

STUDENT HANDBOOK 2024-2025

ST. MARY'S ACADEMY SENIOR LEADERSHIP TEAM

Mrs. Michelle Klus
Interim President

Mrs. Carol-Ann Swayzie
Principal

Mr. Lorne Hess
Vice Principal, Grades 9-10

Ms. Joan Trimble
Vice Principal, Grades 7-8

ST. MARY'S ACADEMY SCHOOL OFFICE CONTACTS

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Mrs. Jill Boulet, School Office Administrator
Report Student Absences:
attendance@smamb.ca or 204-477-0244 ext. 340

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A community of learning, faith and service

Property of

Name: _____

Homeroom: _____

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MISSION

St. Mary's Academy is a Catholic School for girls, rooted in the tradition of the Sisters of the Holy Names of Jesus and Mary. Our Mission is to nurture young women in spirit, mind and body, so that each student reaches her full potential as an individual created in God's image.

VISION

St. Mary's Academy is committed to being a preeminent educator of young women so that they will become leaders in the service of the community and of the church. Our vision is that each graduate is empowered with:

- a personal and active faith in God
- a set of moral values based on an appreciation of the Catholic faith
- a sense of social responsibility and a commitment of service and generosity to others
- a love of learning and a desire for excellence in all endeavors
- an awareness of her gifts
- a complement of academic, leadership and social skills
- a commitment to the pursuit of a balanced, healthy lifestyle

VALUES

Faith Formation: Educating in the faith by infusing gospel values of Jesus and providing varied religious and faith experiences that inspire students to become informed, spiritually alive, moral women.

Charism Integration: Infusing the Charism of the Sisters of the Holy Names of Jesus and Mary throughout the curriculum and all activities of the school community in support of the lifelong faith journey of our students.

Academics, Learning and Innovation: Cultivating an intellectually engaging program which prepares students for success in post-secondary education and the challenges of a changing world.

Leadership Development: Providing an environment and opportunities which encourage young women to identify and develop their talents and leadership potential.

Well-Being: Nurturing a foundation for lifelong well-being for all students to develop positive emotional, physical and spiritual wellness.

Social Responsibility: Educating to a social awareness that challenges each member of the school community to act justly which encourages service to the poor and disadvantaged.

Inclusive Community: Fostering a school community that respects the dignity of the human person, reflects diversity, and welcomes students from all socio-economic, religious and cultural backgrounds.

Partnership with Parents/Caregivers: Collaborating with parents/caregivers and encouraging open communication and involvement in the SMA community.

Stewardship: Planning and operating strategically with the goal of financial stability, program excellence and future vitality and viability.

MESSAGE FROM SENIOR LEADERSHIP TEAM

On behalf of the entire faculty, we extend a warm welcome to the St. Mary's Academy community. We are honoured to walk with your daughter on this part of her journey as she reaches her full potential in spirit, mind and body.

Our theme this year is "*How do I share our story?*". Throughout the year we will explore this theme as we are invited to come to know and deepen our relationship with Jesus as we nourish and develop our faith.

Communication with all SMA community members (families, students and staff) is important to us. Everyone will receive weekly updates with school news. These email communiqués are sent out on the last school day of each week. Please keep an eye out for these in your inbox and review them to stay up-to-date with ongoing news.

Microsoft Office 365 is our primary productivity platform at St. Mary's Academy. Each SMA student has access to Office 365 for their entire time at SMA.

PowerSchool is our student information system, recording attendance, academic progress and demographics. Students and their parents/caregivers are able to access PowerSchool as a means of remaining informed and organized throughout the year.

Students and their parents/caregivers are asked to read through the contents of the first 32 pages of this agenda which outline many school protocols, policies, procedures and includes our Foundations of Faith with commonly referenced prayers. Important dates are embedded into the agenda. We trust that the daily use of the agenda will help your daughter to remain organized and seek balance in her busy life.

We truly hope that your daughter enjoys the year ahead. There will be opportunities to become involved in school life, whether through service, clubs, academics, athletics or the arts. We are confident that she will develop her sense of social responsibility and expand her love of learning and curiosity. There is something for everyone at St. Mary's Academy. How fortunate we all are to be learning, teaching and growing in a faith-based environment for young women.

Our sincere wishes for an amazing year ahead. May it be filled with special memories.

Sincerely,



Mrs. Michelle Klus
Interim President



Mrs. Carol-Ann Swayzie
Principal



Mr. Lorne Hess
Vice Principal

GENERAL SCHOOL INFORMATION

School and Office Hours

The school building is open from 7:30 AM to 5:30 PM

The school office is open from 7:30 AM to 4:00 PM

Supervision is provided by teaching staff during regular school hours. Supervision will be in place for students participating in activities such as sporting events, the Arts or extended-day courses which occur before school and after 3:30 PM. Students not involved in supervised activities are required to be in Durocher Library (open until 5:00 PM) the cafeteria or the Atrium and should be picked up by 5:30 PM.

Visitors

Visitors to the school must use the administration entrance, facing Wellington Crescent, to sign in and receive a visitor's badge. Students should not invite non-SMA students to meet them at the school. Students from other schools must have prior permission from a principal to be present in St. Mary's Academy. Students are requested to report to the staff anyone who does not appear to have a purpose in the school or on the grounds.

POLICIES AND PROTOCOLS

St. Mary's Academy Code of Conduct

Guiding Principles

The St. Mary's Academy community is committed to uphold the guiding principles of standards of behaviour in their interactions with one another in person and online. These principles apply to everyone involved in the St. Mary's Academy school system, including students, families, faculty, staff, volunteers, St. Mary's Academy Inc. Board members, St. Mary's Academy Foundation Board members, Parents' Guild, Alumnae Association and members of the wider St. Mary's Academy Community. These principles are in effect while on SMA property and at SMA external events. They guide all SMA's online and digital communication spaces, including email, social media, websites, video conferences and more.

Standards of Behaviour

In recognition of and collaboration with the mission and vision of St. Mary's Academy, and the call for all members to *Hold High the Torch* of learning, faith, service and leadership, all St. Mary's Academy members must:

- respect and follow all applicable guiding principles
- demonstrate honesty and integrity
- respect diversity amongst people
- respect and treat others fairly, regardless of faith, race, ancestry, place of origin, colour, ethnic origin, gender, gender identity, sexual orientation, age or disability
- respect the rights of others
- show care and respect for school property and the property of others
- honour the deserving respect and loyalty for the institution and traditions of St. Mary's Academy
- take proper steps to be of service to those in need
- respect all members of the school community
- respect the need of others to work in an environment that encourages learning and teaching
- respect privacy and confidentiality
- respect protocol and the communication process

Student Standards of Behaviour

Each student is expected to act with self-discipline, encouraged in the home and further developed in our positive and supportive learning environment. The nature and scope of inappropriate behaviours may range from disruptive to severely disruptive.

Behaviour that is not serious enough to significantly impact the learning climate of the school, endanger the well-being of others, or damage school property is recognized as **disruptive**. Examples may include, but are not limited to:

- Non-attendance to specific classes
- Failure to attend Mass, Celebrations or assemblies
- Disrespect of others
- Forging notes
- Failure to wear the uniform as required
- Failure to sign-in or sign-out as required
- Smoking / Vaping
- Profanity
- Petty theft
- Acts of misconduct considered disruptive that may cause a safety hazard

Behaviour that is serious enough to significantly disrupt the learning environment of the school, endanger the well-being of others, or damage school property is recognized as **severely disruptive**. Examples may include, but are not limited to:

- Vandalism
- Verbal Abuse
- Discriminatory misconduct
- Disruptions to school operations
- Harassment
- Use or possession of illegal substances
- Violence
- Use or possession of a weapon
- Bullying: repeated targeting, intimidating or excluding others with intention, whether in-person or via digital means (social media platforms/texting)

Responses to Inappropriate Standards of Behaviour

In the event that students are not able to Hold High the Torch of learning, faith, service and leadership as described in our Standards of Behaviour, consequences will be addressed accordingly. When student behaviour is unacceptable, teachers and/or the school leadership team will initiate consequences to address the behaviour/s. This will be done in a manner mindful of the dignity of the student. If inappropriate behaviours continue to be an issue, a meeting with the student, their parents/caregivers and senior leadership will occur to determine the status of the student at St. Mary's Academy.

Consequences will range accordingly:

- An informal interview with the student
- A formal interview with the student
- Contact with the home by teacher or senior leadership
- Detention
- Restitution
- Withdrawal from the classroom setting
- In-person conference with student, their family and senior leadership
- Probationary period
- Suspension out of school
- Denial of re-enrollment
- Expulsion

Attendance Policies and Expectations

SMA has adopted an Attendance Policy that seeks to promote responsible behaviour on the part of students by establishing specific expectations and consequences governing student absences and tardiness. SMA recognizes that regular attendance and punctuality are important life-style behaviours and as such these behaviours are expected and fostered within the school setting.

All families are encouraged to regularly access the PowerSchool system, which provides an overview of their daughter's attendance records on a daily basis. Students who have missed classes are responsible for homework and assignments.

Parents/Caregivers are requested to contact the school as early as possible in the morning each day that their daughter is absent. This can be done either by using Safe Arrival or emailing Mrs. Boulet at attendance@smamb.ca or calling the school and leaving a message on the attendance voice mail (extension 340). Parents/Caregivers will receive an email in the case of an unexcused absence or if a student skips a class.

If parents/caregivers are going to be away, they are requested to give the office the name of a person who can verify absences and will act for them in case of emergency.

Attendance letters are sent to all students who have an unusually high rate of absenteeism, whether excused or unexcused. These letters are designed to prompt greater attention to regular attendance particularly as students approach the final portion of the year and prepare for completing their courses.

Attendance at Masses, Celebrations and Assemblies

Masses, celebrations and assemblies help build and maintain a strong community spirit at St. Mary's. Therefore, regular attendance is mandatory and will be recorded.

Parents/Caregivers will be notified if their daughter misses one of these events.

Types of Absences and Late Arrivals

Absences

- **Excused Absences:** An email or a telephone call to the office is required to excuse an absence and must be provided in advance of, or at the time of, the absence.

An excused absence generally results from illness, a religious holiday, medical appointments, funerals, or special commitments such as music exams, or out-of-town sporting activities. Absence due to school sponsored activities do not require verification of absence from a parent/caregiver.

If the number of excused absences accumulated by a student in a given subject is excessive or the intent of the policy is being abused, a member of the leadership team will contact parents/caregivers for a meeting.

- **Unexcused Absences:** An **unexcused** absence is considered an act of truancy. All absences not verified by a parent/caregiver will be considered unexcused. Parents/Caregivers are encouraged to receive immediate attendance notifications via the PowerSchool portal.

Late Arrivals

A late is defined as coming to class after the scheduled start time. Those who come late for school or for any class during the day must sign in at the main school office.

- **Excused Late:** A late is considered excused if the student is unavoidably delayed and this delay is confirmed by an email or a phone call from a parent/caregiver. (ex: severe weather conditions or car trouble)
- **Unexcused Late:** Where a student comes to school or class late without a supporting email or phone call, the late will be considered unexcused.

Students who accumulate unexcused absences and lates will meet with administration and detentions may be issued.

Protocols for Missing Three or More Consecutive Days of School

- It is the parents'/caregivers' responsibility to notify the school of the absence 2 weeks ahead of time.
- The office provides an attendance letter to the student for teachers to sign.
- It is the student's responsibility to:
 - Notify each teacher **BEFORE** leaving and to make arrangements to work ahead
 - Schedule retests with each teacher for whom they have missed a test or assignment during their absence **PRIOR** to leaving or **WITHIN 2 DAYS** of return. If a student does not make arrangements with teachers **BEFORE** leaving, they will receive **ZERO** on all missed assignments and tests.
 - Return the completed letter to the office before departing. A copy will be provided to take home to parents/caregivers.
 - Have a reliable "study buddy" in place, and check her Microsoft O365 Teams channels for updates while away.

Vacations During School Time

We discourage parents/caregivers from taking their daughters on holidays during school time. Class learning time is valuable and academics are a priority. Should families decide to proceed with a holiday during school time despite this advice, parents/caregivers must contact the office at least two weeks in advance.

If parents/caregivers take their daughter out of school for a vacation, the school cannot take responsibility for their daughter's academic progress while she is away. Students are responsible for missed tests, quizzes and projects and are required to remain connected via their Microsoft O365 Teams channels. The school does not expect its teachers to reteach the lessons that have been missed. Students who take frequent or extended vacations during school time typically experience greater difficulty with time management, and often experience obstacles in achieving provincial course outcomes; this may be reflected in their grades. Families are encouraged to consider the services of a tutor when these situations arise.

Illness and Appointments

Students who become ill during the school day are asked to go to the school office. We will then contact parents/caregivers and arrange for timely pick-up. A quiet space will be provided while they wait for their ride to arrive.

For students who must leave school during the day for medical or dental appointments, an email or a phone call from their parents/caregivers indicating the reason is required. They must sign out before leaving and/or sign in upon return to school that day. Failure to sign in/out may result in a detention.

School Related Absences

At times, students miss classes for school-sanctioned events, competitions, tournaments or school trips. It is the student's responsibility to make up missed tests, assignments and school work and remain connected via their Microsoft Teams channels. Students should identify a homework buddy to gather all materials in their absence.

Leaving School Premises

Students in grades 7 and 8 are **not** permitted to leave the grounds of St. Mary's Academy during school hours, including lunch time. Students in grades 9 to 12 are permitted to leave the school grounds at lunch time and during spares.

Communication Protocol

St. Mary's Academy supports and recognizes the importance of effective communication between home and school. We value openness and collaboration and appreciate that effective communication plays a key role in fostering strong, positive relationships. We know that both home and school hold, at heart, the shared best interest for every student. Communication refers to both the sending and receiving of information (email and notes), and verbal communication (telephone conversations, virtual meetings and in-person meetings). In order to ensure a successful exchange of information, it is important that all parties follow a few key principles:

Maintain Open Communication

- Enter the exchange with an open mind and assume a shared best interest for your daughter.
- Be prepared to work collaboratively to solve problems.
- Be ready not just to provide information, but to listen to each other's observations and perspectives.

Who to Contact

- Most communication regarding academic programming should be directed at first to your daughter's subject area teacher.
- For communication regarding non-academic concerns, we recommend you contact either a principal, or a counsellor (dependent upon the nature of your concern).
- For communication regarding attendance, please contact Mrs. Boulet attendance@smamb.ca
- If you have a concern with a particular faculty member, we ask that you first try to address that concern with the faculty member directly. If the concern has not been addressed to your satisfaction, we ask that you let the faculty member know that you will be contacting a principal to discuss further.

Timelines for Communications

- All parties are encouraged to address concerns in a timely manner.
- The faculty at SMA will make every effort to respond as soon as possible to parent/caregiver communications, generally within 36 hours. Please understand that the teaching day often precludes immediate response.
- Faculty are not expected to return communications after 5:00 PM on weekdays, on weekends or during extended holidays.
- Faculty may need some time to collect needed information before responding.
- Recognize that confidentiality may limit information that can be shared from school to parents/caregivers, especially information which may concern other students.

Child in Need of Protection Policy

Provincial law requires anyone working with children to report concerns regarding harm or neglect to authorities. Any staff who has reason to believe that a child is in need of protection is under legal obligation to report this to Child and Family Services of Manitoba. The law assigns the responsibility for determining the existence of maltreatment to Child and Family Services of Manitoba.

School Safety, Emergency Response and Fire Drills

In the event of an evacuation or a lock down due to an urgent event, staff and students are to follow directions provided by the leadership team and teachers. Students are **not** permitted to use cell phones during an urgent event so that emergency services have priority use of local cell towers. Emergency response drills as well as fire drills and evacuation drills are practiced annually.

School Closure Due to Emergencies

If it should become necessary to close the school or cancel school events due to either inclement weather or an unexpected emergency, the following procedures will be followed:

- For poor weather conditions, (eg: snowstorm) St. Mary's Academy will send an email to families.
- If a snow storm develops during the day, students will remain in regular classes. Parents/Caregivers may pick up their daughters earlier if they wish. If the storm is prolonged, and students are unable to go home, they will remain at school under supervision until such time as their parents/caregivers can pick them up.
- In the event of an unexpected emergency, (ex: major power outage) an email will be sent to our parent/caregiver community outlining all pertinent information and details.

Accidents

Any accidents that occur on school property must be immediately reported to the school office. As necessary, parents/caregivers will be notified, and an incident report will be completed and put on file.

Responsible Use of Cell Phones, Laptops and Other Digital Devices

St. Mary's Academy strives to provide a safe and secure environment for learning and working. Digital devices present a unique challenge to both the learning environment and to personal privacy. At SMA, we support and mentor responsible digital citizenship in direct alignment with the SMA Code of Conduct and Acceptable Use Policy. Students will be able to use their laptops and tablets for educational purposes during class time.

St. Mary's Academy, in compliance with Manitoba Education policy, has the following enhanced rules regarding cell phone use:

- For students in grades 7-9: Cellphone use is not permitted during the school hours of 8:35AM-3:30PM, including lunch and breaks. All students must lock their phones securely in their lockers before the bell rings at 8:35AM and they must remain there until 3:30PM. Students should take particular care to never share their locker combinations with anyone.
- For students in grades 10-12: Cellphone use is not permitted during class time, in the cafeteria during lunch, in the hallways, in washrooms, or changing rooms. Students may use cellphones in the following situations:
 - During a spare in the Cafeteria, Atrium, Library, an unused classroom, or the wellness area by Rose Hall.

Cell phones continue to be banned for use in all washrooms and changing rooms, including before and after school hours.

Any student who uses a cellphone when it is not permitted will have their phone confiscated and cannot retrieve it until the end of the school day. Please note that if a student repeatedly disregards cellphone rules, further discipline may be warranted.

In the rare case where a student requires a cellphone application to monitor a specific medical condition, exceptions to this policy may be possible. Students who receive permission to carry a phone due to a medical condition will be clearly identified to teachers and will be expected to use their cellphone only for the medical condition and are to keep their phones out of sight whenever possible.

There are times when cell phones may be permitted for educational purposes, when directed by teachers. Teachers will provide clear direction on the appropriate use of cell phones to support learning during class time.

ACADEMIC PROGRAMMING

St. Mary's Academy delivers challenging programs which foster life-long learning and prepare students for continuing their post-secondary learning. Students in all grade levels must successfully complete their grade before proceeding to the next grade. Students are expected to take a full course load at St. Mary's Academy, including all required courses.

Preparedness for Class

Students are expected to come to class prepared and to have the necessary supplies with them to participate in their learning. Homework is an integral component of learning and is expected to be done daily. Material studied in class should be reviewed regularly. Students in Grades 7 and 8 are expected to do at least one hour of homework and review daily. This time will increase for students in Grades 9-12.

High School Program Requirements

Courses are based on the curriculum approved by Manitoba Education with additional emphasis on the core subjects of English Language Arts and Mathematics. All students are expected to take their compulsory courses at SMA (ex: Math, ELA, Geography...)

Religious Studies

As part of their full complement of academic courses, students take courses in Religious Studies and are expected to participate in school faith-based experiences. A service-learning component is an annual requirement for all students, to be completed and submitted by Spring Break. Service forms can be downloaded from the SMA website or are available from Religious Studies teachers. Students may choose to fulfill this required portion of the Religious Studies course during the summer months at a school-approved service site.

Unsuccessful Completion of a Course

Students in grades 9 to 11 who fail a course must obtain the credit at summer school or online before moving on to the next grade level. If a student needs to retry a particular subject area for two consecutive years, a meeting between student, parents/caregivers and administration will occur to determine their status.

Grade 12 students who fail a course but do not qualify for a supplemental exam (see page 10) must earn their credit independently. Their diploma will be issued by Manitoba Education.

ACADEMIC PROGRAMMING

Course Electives

Elective information meetings with parents/caregivers and students are held in January. Course selection occurs online via PowerSchool. In addition to compulsory courses, there are a number of electives that students may choose at each level. Selection of courses should be made on the basis of student interests, passions, and capabilities while meeting admission requirements to the post-secondary education and/or work situations to which the student aspires. Course descriptions can be found on our website. Requests for an elective change are to occur before classes begin in September. Changes can only be accommodated based on space availability. Students in grades 10 to 12 have until October 15, 2024 to switch their Math course, and are responsible for all missed work preceding the switch.

University/College Entrance Requirements

Entrance requirements vary among universities and colleges; please refer to the post-secondary institution of interest for specific information. The office will submit February and Final marks on behalf of students who apply to the University of Manitoba. Students may submit a transcript request for other institutions. If further information is required, please contact the Academic and Career Advisor, Ms. Adriane McElrea, at admcelrea@smamb.ca.

ASSESSMENT, EVALUATION AND REPORTING

Academic Honesty and Integrity

Academic honesty is a responsibility and an expectation. In guiding our students to be responsible learners, St. Mary's Academy has a policy for instances where it has been substantiated that a student has plagiarized, cheated, copied, inappropriately shared or skipped an assessment. For all grades, the student will be informed and receive an automatic zero; parents/caregivers will also be informed. The student must still complete the test or assignment for assessing and will be given feedback. This will allow the teacher the opportunity to assess whether the student has achieved the outcomes, while at the same time holding the student accountable for an action which demonstrates a violation of academic integrity.

It is the expectation that students meet deadlines provided for completing homework and handing in assignments. St. Mary's Academy has a protocol for late assignments outlining consequences that range from a notice home to parents/caregivers, to meetings with administration and a loss of marks. Should there be extenuating circumstances that prevent a student from meeting a deadline, they are required to speak with the teacher directly.

Assessments, Tests and Exams

Students are expected to write tests or complete assessments and/or presentations on the date that they are scheduled.

Students who, for a valid reason, miss a test will be required to write the test upon return to school. A valid reason for missing a test would be serious illness, a family emergency or competing in a competition set by an external organization. A student who intentionally skips a test will receive a zero.

Missed tests will be completed at the teacher's direction upon the student's return to school. Families are expected to make arrangements for their daughters to be present at the re-testing time offered by the teacher.

All students are expected to write major assessments and June final exams on the dates scheduled.

Parents/caregivers are asked NOT to book vacations during scheduled major assessments and final exams. **There will be repercussions (consequences) on the calculation of final marks for a major assessment missed due to a vacation. A mark of ZERO will be given for a final exam that is missed due to vacation.** A doctor's certificate is required to verify an absence due to illness.

Grade 12 Supplemental Exams

Grade 12 students who fail a course may be offered the option of writing a supplemental exam. To qualify, a student must meet the following criteria:

- Have earned, at minimum, a final grade of 40%
- Have all required coursework completed by the end of term (make-up assignments will not be given to improve a failing grade).
- Attendance record must be in good standing (unless supported by a doctor's certificate for illness).
- The course cannot be one that has an externally set exam (ex: Provincial Tests)

The student will receive a supplemental exam outline from the teacher; it will cover the topics studied during the entire course. A student who passes the supplemental exam will be granted a conditional pass in that course with a final grade of 50%. Grade 12 students who have been unsuccessful in earning a passing grade and who do not qualify for a supplemental exam must earn their credit independently.

Reporting

All families are able to access the PowerSchool information system. This allows families to see virtual updates on attendance, assignments and academic progress.

We have four print reports which are sent home during the year:

- **November Progress Report:** Students' initial progress as they begin the foundational components of their new courses is expressed as a percentage. Progress and recommendations regarding goals on achievement regarding specified, general learning outcomes is also included. Issued to all students.
- **February Progress Report:** Students' progress from September to January is expressed as a percentage. Additionally, comments related to growth in achieving specific course outcomes are included. Issued to all students.
- **Spring Progress Report:** A Spring Progress Report is sent only to parents/caregivers of students who are experiencing difficulties in multiple subject areas. Additionally, there is a notification for those students with an unusually high rate of absenteeism which can detrimentally impact a student's academic growth.
- **June Final Report:** Students' progress from September to June, including all major assessments and final exam/project results plus the final, overall mark for the year are all expressed as a percentage. Issued to all students.

Teachers will also keep parents and caregivers informed about individual progress via individual emails or phone calls. Should there be concerns regarding a student's progress during the school year, they will reach out to provide suggestions and/or discuss additional supports to assist the student with improving their understanding of course outcomes.

Students at St. Mary's Academy will complete a variety of assessments throughout the year. These assessments are designed to allow students to demonstrate their learning and achievement of course outcomes. These assessments may include, but are not limited to, quizzes, unit tests, essays, projects, assignments, and cumulative assessments.

In many courses, there will be a cumulative final exam or project to complete. This major assessment piece will be a final demonstration of their achievement of course outcomes.

Parents/Caregivers are encouraged to review individual course outlines shared the first week of school to best understand the course expectations for the year ahead. Course outlines will include topics, sequence, expectations, the variety of ways in which their daughter is assessed, the value of different types of assessment, and any weighting of assessment items.

SCHOOL LIFE

School Uniform

Perhaps the greatest symbol of our unity at SMA is our uniform and more specifically, our kilt. The plaid of the kilt is unique to SMA and incorporates the colours of all previous uniforms since 1869. It represents the fabric of our community: past, present and generations yet to come.

All uniform items (other than shoes) are purchased online from our uniform provider, Top Marks, at www.topmarks.ca. A school password to access our school orders section is shared annually with families. It is the parents'/caregivers' responsibility to ensure that their daughter's uniform complies with regulations and expectations.

It is the students' responsibility to maintain uniform regulations throughout the school day, in all parts of the building including the school grounds, whether they are on lunch, spares or attending classes. For students with frequent infractions of the uniform regulations, consequences will be addressed accordingly.

The Regulation Uniform is required by all students and is worn all year

- Regulation kilt, **maximum 6 centimetres above the knee**
- Regulation white, button down SMA blouse; short or long sleeves
- Regulation navy knee socks, navy tights or navy panty hose (no design or patterns, no leggings or sweat pants)
- Navy or black **dress** shoes. Shoes must have a closed toe, closed back and a heel height of less than 4 cm (No canvas shoes, runners, boots or sandals)

Optional Items:

- Regulation crested sweater, available in cardigan, pullover or sleeveless vest
- Regulation blazer (grades 9 to 12 only)
- Regulation SMA uniform tie.
- Regulation, school issued navy or grey pants, properly hemmed

Summer Uniform Options: As of May 1st, and up to the Thanksgiving Weekend, students may also wear the following options to the regulation uniform:

- Regulation white or navy golf (polo) shirt with SMA logo (shirts can be layered)
- Regulation navy summer skirt or bermuda shorts, **maximum 6 centimetres**

above the knee

Expectations

- The uniform is to be hemmed to the correct length, be clean and in good repair.
- Shoes must be in good condition.

As we strive to instill an awareness of business appropriate attire the school reserves the right to maintain neutral hair colour, hairstyles, make-up, piercings, and tattoos.

Casual Days

Casual Days will be announced throughout the year. Students may wear casual gear to school understanding that the clothing must be appropriate for the school setting. Exposed midribs, tank tops, mini-skirts, short shorts or flip flops are not permitted. In warmer weather, longer walking shorts, capris, yoga pants or long pants are acceptable.

Student Support Services

St. Mary's Academy has a dedicated Student Support Services team who help students in the following areas: personal and social/emotional wellbeing, resource support, academic and career paths and spiritual growth. Students or parents/caregivers are encouraged to request an appointment with the team member(s) who can best attend to their needs. Student Support Services are located on the third floor.

Lockers

Each student is assigned a locker for her use during the year. She must purchase a combination lock from St. Mary's for the locker, which is not to be shared with any other student. **The school will remove any lock not issued by St. Mary's Academy.** Lockers should be kept locked. Students are advised not to bring valuables to school. The school will not be responsible for any property lost, missing or stolen. The school reserves the right to open students' lockers and check the contents. **All personal items, including outerwear, are to be stored in lockers. Lockers must be cleared out by June 17, 2025.**

Textbooks

Textbooks must be returned to the issuing teacher as per instructions provided. Students who do not return textbooks as instructed or who have damaged or lost textbooks must pay the replacement cost by June 18, 2025.

Library Materials

Students may sign out materials from Durocher Library throughout the year. They are asked to adhere to deadlines for returns. Notice will be given for overdue materials. In the event that materials have been lost, or damaged beyond use, replacement fees will be charged. **Final deadline for return of Library materials is June 10, 2025.**

School Equipment

No student may use school equipment without permission. If students wish to use equipment other than for classroom purposes, it must be used under the direct supervision of a teacher. Equipment that is broken must be reported to the teacher in charge.

Bell Schedules For School Days

| REGULAR DAY | | ASSEMBLY DAY | |
|---------------------|----------------------|---------------------|----------------------|
| 8:30 AM | Warning Bell | 8:30 AM | Warning Bell |
| 8:35 AM – 9:30 AM | Opening and Period 1 | 8:35 AM – 9:30 AM | Opening and Period 1 |
| 9:35 AM – 10:30 AM | Period 2 | 9:35 AM – 10:30 AM | Period 2 |
| 10:30 AM – 10:40 AM | Break | 10:30 AM – 10:40 AM | Break |
| 10:40 AM – 11:35 AM | Period 3 | 10:40 AM – 11:35 AM | Period 3 |
| 11:40 AM – 12:35 PM | Period 4 | 11:40 AM – 12:35 PM | Assembly |
| | | | |
| 12:35 PM – 1:35 PM | Lunch | 12:35 PM – 1:35 PM | Lunch |
| | | | |
| 1:35 PM – 2:30 PM | Period 5 | 1:35 PM – 2:10 PM | Period 4 |
| 2:35 PM – 3:30 PM | Period 6 | 2:15 PM – 2:50 PM | Period 5 |
| | | 2:55 PM – 3:30 PM | Period 6 |

Clubs and Activities

Students at St. Mary's Academy are encouraged to participate in clubs and activities that are offered at the school. These clubs and activities give students the opportunity to work with others, to contribute to the quality of school life, to broaden their interests, to follow their passions, and to develop their talents and capabilities beyond the classroom. These student-led clubs will advertise events and share information through multiple sources: posters, in-house TV screens, Instagram accounts and through announcements. In participating in these activities, we recommend and encourage students to maintain a manageable balance between their academic and extra-curricular commitments.

Student Parking Regulations

Bicycles

Bicycle racks are provided for student use by the ramp door. Bicycles should be securely locked to prevent theft. Students are not permitted to store their bikes within the school building.

Cars

St. Mary's Academy offers student parking however, the number of spots is limited. The use of designated student parking spots is an application process. Any student who receives an annual student parking pass will be assigned a *specific* parking spot for the school year; they are not permitted to park anywhere else on the school's property. The following conditions must be met:

- The proper application form must be filled out and submitted by the deadline
- Once a designated spot has been received, all vehicles must be properly registered
- All fees must be paid.
- Proper parking passes must be displayed at all times while parked in the student lot.
- Students who forget or lose their annual parking pass must immediately report it to parking@smamb.ca. Parking applications and further information is found at www.smamb.ca/student-life/student-parking.

Students who have not received an annual parking pass are not eligible to park on the school grounds. There is public parking available in the surrounding neighbourhood.

Cars illegally parked on our grounds will be towed. Any student speeding or driving dangerously through the school grounds will lose the privilege of driving and/or parking their car on the grounds. Parents/Caregivers of students found in violation of the above parking rules will be contacted.