policy may be amended from time to time at the discretion of the Bishop of Biloxi.
10. Families who are in need of referrals and resources should reach out to the school office.

I, in accord with Canons 386, 392, and 806, §1, and applicable Canon Law, hereby promulgate the Catholic Diocese of Parish and School Policy on Gender and the Dignity of the Human Person, effective immediately, and given at the Pastoral Center of the Diocese of Biloxi this 21<sup>st</sup> day of May 2024, A.D. 202  .

  
Most Reverend Louis F. Kihneman, III  
Bishop of Biloxi

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In witness whereof:

  
Chancellor