



2022-2023 Student Handbook

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

Staffed by
Dedicated Lay Teachers

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

MEMBER
National Catholic Education Association
Mississippi High School Activities Association

Revised, August 4, 2022

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, AdvancEd, 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 Kihneman
1790 Popps Ferry Rd. OR P.O. Box 1189
Biloxi, MS 39532 Biloxi, MS 39533-1189
Office hours: Mon-Fri, 8:30am-5:00 pm

228-702-2100

DEPARTMENT OF EDUCATION
SUPERINTENDENT OF SCHOOLS
Dr. Mike Ladner, Interim Superintendent

228-702-2130

228-702-2129

BELL SCHEDULE 2022-2023

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	4th Period Lunch 11:08 AM - 11:54 AM
5th Period Lunch	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	4th Period Lunch 11:58 AM - 12:34 PM
5th Period Lunch	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 th 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	4th Period Lunch 11:43 AM - 12:22 PM
5th Period Lunch	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	4th Period Lunch 11:50 AM - 12:30 PM
5th Period Lunch	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
Administration		
Jennifer Seymour	Principal	jennifer.seymour@ourladyacademy.com
Leigh Chapman	Assistant Principal	leigh.chapman@ourladyacademy.com
Emily Corley	Athletic Director, Teacher	emily.corley@ourladyacademy.com
Susan Gelpi	Guidance Director	susan.gelpi@ourladyacademy.com
Administrative Support		
Melissa Escher	Development, Alumnae Relations	melissa.escher@ourladyacademy.com
Heather Forstall	Finance Manager	heather.cleveland@ourladyacademy.com
Lisa Hinson	Administrative Assistant	reception@ourladyacademy.com
Mary Peranich	Registrar	mary.peranich@ourladyacademy.com
Carolee Ray	Transportation, In House Substitute	carolee.ray@ourladyacademy.com
Teachers		
Amy Ashley	Dept. Chair Math	amy.ashley@ourladyacademy.com
Letha Boudreaux	Marine Science	lboudreaux@ststan.com
Amanda Bush	Art	Amanda.bush@ourladyacademy.com
Selinda Chacon	Spanish	selinda.chacon@ourladyacademy.com
Lisa Clark	Social Studies, PE/Health	Lisa.clark@ourladyacademy.com
Khara Colbert	English	Khara.colbert@ourladyacademy.com
Karli Corr	Religion	karli.corr@ourladyacademy.com
Julie Cranford	Dept. Chair Science	Julie.cranford@ourladyacademy.com
Elise Cuevas	Dept. Chair Social Studies	Elise.cuevas@ourladyacademy.com
April Fucich	Dept. Chair English	April.fucich@ourladyacademy.com
Cherie Griffith	Technology	Cherie.griffith@ourladyacademy.com
Morgan Grey	Math	morgan.grey@ourladyacademy.com
Lisa Haas	Social Studies	Lisa.haas@ourladyacademy.com
Jan Jarrell	Accounting, CCR and Entrepreneurship	jan.jarrell@ourladyacademy.com
Jennifer Kayes	French	jkayes@ststan.com
Audrey Mayer	Dept. Chair Religion/Campus Ministry	audrey.mayer@ourladyacademy.com
Nadine Patton	Religion	nadine.patton@ourladyacademy.com
Amanda Rogers	Science	Amanda.rogers@ourladyacademy.com
Theresa St. Mary	Math, AP Psychology	theresa.st.mary@ourladyacademy.com
Daniel Rorabaugh	Band	drorabaugh@ststan.com
Randi Tolar	Science	Randi.tolar@ourladyacademy.com
Keeli Winston	English	keeli.winston@ourladyacademy.com

TUITION AND FEES



OUR LADY ACADEMY

Registration Fee Schedule Non-Refundable	
Due by Feb. 28, 2022	\$350
After Feb. 28, 2022	\$400
After Apr. 30, 2022	\$450
After June 30, 2022	\$500

TUITION and FEES 2022-2023

ACTIVE CATHOLIC TUITION <i>Subsidized by Parish Collection</i>		TUITION	
Single Student	\$6,200	Single Student	\$7,200
Multiple Student	\$5,850 each additional student	Multiple Student	\$6,850 each additional student
Provide a Copy of Catholic Baptismal Certificate and Signed Active Parishioner Commitment Form to Receive \$1000 discount		All tuition and incidentals will be paid through FACTS https://online.factsmgt.com/signin/3w65m	
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	\$65 per person	Graduation Fee Seniors Only	\$250
OLA students attend events free of charge.		DUE with first payment in July.	
Lunch Fee Paid Daily	\$5	Lunch Fee Paid Yearly	\$780
		Represents a \$120 savings	
Late Fee	\$25	Returned Check Fee	\$30
DUE if Tuition is Paid After your FACTS due date			

TUITION PAYMENT PLANS	
ANNUAL PLAN	\$350 DUE at Registration [February 28, 2022] One Payment DUE in July through FACTS
SEMESTER PLAN	\$350 DUE at Registration [February 28, 2022] Two Payments DUE - one in JULY and one in JANUARY through FACTS <i>Plus a one-time \$20 Service Charge to FACTS</i>
MONTHLY PLAN	\$350 DUE at Registration [February 28, 2022] Nine Monthly Payments DUE on your FACTS due date – from JULY 2020 through APRIL 2021 – NO payment required for February <i>Plus a one-time \$50 Service Charge to FACTS</i>

FINANCIAL AID AND SCHOLARSHIPS ARE AVAILABLE

To be eligible for financial aid or a scholarship, parents must apply using the FACTS website: www.factstuitionaid.com. All scholarships will be awarded at the end of May. 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. Contact the finance dept. at 228-467-7048.

FINANCIAL POLICIES

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

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

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.

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 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. At least one parent is required to attend this meeting.

A. Interview with Principal

- (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 Credit

- (1) Students at Our Lady Academy are not eligible to receive additional points for AP courses until their junior year; therefore, transfer of AP credit will only occur for courses taken during the transfer student's junior year and beyond.

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 folder sent to new school upon written request from that school.

ACADEMIC POLICIES

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

Classification of Students

Students will be classified as follows:

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

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

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

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

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

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

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

Eighth Grade Promotion At the conclusion of the eighth grade, a promotion ceremony takes place at Our Lady Academy. In order to take part in this ceremony, an eighth grade student must have passed 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 27.5 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 III Honors; English IV or DC ENG 101/DE ENG 102 or World Lit Honors)
- 4 Social Studies (including MS Studies, World Geography, World History, U.S. History, U.S. Gov't/Economics)
- 4 Mathematics (including Algebra I 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

1.5 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
Seminar 7

NINTH GRADE

Religious Studies I
English I or English I Honors
Math
Social Studies (MS Studies/World Geography)
Science (Biology)
Foreign Language I
Health/PE

ELEVENTH GRADE

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

EIGHTH GRADE

Religious Studies
English
Math 8 (with pre-algebra or algebra I)
Integrated Science
Social Studies (American History to 1877)
Cyber Foundations II
PE/Health or Band

TENTH GRADE

Religious Studies II
English II or English II Honors
Math
Social Studies (World History)
Science
Foreign Language II
Fine Art

TWELFTH GRADE

Religious Studies IV
English IV, English IV Honors, or DC ENG 101/World Lit Honors
Social Studies (U.S. Govt./Economics)
Math
Science
2 electives

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

Band

Beginning and Advanced Band (SSC)

Science

Biology
Physical Science
Chemistry
Biology AP
Physics Honors
Marine Science
Anatomy and Physiology
Zoology I and II

Social Studies

Mississippi Studies (1/2)
World Geography (1/2)
World History or World History, Honors
US History or US History AP

Computer Education

Cyber Foundations

Foreign Language

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

Mathematics

Algebra I
Geometry
Algebra II
Algebra III (Trig/Pre-Cal)
Advanced Math Plus
Calculus, Honors
DC College Algebra (1/2)

Physical Education

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

English

English I or English I, Honors
English II or English II, Honors
English III or English III, Honors
English IV
DC English Comp I (1/2)
World Literature Honors (1/2)

Business/Technology

Web Design
Entrepreneurship
Accounting
STEM

Fine Arts
Art I, II, III, IV
Ceramics
Photography

Religious Studies
Religious Studies I
Religious Studies II
Religious Studies III
Religious Studies 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 2023, the requirements will include successful completion of:

English: (4 Carnegie Units) *English I, II, III, IV*
Mathematics: (4 Carnegie Units)
Algebra I, II, Geometry and one other advanced math
OLA required curriculum
Arts (1 Carnegie Unit)
Foreign Language (2 Carnegie Units)

Social Studies (4 Carnegie Units)
Science: (4 Carnegie Units)
Biology, Chemistry, and 2 units of comparable rigor
College & Career Readiness (1 Carnegie Unit)
Advanced Electives (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 93-100 (4.0) **B** 85-89 (3.0) **C** 75-79 (2.0) **F** 0-69 (0.0)
A- 90-92 (3.5) **B-** 80-84 (2.5) **D** 70-74 (1.0)

**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 courses:** A credited course which is taught for 36 weeks for one period each day or a credited course which is taught for 18 weeks for two periods each day will earn one credit. The two semester grades are weighted equally to find the year average.
- **One-Half Credit Course:** A credited course which is taught for 18 weeks for one period each day or a credited course which is taught for 9 weeks for two periods each day will earn ½ credit. The final grade for a ½ credit course which is taught for 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 6th 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 receive a letter of academic probation. Students who have an F at any progress report are ineligible to participate in athletics until the next progress report. The grade must be higher than an F at the following progress report in order to begin participating 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 7th or 8th grade must receive a yearly average of 70 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 31st 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 70 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 31st 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 31st on the current calendar.

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 absentees 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 absentees 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.

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: An honor roll is established at the end of the first term (using the semester 1 grade) and at the end of the year (using the Y1 average which is comprised of the average of semesters 1 and 2).

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

Principal's Honor Roll	4.0
Alpha Honor Roll	3.5-3.9
Beta Honor Roll	3.0-3.4

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, A-=3.5, B=3, B-=2.5, 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.

Full-year Honors courses will receive an additional .03 added value to the yearly average. Current Honors courses offered are: English I Honors, English II Honors, English III Honors, World History Honors, Spanish/French III, Spanish/ French IV, Physics.

Semester Honors courses will receive .01 added value to final semester average. Current semester Honors course offered: World Literature Honors

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 English Composition I.

****Students may only take four (4) subject area advanced courses per semester. 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

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

Courses taught under the block schedule

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

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

Valedictorian and Salutatorian

- The valedictorian and the salutatorian will be announced when second semester, senior year grades are final.

- The valedictorian is the graduate with the highest academic average (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

Demonstrate that they have the study habits necessary to succeed in an online environment.

****All students scheduled for online study must be enrolled in a course each semester.**

The cost of each course is approximately \$400. This is the cost of the course charged by University of Mississippi High School. Students enrolled in an online course will be supervised by a faculty member from OLA to ensure that they are on task and progressing through the virtual environment appropriately and will follow 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 March or April. 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 reasoning, and math. OLA will administer the ACT in the fall and spring during the school day at a reduced cost. The fall date is mandatory for all juniors and seniors; the spring date is mandatory for all sophomores and juniors.
- **PSAT/NMSQT:** All 10th & qualifying 11th grade students take the Preliminary Scholastic Aptitude Test and the National Merit Scholarship Qualifying Test in October. The PSAT is a shorter preliminary version of the SAT. The National Merit Scholarship Committee looks at the PSAT scores from the junior year when determining scholarship eligibility.
- **SAT:** The SAT covers three subject areas: Critical Reading, Writing, and Mathematics. It is designed to test reasoning skills and measure a student's ability to handle college-level work. Students 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.

Service

"God requires that we should be shining lamps giving light to all around us"

-Mother Catherine McCauley

Service Learning

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

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

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

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

Service Learning hours required:

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

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

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

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

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

12th 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 1st.**

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. **Service hours earned during the summer are due by Sept. 10th 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 the current school year is April 29th.** Lack of completion of service hours will result in an incomplete grade for the course until service hours are completed. Final service hour grade is left to the discretion of the teacher/principal.

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 or local bookstores. 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 467-7048. **A written note or email signed by the parent or doctor is due on the day of return to school explaining the previous absence.**

Excused and Unexcused Absences For an absence to be excused, a student must present a note/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. The student will have 5 school days upon her return to submit documentation for an absence. After 5 days with no documentation for an absence, the absence will be considered unexcused. **Students are allowed three parent notes a year.** After three parent notes, a doctor's excuse will be required or the absence will be marked as unexcused.

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 excessive reductions, the principal may require that the student attend classes rather than participate in the field trip. Any work missed as a result of the field trip must be made up.

A permission slip must be obtained from each student attending a trip. Only the official Diocesan Field Trip Form will be accepted. *Handwritten letters and phone calls to or from parents will not be accepted.*

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 may also 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 and arranging for make-up work. **Under normal circumstances, the student will have as many days to make up work as the number of days absent. Major assignments are due during the class period on the assigned day, whether the student is present or not.** Lack of cooperation on the part of the student in making up assigned work, tests, etc., will result in a grade of "F" for the missing work. 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. Additional tardies in the semester will be treated as tardies to class and will result in reduction in points. A student whose tardiness causes her to miss more than half of any period will be counted absent from the class she is late for, for that day. 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. Early dismissals affect perfect attendance. An afternoon departure following 3:15 p.m. is not recorded until the sixth departure to assist students who have regularly scheduled appointments after school.

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, 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. All uniform attire may be purchased from Southern Printing in Pass Christian, MS or from various OLA organizations. **Uniforms must be in good repair (no stains, holes, rips, no fringed or unhemmed skirts, etc.)**

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 **broadcloth dress shirt**, $\frac{3}{4}$ sleeve, with the OLA crest on the left chest. This shirt may be left untucked. Students may only leave the top button unbuttoned.
- 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 may wear a blue button down oxford shirt. 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 in to 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 in to the student's skirt.
- Long sleeve shirts and undershirts may not be worn under short sleeved shirts. This includes senior shirts.

- **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.**

- o Solid charcoal grey **tights** may be worn under skirts.
- **Shoes**
 - o The school uniform shoe is the navy and white saddle oxford and may be purchased at Southern Printing. Shoes must be in good repair – laces are in working order, shoes tied, no holes or tears, worn properly on the feet.
- **Socks**
 - o Plain white crew or knee socks without trim or emblems must be worn. **Crew socks must reach above the ankle.**
- **Outerwear**
 - o Navy Wool Blazers
 - o Maroon uniform sweater or cardigan
 - o Maroon OLA sweatshirt with small crest located on left chest (sold at Southern Printing)
 - o OLA or SSC award jacket earned by the student wearing it
 - o OLA scarf may be worn with outerwear
 - o Gray uniform fleece with OLA crest
 - o Navy uniform rain jacket with OLA crest
- **Physical Education**
 - o PE uniform shorts (sold at Southern Printing)
 - o Any OLA t-shirt
- **Accessories**
 - o Earrings must be post or dangle no longer than 1 inch in length. **Only one earring per ear is allowed and must be worn on the ear lobe.**
 - o **Necklaces** are limited to one with no inappropriate charms or of a size which is distracting.
 - o One bracelet and/or watch may be worn per wrist.
 - o No head scarves are allowed.
 - o 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.**

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 dress broadcloth or button down oxford shirt, skirt, shoes and socks. The uniform sweater, cardigan, or letterman jacket 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.

Out of 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.

- Students are allowed to wear jeans, capris, knee length shorts or pants. No sweatpants or leggings are allowed.
- Skirts and dresses must be knee length (front and back). No leggings under short dresses.
- 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.

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 Dress code

Young Ladies: Clothing may be formal (floor length) or semi-formal (tea 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. Hemlines and 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

Phone: (228) 452-7309

(228) 452-9522

Fax: (228) 452-9522

southernprint@cableone.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.*

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 neighborhood, around school, at extracurricular activities, or whenever the student is identifiable as a member of the Our Lady Academy community.

Student Expectations on and off Campus:

- **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, Tumbler, 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 and entrances to classrooms are not places for loitering and conversation. Students may not enter classrooms before school, during lunch or after school **unless a teacher is present.**
- **Off-Campus Behavior:** At all times, a student is responsible for her own behavior. When in uniform, her behavior makes a statement about the Our Lady Academy community. Thus, misconduct off-campus while wearing the uniform or part of the uniform which identifies her as an OLA student may result in disciplinary action by the school.
- **Bus Conduct:** While on any bus used by the school, students are expected to:
 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.

- o Follow all dismissal directions.

- **Meeting Behavior:** At all class meetings and school assemblies, each student is expected to conduct herself as a lady. The seating arrangement for total school assemblies in Our Lady of the Gulf Church is as follows. Please note: The 11th, 10th, 8th, 7th 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 on the rearview mirror. 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 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 onto Union St. There is NO drop-off or pick-up location at the front of the school (Union Street).

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, and Fitbits on their persons and/or in their clothing apparel. Cellular phones, laptops, Apple Watches, and Fitbits are not allowed in the student's school bag, gym bag or purse, et cetera.
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 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 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 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 infractions, unexcused absences, or tardies for the week. Infractions received on Fridays will be carried over to the next week.
 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)

Dress code: Young Ladies: Clothing may be formal (floor length) or semi-formal (tea length). Dresses must be cut to the top of the bust line with no excessive cleavage and 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. Hemlines and 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.

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

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
5. Use of cell phone (or any other unauthorized devices such as laptops, Apple Watches, Fitbits, etc.): 5 points plus confiscation of phone. Device held for five school days.
6. Improper use of technology such as instant messaging, emailing (emailing teachers/parents is excluded): 5 points
7. Use of Electronic Devices (iPods, MP3 players, iPads, Computers/laptops/ipads, handheld video games, etc.) without permission: 5 points and automatic placement on the Consequence Ladder for Cell Phone Violation.

Level 3: Additional consequences may apply

1. Abuse of computer or internet (see internet usage policy): 10 points
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 - 10:00am)
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.
- **Diocesan Policy on Threats and Violence (Governance #11):** Local School Advisory Council procedures notwithstanding, the principal may suspend or expel a student for conduct which, in the judgment of the principal, threatens the safety of the student or others, or which is seriously disruptive of normal activities of the school. The principal may terminate any teacher or other school personnel who, in the determination of the principal, is found to have made a threat to harm or kill any person. If the principal finds that a parent/guardian or any other party has made a threat to harm or kill any person, the principal may take such actions as seems appropriate including permanently barring that party from the school property or having that party's children permanently withdrawn from attendance at the school.

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

- When the incident is discovered, immediately remove the student from class and isolate the student.
- Contact the local police department.

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

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

C. Diocesan Policy on Criminal Charges (Governance #12): Upon the filing of any criminal charges, whether a felony or misdemeanor, excluding routine traffic violations, or other misdemeanors not endangering health or morals, or the general well-being and/or operation of the school, a student shall immediately be suspended, pending the resolution of the matter through the legal process. Thereafter, a student shall be expelled in the event of an unfavorable adjudication against the student, including a guilty plea or pleas of *nolo contendere*. Provided, however, nothing herein shall be construed to prohibit an independent investigation by the school at any time in order to take any additional action, including expulsion if the results of such an investigation would warrant. Further, a favorable adjudication in the legal process, in that the proof has not established the guilt of the accused beyond a reasonable doubt, shall not conclusively establish the innocence of the accused and the right to have any action reversed, but all evidence shall be reviewed and a determination made based upon the standard of a preponderance of the evidence. This policy is subject to the provisions of Governance # 9. 36

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 will be following the Substance Abuse Program designed by the Catholic Diocese of Biloxi Schools

DRUG FREE/ALCOHOL FREE ENVIRONMENT, STUDENTS – Safety No. 3 ADDENDUM

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 in the Crescents Cash Activities Fundraiser in the beginning of the school year. Juniors are required to participate in the Junior Prom Fundraiser. Parents are encouraged to participate in the annual Crawfish Boil Fundraiser at the end of the school year.

BREAKFAST AND 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:

- Breakfast will be served from 7:30am-8:15am.
- Cost of breakfast during the 2022-2023 school year will be \$2.00.
- Breakfast drinks are an additional cost of \$1.00-\$1.50.
- Lunch will be served daily 4th and 5th periods (11:08am-12:47pm).
- Students may bring their own breakfast food or beverage BUT must finish eating prior to the tardy bell at 8:25am.
- Cost of lunch during the 2022-2023 school year will be \$5.00.
- Drinks are an additional cost of \$1.00-\$1.50.
- Students may purchase snacks from the school cafeteria or Student Council Store.

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.

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.** 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 required subjects by the end of each grading period, i.e. at progress review and report card issuance. The first failing grade in a required subject will result in the student athlete being ineligible to participate. If the next grading period does not reflect passing grades in required subjects, the student will remain ineligible and be required to seek additional help grasping the subject matter, until the next grading period and a passing grade is issued. No changes in academic eligibility will be made from one grading period to another.

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
- Class Officers
- Students Against Destructive Decisions (SADD)
- Quiz Bowl
- Band
- CAC (Crescent Athletic Club)
- OLA Ambassadors
- Youth Legislature (grades 10-12)
- Jr. Youth Legislature (grades 7-9)
- Taekwondo/Self-Defense Club
- Robotics Club
- Yearbook
- Intramurals

Student Council

Expectations of Student Council Members & Eligibility to Run for Student Council

- 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 pre-registered for the next school year and have no past due tuition.

HONOR SOCIETIES

- National Honor Society (Msgr. Martin Maloney Chapter)
- National Junior Honor Society
- Mu Alpha Theta
- National Art Honor Society
- Sociedad Honoraria Hispanica
- Tri-M

National Honor Society Guidelines

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

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

It should be noted that outstanding scholarship (a cumulative 3.7 grade point average, using semester averages, for academic performance in junior and senior high, respectively) is not the sole criteria for induction in either honor society. Selection is predicated equally on service, leadership, and character exhibited throughout the junior high and/or senior high years. Students with exceptional academic records, but records of blemished conduct or negligible community service or lack of demonstrated leadership may fail selection to the society. The whole person is considered by the council when selecting members for induction into this prestigious society. But also recognizing that these school years are periods of growth for our students, blemished conduct records are not carried over to the following year. So, a student who fails to be selected for this reason for one year may be selected in a subsequent year.

Scholarship (grades) Students must have a cumulative average of 3.7, based on their semester grades:

- in the 7th, 8th, and 9th for NJHS
- in Carnegie units earned in grades 8 through 12 for NHS.
- Selection points will be awarded as follows: **GPA POINTS**
 - 3.50-3.61 - 1 point
 - 3.62-3.74 - 2 points
 - 3.75-3.86 - 3 points
 - 3.87-4.00+ - 4 points

(Borderline students will be given the next higher point category.)

Character

Faculty members will evaluate the students that they know, indicating whether they recommend, recommend highly or not recommend the student for selection. In addition to teacher evaluations, the student's conduct record (including detentions and other disciplinary actions) will be considered by the selection committee.

Serious or repeated infractions would in most cases result in the student being ineligible for membership in the National Honor Society for the current year. Students may receive up to 2 points for character.

Leadership

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

Service

Selection points will be awarded for:

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

Points Required for Selection

JR HIGH – 8 SR HIGH – 10

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

Maintaining membership in NHS or NJHS requires students to continue academic excellence, outstanding service, leadership, and citizenship. A member may be dismissed from either society for failure to maintain academic averages of at least 3.7 or higher, for failure to participate in society activities, and/or for participation in activities or exhibiting behavior that would blemish her character. Serious violation of school rules, regulations, or policies may be grounds for dismissal from NHS or NJHS. In the event of a major disciplinary infraction by an honor society member (cheating is considered as such), the faculty advisor will convene the faculty committee to review the infraction and take appropriate action. The student will be notified in writing several days before the said hearing and will have an opportunity to appear before the committee and have her parent/guardian present also. Action taken by the council may be to dismiss the member from the society, retain the member in a probationary status, or decide no punitive action is warranted. The faculty advisor will advise the school administration and NHS and NJHS of dismissal actions. In the event a member is dismissed, the faculty advisor will follow the provisions of the National Honor Society Handbook with respect to the notification of the member and parents and the retrieval of honor society emblems and awards.

Mu Alpha Theta is an organization whose purpose is to stimulate interest in mathematics by providing public recognition of superior mathematical scholarship and by promoting various mathematical activities. It is co-sponsored by the Mathematical Association of America, the National Council of Teachers of Mathematics, the Society for Industrial and Applied Mathematics, and the American Mathematical Association of Two-Year Colleges. There are now over 2000 chapters in the United States and nineteen foreign countries. Colleges and major universities recognize membership in Mu Alpha Theta as an important part of a student's academic resume. Topics presented during club meetings, participation in math competitions, and the interest generated by these activities help members to gain a greater understanding and enjoyment of mathematics.

Eligibility Requirements

1. Is enrolled as an Our Lady Academy student in grade 10, 11, or 12;
2. Completed at least two years of college preparatory mathematics (Algebra I and Geometry)
3. Is currently enrolled in Algebra II or higher level mathematics course
4. Has a math GPA of 3.0 or higher
5. Has an overall GPA of 3.7 or higher
6. Committed no serious behavior violation throughout the previous academic year

**Membership fee will be assessed via FACTS.

Election

Students who meet the eligibility requirements for membership as determined by the Mu Alpha Theta Sponsor will be inducted as full members of the school chapter.

Membership Retention

To retain membership, the student must maintain a minimum 3.0 GPA in all mathematics classes, a minimum 3.7 overall GPA, and continue to meet all eligibility requirements for behavior. Mu Alpha Theta retention will be fully aligned with National Honor Society retention requirements, i.e. if you are removed from National Honor Society for any reason, you will be removed from Mu Alpha Theta.

Members will attend meetings, help with Mu Alpha Theta sponsored events throughout the year, and help with National Honor Society tutoring.

Officers

Once inducted, students will have the chance to run for the school's chapter officer positions.

National Art Honor Society

Purpose

Inspire and recognize those students who have shown outstanding ability in art; Foster excellence and a dedicated spirit to the pursuit of art; Further creative abilities and talents of the Society's members, as well as the school's entire student art enrollment; Aid members in working toward the attainment of their highest potential in an art area; Bring art to the attention of the school and community; Increase an awareness of art in relation to other areas of the school curriculum; Further aesthetic awareness in all aspects of the school's total program.

Eligibility

- Is an Our Lady Academy student enrolled in grade 9, 10, 11, or 12
- Has completed at least one semester of visual arts in this school and retained an A average
- Has committed no serious behavior violation throughout the previous academic year
- Demonstrates an outstanding ability in art and the art process
- Is dedicated to the pursuit of art

Application Process

- Complete a National Art Honor Society Application
- Put together an art portfolio of 10 artworks completed within the past year
- Submit completed application and portfolio to the art teacher by the announced deadline. \$10 membership fee will be assessed via FACTS.

Election Students who meet the eligibility requirements for membership and who complete all application requirements as determined by the National Art Honor Society Sponsor will be inducted as full members of the school chapter.

Membership Retention

- Members must retain an A average in all visual art classes (past and current) taken in this school. (Members may remain active during such time when there are no visual arts on their class schedules as long as they fulfill all of the other requirements each year.)
- Member must attend at least 1 meeting per month during the school year.
- Member must participate and contribute in all of the chapter's activities. (Art projects, service, fundraisers, shows, etc.)
- Member must pay annual dues via FACTS.
- Member must commit no serious behavior violation.

Officers The officers of this chapter shall be president, vice president, secretary, and treasurer. Officers will be determined through an election process each year, and must have completed at least two semesters of visual arts.

To graduate with NAHS honors and earn the right to wear NAHS honors cords at graduation, a member must remain in good standing until the graduation date.

In the event of an infraction of rules, a review by the officers and sponsor will be conducted. If the individual in question is an officer, she will not participate in the decision-making process.

Sociedad Honoraria Hispanica

Purpose:

The purpose of the Sociedad Honoraria Hispanica is to recognize high student achievement in Spanish and to promote a continuity of interest in Hispanic Studies.

Eligibility:

- Is an Our Lady Academy student enrolled in grade 11 or 12
- Has completed Spanish I and Spanish II and have achieved and maintained a 90 or above average
- Demonstrates an outstanding ability with the Spanish language
- Is dedicated to her studies

Application Process:

- Complete a Sociedad Honoraria Hispanica application
- Submit completed application by due date

Member Retention:

- Members must maintain a 90 or above average in all Spanish courses
- Members must participate and contribute to all of the chapter's activities
- Members must pay annual dues via FACTS
- Members must commit no serious behavior violation

Officers:

Once inducted, students will have the chance to run for the school's chapter officer positions.

Tri-M Music Honor Society

Purpose:

The Tri-M honor society is the international music honor society for middle/junior high and high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities and to inspire other students to excel at music and leadership. Tri-M is a program of NAFME: National Association for Music Education, the largest nonprofit organization dedicated to the advancement of music education.

Eligibility:

- Is an Our Lady Academy student enrolled in grade 11 or 12
- Has completed at least 4 semesters of Choral Music and retained an A average
- Has a overall GPA of 3.7 or higher
- Has committed no serious behavior violation throughout the previous academic year
- Demonstrates an outstanding ability of understanding choral music and performance
- Is dedicated to the pursuit of excellence in musical performance
- Participates in club activities including service projects

Application Process:

- Complete the Tri-M Music Honors Society Application
- Submit completed application to sponsor by the stated deadline
- Membership fee will be assessed via FACTS

Member Retention:

- Members must retain an A average in all Choral Music classes (past and current) taken in this school and must retain a 3.7 GPA or higher overall.
- Members must participate and contribute to all of the chapter's activities.
- Members must pay annual dues of \$20 each year of membership.
- Members must commit no serious behavior violation.

Officers

The officers of this chapter shall be president, vice president, secretary, and treasurer. Students will have the chance to run for the school's chapter officer positions.

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

Fast Pitch Softball

Volleyball

Sailing

Swimming

Soccer

Cheerleading

Archery

COMPETITIONS

Robotics Competition
State Math/Science Contest (Clinton)
Youth Legislature and Jr. Youth Legislature
Quiz Bowl

Mississippi Council of Teachers of Math (Grades 7-8)
History Bee (Grades 7-8)
Spelling Bee (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 · 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.