

# St. Mary's Prep

## Student Handbook



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# FERPA

Dear Parents:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that St. Mary's Preparatory, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, St. Mary's may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with St. Mary's procedures. The primary purpose of directory information is to allow St. Mary's to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook
- Student directory
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, local news media, companies that manufacture class rings or publish yearbooks, and military recruiters.

If you do not want St. Mary's to disclose directory information from your child's education records without your prior written consent, you must notify St. Mary's in writing by September 3<sup>rd</sup> of the current school year. Orchard Lake St. Mary's has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

If you have any questions regarding directory information, please do not hesitate to contact the Executive Assistant to the Headmaster at (248) 836-1292.

# ACCEPTABLE USE POLICY FOR TECHNOLOGY

The Orchard Lake School District shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development and high-quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and with others. The system/network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills. The system/network will also be utilized to provide information to the community; including parents, government agencies and businesses.

Orchard Lake Schools shall implement, monitor and evaluate the district’s system/network for instructional and administrative purposes. Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes. Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and agree to the expectations set forth in this Acceptable Use Policy for Technology. Noncompliance with these expectations may result in discipline. Violations of law may result in criminal prosecution as well as disciplinary action by the Orchard Lake Schools.

Electronic mail transmissions and other use of electronic resources by students and employees will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes. There will be no expectation of privacy regarding any use of district electronic resources, internet access or servers.

Orchard Lake Schools shall not be liable for user’s inappropriate use of electronic resources, violations of copyright restrictions, user mistakes or negligence, or costs incurred by users. Users shall be responsible for their own internet/email activities and shall hold the district harmless and indemnify the district for liabilities or claims of any kind arising from such activities. The Orchard Lake Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Please print legibly in ink.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

I have read the district’s Acceptable Use Policy for Technology and agree to abide by its expectations. I understand that violation of these expectations may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, termination of employment and criminal prosecution

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HARRASMENT AND BULLYING POLICIES

St. Mary's Preparatory will promote regulations to ensure the proper conduct of students and the safety of students and school personnel. Such regulations will be made available to students, faculty, staff, parents and guardians. St. Mary's may suspend or expel students according to the nature of the bullying.

Bullying is dangerous and disrespectful behaviors that will not be tolerated or permitted and is defined as any overt act or combination of acts directed against a student by another student or group of students and which (but not limited to):

- is repeated over time;
- is intended to ridicule, humiliate, or intimidate the student;
- occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity;
- consists of cyber bullying, inappropriate texting, Inappropriate use of social media that results in the school needing to intervene.

Students may report acts of bullying to teachers, support staff, or to school administrators. Parents or guardians of students may file written reports with the Dean of Students office of suspected bullying. Any teachers or other school staff who witness acts of bullying or who receive student reports of bullying shall notify school administrators promptly of such acts. All reports of suspected bullying shall remain confidential.

Upon receipt of reports of bullying, the Dean of Students or designee shall investigate. In the event that the Dean of Students or designee believes there is reason to suspect that bullying has occurred, he or she shall ensure proper discipline to the act of bullying.

St. Mary's shall notify the parent or guardian of a student who is a victim of bullying; and the plan of the action that will be taken to prevent any further acts of bullying.

The student (bully) will be notified of the charges of misconduct and of the proposed disciplinary action, and will be given an opportunity to be heard by the Headmaster. The parent or guardian will be notified immediately of the discipline and urged to come in for a discussion with the Dean of Students/Headmaster. In short, informal due process will be followed.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying still may be subject to intervention and/or discipline. Possible intervention:

- Detention: The student may report at the end of the day, work in the cafeteria or Saturday work detail, or combination of the fore mentioned.
- In-school suspension: The student is removed from the normal classroom setting but remains in school.

- Short-term suspension: Exclusion from school for no more than five (5) consecutive days.
- Long-term suspension: Exclusion from school for ten (10) days or more, but for a specific period of time.
- Expulsion: Behavior warrants removal from St. Mary's Preparatory.

## **DRUG AND SUBSTANCE ABUSE POLICY**

Students at school or school-sponsored activities, on or off campus, are not permitted to be in possession of, nor under the influence of, any tobacco products, illicit drugs, vape, e-cigarettes or alcoholic beverages of any kind. Tobacco offenses earn a three (3) day out-of-school suspension for first offenses; drug and/or alcohol offenses will be met with a minimum ten (10) day out-of-school suspension for first offenses. The administration reserves the right to mandate counseling, urinalysis, or other testing prior to or during the student's return to school following suspension. St. Mary's has also adopted an interscholastic athletic policy which states, in addition to school-imposed sanctions, any student-athlete using or in possession of tobacco products, alcohol, or illicit drugs will be suspended from all practices and games for two calendar weeks from the date of the disciplinary hearing.

Any 2<sup>nd</sup> drug or alcohol offense by any student will result in expulsion. Any 2<sup>nd</sup> tobacco offense will result in an indefinite suspension from all athletic competitions and/or extracurricular activities, along with a minimum 10-day school suspension. The sale or distribution of any contraband, tobacco, alcohol, or drug will result in immediate expulsion.

## **WEAPON FREE SCHOOL**

Orchard Lake St. Mary's Preparatory is a weapon free school. St. Mary's does not permit the use of firearms or other dangerous weapons with the exception of police officers, transfer agents licensed to carry weapons and persons using any such weapons for class instruction when authorized. Any student violating this rule shall be subject to expulsion from the school. Also, any person violating this rule may be subject to criminal prosecution. Any device made specific, crafted, or used with the intended purpose of causing harm to a person is prohibited.

# DAILY STUDENT SCHEDULE

## Monday and Friday Schedule

### 9th and 10th without 4th hour

1st	7:30-8:25	55 min
2nd	8:30-9:20	50 min
3rd	9:25-10:15	50 min
Lunch	10:20-10:50	30 min
5th	10:55-11:45	50 min
6th	11:50-12:40	50 min
7th	12:45-1:35	50 min
8th	1:40-2:35	55 min

### 11th and 12th without 4th hour

1st	7:30-8:25	55 min
2nd	8:30-9:20	50 min
3rd	9:25-10:15	50 min
5th	10:20-11:10	50 min
Lunch	11:15-11:45	30 min
6th	11:50-12:40	50 min
7th	12:45-1:35	50 min
8th	1:40-2:35	55 min

## Tuesday, Wednesday, Thursday Schedule

### 9th and 10th + Seminar/Mass

1st	7:30-8:15	45 min
2nd	8:20-9:05	45 min
3rd	9:10-9:55	45 min
4th (seminar/mass)	10:00-10:45	45 min
Lunch	10:50-11:15	25 min
5th	11:20-12:05	45 min
6th	12:10-12:55	45 min
7th	1:00-1:45	45 min
8th	1:50-2:35	45 min

### 11th and 12th + Seminar/Mass

1st	7:30-8:15	45 min
2nd	8:20-9:05	45 min
3rd	9:10-9:55	45 min
4th (seminar/mass)	10:00-10:45	45 min
5th	10:50-11:35	45 min
Lunch	11:40-12:05	25 min
6th	12:10-12:55	45 min
7th	1:00-1:45	45 min
8th	1:50-2:35	45 min

## Student Schedule Variations

### Friday (Virtual Schedule)

	1st	2nd	3rd	4 <sup>th</sup>	5 <sup>th</sup>	6th	7th	8th
<b>Hour</b>	7:30- 7:55	8:00- 8:25	8:30- 8:55	go to 5th	9:00- 9:25	9:30- 9:55	10:00- 10:25	10:30- 10:55

### Half Day Schedule (30 min. classes)

	1st	2nd	3rd	4th	5 <sup>th</sup>	6th	7th	8th
<b>Hour</b>	7:30- 8:00	8:05- 8:35	8:40- 9:10	go to 5th	9:15- 9:45	9:50- 10:20	10:25- 10:55	11:00- 11:30

### 2:00 pm Dismissal Schedule

	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1st lunch	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
<b>Hour</b>	7:30- 8:10	8:15- 9:00	9:05- 9:45	9:50- 10:30	10:35- 11:00	11:05- 11:45	11:50- 12:30	12:35- -1:15	1:20- 2:00

	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	2 <sup>nd</sup> lunch	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
<b>Hour</b>	7:30- 8:10	8:15- 9:00	9:05- 9:45	9:50- 10:30	10:35- 11:15	11:20- 11:45	11:50- 12:30	12:35- -1:15	1:20- 2:00

# ACADEMICS

## Accreditation and Membership

St. Mary's Preparatory is fully accredited and licensed by the State of Michigan's Department of Education and the National Association of Private Catholic and Independent Schools (NAPCIS), and is a proud and upstanding member of the Orchard Lake Schools, the Archdiocese of Detroit, the Detroit Catholic League Office of Athletics, the Oakland Schools Consortium, and the Michigan High School Athletic Association.

## Academic Support and Communication

St. Mary's is built upon the idea that education should occur in a friendly but disciplined environment, stressing dialogue over lecture, supporting families and their values, and establishing roots in the Catholic faith. One of the great strengths of the St. Mary's academic program is the amount of support offered to students, which is developed through communication with the family. The Academic Deans coordinate this effort and report directly to the Headmaster on a daily basis. The Academic Deans are responsible for assisting students with academic difficulties and addressing the concerns of parents. They monitor all students' grades in conjunction with listening and acting on the input of teachers. The Academic Deans direct the peer-tutoring program, organize a system of weekly progress reports. The school also offers free ACT/SAT preparation classes to Sophomores. In addition, they are responsible for all scheduling and are available for consultation regarding course selection.

## Catholic Education

Although students need not be Catholic to attend St. Mary's, all students are educated in the Catholic tradition. This tradition includes four years of theology in the classroom as well as attendance at Mass once per week. Students are also required to perform community service as determined by the theology department. Additional opportunities for spiritual development, such as class retreats will be organized and communicated by the campus minister

## ACT/SAT/CEEB/Standardized Testing Code

St. Mary's Identification number for college applications, entrance, and placement exams is **232-880**.

## Academic Seminar

Seminar class is designed and implemented to ensure all students receive an opportunity and appropriate academic support. Every student is enrolled in a seminar class for four years. It is an academic class and attendance is required and taken daily by the instructor. Truancy and tardiness will result in disciplinary action.

## The Grading System

The scholastic year is divided into two semesters and each semester into three marking periods. Report cards are issued six times per academic year, at six-week intervals. Parents are advised of grades through report cards that are mailed to the home. Deficiency notices are mailed to parents/guardians midway through each marking period when students are in danger of failing a given course for that marking period. Frequent, informal contact between parents and faculty is provided to keep parents apprised of their son's progress. The grading scale at St. Mary's ranges from A+ to E. Passing grades are A= to D-, which corresponds with a 4.0 scale of 4.3 to .7 and a percentage scale of 100 to 70 percent. Semester grades are determined by weighing each of the three marking period grades at 25%-semester value (75% total) and the semester final exam (25%). Only final semester grades are entered onto the student's permanent record and transcripts.

St. Mary's grading scale is as follows:

A+	100-99	4.3
A	98-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	.7
E	59-0	0

## Academic and Athletic Eligibility

Students are required to complete seven (7) credit hours per academic year. Freshman (9<sup>th</sup>) students who are below the cumulative GPA of 2.00 will be under academic review.

Similarly, athletes must maintain a 2.00 GPA and pass a minimum of 5 classes in order to be eligible by MHSAA standards.

## Graduation Requirements

St. Mary's Prep. requires the student to successfully complete/earn a total of twenty-eight (28) credits in grades nine through twelve to receive a diploma. Transfer students will have their credits evaluated on an individual basis by the school Guidance Counselors and/or Academic Deans. A complete Academic Course Program is included in the handbook.

# ACADEMIC REQUIREMENTS FOR GRADUATION

<b>Boys Division Graduation Credit Requirement.</b>	
Each student is required to successfully complete the following courses:	
<b>Credit</b>	<b>Class</b>
0.5	Health
0.5	Physical Education
0.5	Computer Science
1.0	Humanities/Genre Studies
3.5	History/Social Studies/Government
4.0	Mathematics
3.0	Science (Biology, Chemistry, Science Elective)
2.0	Foreign Language
4.0	English Language Studies
4.0	Theology
5.0	Elective courses selected from any department
<b>7.0</b>	<b>Total credit needed per year to be on track</b>
<b>≥ 28</b>	<b>Total credits needed to graduate</b>

<b>Girls Division Graduation Credit Requirement.</b>	
Each student is required to successfully complete the following courses:	
<b>Credit</b>	<b>Class</b>
4.0	Mathematics (1.0 credit per academic year)
4.0	English (1.0 credit per academic year)
4.0	Science
3.0	Social Studies
2.0	World Language
0.5	Health
0.5	Physical Education
4.0	Theology (1 per academic year)
1.0	Humanities (Genre & Grammar Studies, Architectural Drawing)
1.0	Computer Science/Music Technology
1.0	Engineering Science/Engineering Arts
4.0	Band (Optional, 1.0 credit per academic year)
4.0	Elective Courses Selected from any department
<b>7.0</b>	<b>Total credits needed per year to be on track</b>
<b>≥ 28</b>	<b>Total credits needed to graduate</b>

- A student will not receive credit for a course in the event that he/she fails to comply with minimum daily attendance standards established by the academic deans.
- Failed semester course or incomplete work must be made up during the summer recess. A student is automatically placed on probation if he fails one subjects; three failures substantiates ground for dismissal. A meeting with the Academic Dean must be scheduled for a validated plan of recovery.
- If any hold on records (e.g. “incomplete” in course grades, unpaid or unsatisfied P.I.P./S.I.P. hours, uniform, athletic [pay-to-play], library, campus equipment, and other miscellaneous fees) are reported on the student’s transcript, he/she will not be awarded a diploma until they are remedied.

### **Honors, Advanced Placement, and College Courses**

St. Mary’s offers a wide variety of Honors and Advanced Placement classes for each grade level to ensure that students are constantly being challenged academically. Honors classes are available for underclassmen in science, math, and English. Advanced Placement (AP) courses are available to upperclassmen. The benefit of an AP course is two-fold. Similar to the Honors class, AP classes ensure that upperclassmen reach their full academic potential. AP courses also offer students the opportunity to earn college credit by “passing” a subject specific test offered each May.\* AP classes are available in English, math, science, and history. Every AP class offered at St. Mary’s has been approved by the College Board, verifying that the AP class accurately reflects the content and standards that would typically be found in the class at the university level.

## **DRESS CODE**

Student dress should always reflect a sense of respect for the student, his peers, and the school environment. Precise care and neatness with regard to dress and appearance is expected of all students at school and at all school endorsed activities. The following dress code has been established to provide specific guidelines, limits, and expectations. (Students are allowed to wear OLSM quarter zip sweaters; crew neck and/or hooded sweatshirts.) The dress code consists of two parts: Daily Dress and Mass Day Dress.

<b><u>Boys Division Dress Code</u></b>
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<p><b><u>Friday</u></b>                  St. Mary's polo shirt                  9th-11th Red                  12th Black                  Dress pant                  Dark leather dress belt                  Dark socks                  Appropriate shoe (season dependent)</p>	<p><b><u>Monday, Tuesday &amp; Wednesday</u></b>                  Oxford dress shirt                  9th-11th White                  12th Blue                  OLSM Tie                  Dress pant                  Dark leather dress belt                  Dark socks                  Appropriate shoe (season dependent)</p>	<p><b><u>Thursday (Mass Day)</u></b>                  Oxford dress shirt                  OLSM Tie                  Navy blue school Cardigan                  or Navy Blue Blazer                  Dress pant                  Dark leather dress belt                  Dark socks                  Appropriate shoe (season dependent)</p>
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**Boys Uniform Details:**

- BELT**            A dark leather dress belt is required.
- PANTS**            Dress pants of Ducker's style dress pants ONLY. Colors should remain conservative and business-like (blue, gray, tan, etc.). Cargo pants, corduroy pants, painter pants, army fatigues, pants with side pockets, jeans, etc. are not permitted. No chains for wallets, watches, keys, etc. are allowed. No frayed cuffs or pant legs are permitted. Pants should be clean, neat, and pressed.
- SHIRT**            Plain white dress shirts only, which may be long or short sleeves. Seniors may wear blue dress shirts. If a t-shirt is worn underneath, it must be solid white (no logo imprint). Sleeves may *not* be rolled up regardless of weather conditions. Additionally, the top button of the shirt should remain buttoned at all times.
- SHOES**            Dark socks are required. No white or light socks are permitted.
- TIE**                Ties should be professional. Final judgement and appropriateness will rest with the administration.

**Appearance and Boys Division Grooming Guidelines**

**The haircut/hairstyle and overall appearance of the St. Mary's student is expected to complement the school uniform and promote the school's traditional approach to preparatory education. If a student arrives to school with an inappropriate hairstyle or facial hair, he will receive a written warning to make the appropriate modifications.**

**The appearance and grooming guidelines will be required from students while they are at school or any school sponsored event such as community service, practice,**

**summer workout or any other event where they officially represent St. Mary’s Preparatory High School.**

- Hair length should remain above the collar, out of eyes and not covering the ears. Hair must always be neat and appropriate. No extreme styles or unnatural colors will be permitted. Sideburns are to remain trimmed and above mid ear.
- No facial hair is permitted. Students with valid and documented medical circumstances will be exempt. Documentation must be provided to the Dean of Students.
- Earrings, and all visible piercings are *absolutely forbidden* at St. Mary’s and all school endorsed activities. (homecoming dance, Prom, OLSM provided transportation, school athletic events, etc.)

**Appearance and Girls Division Dress Guidelines**

<p><b><u>Monday, Tuesday, Thursday, Friday</u></b></p> <ul style="list-style-type: none"> <li>• St. Mary’s polo shirt             <ul style="list-style-type: none"> <li>○ Grades 9-11—St. Mary’s white polo</li> <li>○ 12th Graders—St. Mary’s red polo</li> </ul> </li> <li>• St. Mary’s grade level uniform skirt or dress pant</li> <li>• Plain black or white socks</li> <li>• Appropriate dress shoe (season dependent)</li> </ul>	<p><b><u>Wednesday (Mass Day)</u></b></p> <ul style="list-style-type: none"> <li>• St. Mary’s polo shirt</li> <li>• Navy blue school Cardigan, Varsity sweater <b>or</b> Navy Blue Blazer</li> <li>• Uniform skirt or dress pants</li> <li>• Socks</li> <li>• Appropriate dress shoe (season dependent)</li> </ul>
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**Girls Uniform Details**

**Polo Shirts-** Must be worn every day. 9<sup>th</sup>-11<sup>th</sup> graders wear white; 12<sup>th</sup> graders wear red or white. MUST be purchased from the campus bookstore. Shirts are to be tucked in.

**Skirts-** 9<sup>th</sup>-11<sup>th</sup> graders may wear navy or plaid; 12<sup>th</sup> graders may wear black, navy or plaid. MUST be purchased at the campus bookstore. Black or navy-blue modesty shorts or leggings/tights may be worn underneath their skirt. Skirts may not be worn more than 4 inches above the knee.

**Dress Pants-** may be navy blue or black dress slacks.

**Mass Days - Blazer and Cardigan-** Students must wear the St. Mary’s navy-blue blazer (complete with school crest sewn onto the left breast pocket of blazer) or the St. Mary’s girl’s cardigan sweater. The sweater MUST be purchased from the campus bookstore.

**Socks-** crew cut or knee socks in white or black or navy blue. Visible logos are NOT allowed.

**Non-Winter Shoes-** a loafer style or ballet flat is allowed. Boat shoes, slippers, or tennis shoes are NOT permitted. Shoes should be black, tan, or brown.

**Uniform Additions**

On colder days, students may wear a St. Mary's prep quarter zip, crew neck sweatshirt, or hooded sweatshirt. These **MUST** be purchased from the campus bookstore or moms. Sweatshirts are not to be cut or altered in any way. A collared shirt must be worn underneath.

### Winter Boots and Leggings

From November-March, students need to wear a waterproof dress boot. Black or Navy-blue leggings or tights are required to be worn underneath their skirt.

### Girls Personal Appearance

- Hair must be neatly groomed daily. Only traditional hair colors are allowed. Students may not dye any part of their hair extreme colors.
- Modest, age-appropriate makeup is permissible. Glitter, bold eyeshadow and lipstick is not permitted.
- Simple earrings are allowed.
- NO facial piercings of any kind are allowed.
- Small, religious necklaces may be worn. Layered or choker style necklaces are NOT permitted at any time.

## **DISCIPLINE**

### Dismissal

All St. Mary's students are asked to sign and commit to the School's Honor Code, included in the back of this policy booklet. St. Mary's Preparatory reserves the right to dismiss (expel) any student due to unsatisfactory behavior, poor academic standing, or for any act or reason judged by the Administration as negatively affecting the school community or welfare of others. Expulsion is an unfortunate, but carefully made, decision, which is not subject to appeal. All expulsion actions will remain in effect for the entire academic year; students who have been terminated from attending St. Mary's may reapply for admission consideration the following year. (See Honor Code.)

### Scholastic and Social Integrity

In keeping with the moral and educational philosophy of the school, a student's honesty and integrity is both expected and required. Any form of dishonesty in doing one's own academic work will be considered a serious violation of the school's academic goals and moral objectives. As a minimum consequence, the involved student(s) will receive a grade of zero (0) for the task, test, or assignment in which dishonesty occurred. Repeat and/or serious offenders may fail the course in which academic integrity was breached for the semester and/or be suspended or expelled. Any breach of personal integrity involving theft of property may be met with expulsion in the first offense. For clarification see the Honor Code in this handbook.

### On and Off-Campus Expectations (includes field trips, athletic, extracurricular events, etc.)

All extracurricular activities involving St. Mary's are school-sponsored events. Appropriate conduct and sportsmanship are expected from participants and spectators alike. Parents who exhibit inappropriate behavior will be excluded from attending future contests at the discretion of the Athletic Director and Administration. Disciplinary action, up to and including expulsion, may be taken as a result of inappropriate student behavior at any time, including on and off campus activities that discredits the good name of the St. Mary's community. A St. Mary's student represents the school 24 hours a day, 365 days per year. (See Honor Code for clarification.)

### School Procedures/Regulations Regarding Alcohol, Tobacco, Vape products and Drugs

Students at school or school-sponsored activities, on or off campus, are not permitted to be in possession of, nor under the influence of, any tobacco products, illicit drugs, or alcoholic beverages of any kind. Tobacco offenses earn a three (3) day out-of-school suspension for first offenses; drug and/or alcohol offenses will be met with a minimum ten (10) day out-of-school suspension for first offenses. The administration reserves the right to mandate counseling, urinalysis, or other testing prior to or during the student's return to school following suspension. St. Mary's has also adopted an interscholastic athletic policy which states, in addition to school imposed sanctions, any student-athlete using or in possession of tobacco products, alcohol, or illicit drugs will be suspended from all practices and games for two calendar weeks from the date of the disciplinary hearing.

Any 2<sup>nd</sup> drug or alcohol offense by any student will result in expulsion. Any 2<sup>nd</sup> tobacco offense will result in a one-year suspension from all Athletic competitions and/or extracurricular activities and will include a minimum 10-day school suspension. The sale or distribution of any contraband, tobacco, alcohol, or drug will result in immediate expulsion.

### Social Media Guidelines

St. Mary's Preparatory utilizes social media to connect and to inform our school community for the purpose of sharing information rapidly. Our posts are intended to provide accurate information about events going on across the school and campus. This information will often include various announcements, postings about upcoming events, promotion of clubs, teams, programs, academics, and celebrations of achievements.

Students and parents are expected to use social media in a responsible manner that reflects the highest standards of honesty, respect, appropriateness and consideration of others. Under no circumstances will offensive or negative comments about students, staff, community, or the school be tolerated. Violation of the policy will result in severe disciplinary action.

### Cell Phone Policy

Students are allowed to check their cell phone outside of the school building (s) during instructional hours. Students are not permitted to have their cell phones out in the classroom or in the building during the school day unless a teacher or school administrator allows it.

### Social Media Policy

It is the policy of St. Mary's Preparatory that students use of social media may not interfere with the educational purpose of the school. For the purpose of this policy, "social media" refers to any publicly accessible Internet-based service that enables a user to share communications, images, or videos with others, or to participate in social networking.

Improper use of social media includes, but is not limited to, posting the following:

- Threats of violence
- Threats of bullying, or cyber-bullying
- Advocacy of illegal items or activities
- Vulgar, inappropriate, or offensive language/posts
- Postings of other people without consent from the other party or individual

Such use of detracts from the mission of St. Mary's Preparatory will be subject to disciplinary action including suspension and up to expulsion, depending on the severity of the violation.

### Vehicles/Automobiles

It is a privilege to drive a motor vehicle to St. Mary's Campus; safety is to be honored and respected at all times. Students are to obey all signs and regulations on campus. Students must display a St. Mary's Student Parking Pass in their window and park where assigned. Violations will result in loss of privilege.

### Snowballs and Lawn Crossing

Throwing snowballs is a very dangerous and serious infraction, which is strictly prohibited. Additionally, to maintain the beauty of our campus, students are encouraged to walk on the sidewalks.

### Out-of-School Suspension:

Incidents of suspension seriously harm a student's academic status as well as his reputation. Infractions punishable by suspension also seriously threaten a student's status as a student of St. Mary's. All cases of suspension at St. Mary's Prep are carefully chosen methods to remove the student from a situation in which he is harming his own educational opportunities or those around him.

The length of suspension is determined by the severity of the infraction, the student's prior disciplinary record, and the amount of time necessary to assess the problem and plan a course of corrective action. Out of school suspension is a complete separation of a student from the daily academic, athletic, and social life of St. Mary's Prep for a period of one (1) to ten (10) days. The following conditions will be expected and enforced in cases involving a suspended student:

- a) The student is to remain away from the Orchard Lake Schools campus for the entire calendar-length of his or her suspension.

- b) The student is excluded from all school functions and activities for the duration of this suspension, including classroom activity, off-campus and extracurricular events and including weekends when applicable.

## ATTENDANCE

School attendance has a significant impact on a student's academic success. Each school day is important to ensure students acquire the knowledge and skills they need to be prepared for the next grade level and college. Attendance is taken daily at the beginning of each class period.

If a student is absent for 10 or more class periods in a semester, his/her grade will be under review by the academic deans. Missing 10 class periods in a single course may result in loss of credit for that course. Absences are counted whether they are excused or unexcused. Please contact the school if there are extreme extenuating circumstances.

### Truancy

"Skipping" a class, Mass, or any other school activity is considered an unexcused absence or truancy at St. Mary's. The Headmaster and Dean of Students will meet this offense with a severe consequence. Expulsion may result if the problem continues.

### Tardiness

Punctuality at OLSM is expected; an unexcused tardy is unacceptable at St. Mary's. Students who are repeatedly late/tardy will be disciplined and their parents/guardians contacted by the Dean of Students if the problem continues.

### Leaving School Property

The school day begins when a student arrives on St. Mary's Property/Campus in the morning and ends when his or her last class, practice, or school-sanctioned activity has been officially dismissed. No student may leave the St. Mary's Campus during the school day without the specific authorization of a school administrator and a parent. Parents must notify the attendance office prior to early dismissal. Students must sign out and sign back in at the attendance office. Teachers and other non-administrative personnel are never allowed to permit students to go off-campus. If students plan to leave campus and return on the same day, they must submit a doctor's note at the attendance office.