

# **SAINT MICHAEL THE ARCHANGEL HIGH SCHOOL**

## **STUDENT AND PARENT HANDBOOK**

**2018-2019**



## Student Handbook Acknowledgment

I have received a current copy of the Student & Parent Handbook. In doing so, I have read the content of this document. I acknowledge and agree to the policies contained therein and will comply with the policies of the handbook.

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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



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I have received a current copy of the Student & Parent Handbook. In doing so, I have reviewed the content of this document with my child or children. I acknowledge and agree to the policies contained therein and will require my child or children to comply with the policies of the handbook.

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

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## **Philosophy of Education**

St. Michael's vision is to provide academic programs that are personally challenging, traditionally college preparatory and comprehensive. Our faculty is committed to preparing our students to succeed in college and in life. As such, St. Michael the Archangel High School is dedicated to the following:

- Fostering Christian values through example, coursework and attendance at Mass;
- Nurturing intellect by providing a rigorous academic environment that cultivates critical thinking and communication skills;
- Shaping character through service projects and a Student Code of Conduct

Go, therefore, and make disciples of all nations...Teaching them to carry out everything I have commanded you.

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church, the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person. The two-fold goal of St. Michael the Archangel High School is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

## **Purpose of the Student and Parent Handbook**

The purpose of this handbook is to provide all students and parents, full and part-time, with SMHS's policies and regulations to assist in your student(s) successful navigation through high school. It is impossible to foresee all school issues that may arise. For example, SMHS may act in cases where moral or legal offenses occur which would adversely reflect upon SMHS, the Catholic Diocese of Arlington, the Roman Catholic Church, or which interfere with the ability of SMHS to perform its mission. Therefore, the faculty and staff reserve the right to address and to take appropriate action for any situations not specifically referenced herein.

## **Parental Role**

In this Handbook, the term parent refers not only to a child's natural or adoptive parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents. SMHS, in alignment with the teachings of the Catholic Church, recognizes parents as the primary educators of their children. The faculty and staff honor the role of parents as the primary educators of their children and will demonstrate respect and support for all parents in their important and challenging task. Parents are invited and encouraged to participate in SMHS's celebration of prayer and Liturgy. Parents are encouraged to participate in the programs which are developed to support the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars and active involvement in SMHS's Parent-Teacher Organization.

Parents are expected to support SMHS's mission and commitment to Christian principles reflected in the SMHS Mission and the policies outlined in this Handbook. One of the conditions for initial and continued enrollment at SMHS is signing of the "Handbook Agreement Form", indicating the parent's

support of SMHS's philosophy, policies and regulations. Failure to sign will not prevent SMHS from enforcing its policies but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in SMHS. The form can be obtained from web documents, the enrollment package, and/or this handbook. This form must be signed and returned to the Principal or Registrar by *September 14, 2018*.

Communication is the key to preventing and solving potential problems. In the event a parent desires to discuss an issue with his/her student's teacher, the parent should make an appointment for a private meeting with the student's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents and work to resolve it. The Principal and members of SMHS staff stand ready to assist if the required meeting with the teacher does not resolve the matter. If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school staff, SMHS may take corrective action such as: imposition of particular procedures the parent must follow in interacting with SMHS's students, faculty and staff, restriction or termination of the parent's access to school property or events and/or dismissal of the parent's student(s).

This handbook may be modified from time to time during an academic year. In the event of such a modification, all parents and students will be given reasonable notice of the effective date of any changes, and the opportunity to re-submit a signed Handbook Agreement Form.

### **Mission of St. Michael the Archangel**

The mission of Saint Michael the Archangel High School is to prepare each student to lead an exemplary Christian life through the development of his or her full academic, spiritual, moral, artistic, and athletic potential.

### **About St. Michael's School**

Saint Michael the Archangel High School provides education in accordance with the Church's 1965 Declaration on Education, *Gravissimum Educationis*, and as guided by The Holy See's Teaching on Catholic Schools, authored by Archbishop J. Michael Miller, CSB, the Secretary of the Congregation for Catholic Education. Saint Michael the Archangel High School shares the Church's conviction that parents are the primary educators of their children and that SMHS exists to assist parents in the Christian formation of their children. SMHS strives to develop the intellectual capabilities of its students, to form their ability to judge rightly, to continue and pass on the cultural legacy of previous generations, and to prepare for professional life (*Gravissimum Educationis* #5).

### **History of St. Michael's School**

The story of Saint Michael the Archangel High School dates to the mid-1990s, years before our doors first opened to students, when SMHS's co-founder Hugh Brown questioned the principal of his young daughter's Catholic elementary school about Catholic high school opportunities upon her graduation from eighth grade. Distressed by the answer that the only options were to home school, commute to northern Virginia, or move, the effort to establish a Catholic high school in Fredericksburg began to unfold, spearheaded by co-founders Ed Dihlmann and Matt Britton as well as Hugh Brown and his wife Ann.

The founders' initial efforts included numerous meetings with religious orders and the local Diocese to consider opening a Catholic high school in Fredericksburg; however, when these efforts bore no fruit, the founders reconvened, placed their faith in the Holy Spirit, and decided to do it on their own. With their backgrounds in the business community, they convened a small group of parents and concerned business people to discuss the need and vision for a Catholic high school in the immediate area. After receiving encouraging responses to the initial vision from the greater community, the Catholic Business Network of Central Virginia (CBNCV), a non-profit organization formed in 2001 by Brown and Dihlmann to bring local businesses together to witness the good news of Jesus Christ in their businesses, and support local Catholic education, created a group in 2002 called the Catholic High School Subcommittee, spearheaded by Matt Britton to further explore the possibility of making this vision a reality. Through tireless effort, relentless determination and unwavering faith, the founding board, that also included Mr. Tibor Baksy, established and incorporated Saint Michael the Archangel High School, Inc. in June 2004 as a non-profit Catholic high school as defined by Section 501(c)(3) of the Internal Revenue Code.

Between 2004 and 2006, joined by Mr. Fred Espinel, substantial work was completed in creating policy and infrastructure for SMHS, raising funds, and establishing a "Culture of Life" curriculum that would promote the Catholic Church's teaching on the sanctity of human life. In September 2006, SMHS welcomed its first 12 students at SMHS's temporary campus on the lower level of an office building.

After two years of exponential student body growth, the Board of Trustees agreed in 2008 that it was time to take SMHS to the next level, acquiring a permanent, 19-acre campus featuring a 37,500 square-foot facility, housing numerous classrooms, two spacious gymnasiums, a 25-yard indoor pool and numerous opportunities for expansion as the size and needs of the student body develop.

In the spring of 2010, after only three and a half years and far ahead of the average curve, Saint Michael the Archangel High School received accreditation from the Southern Association of Colleges and Schools-Council on School Improvement.

Today, SMHS continues to make its mark on the greater Fredericksburg community, providing a classic, college-preparatory, Catholic education to young women and men in grades nine through twelve. We invoke the intercession of our namesake and patron, Saint Michael the Archangel, who was chosen for his example of courage and commitment to the Lord in the face of great evil and difficulty, to continue to guide us as we teach our students to apply the teachings of their Catholic faith and defend life, as we believe it is through Him and the intercession of our Most Blessed Mother Mary that the high school has flourished thus far.

In May of 2012 SMHS added six acres of property on our northern border that will allow us immediate use of on-site athletic fields.

Our story continues to unfold through the guidance of the Holy Spirit and we are humbled and grateful that you have chosen to be part of this inspiring effort for our children, for our faith and to reclaim a culture of life for Christ.

**Saint Michael the Archangel, "Pray for us."**



## **Spiritual Formation**

### *Weekly Masses*

As the Eucharist is the source and summit of everything that SMHS believes and does, Mass is held weekly at SMHS and attendance is mandatory. Mass is generally celebrated on Wednesday mornings unless a Solemnity or Feast Day should fall on a different day during the week in which case, our celebration of the Eucharist is shifted to that day.

On certain occasions, the faculty and students will travel to an area parish to participate at Mass.

### *Mass Attendance*

Attendance at Mass is mandatory, but Holy Communion is reserved for those disposed to receive our Lord present in the Blessed Sacrament. Should a student desire to receive the sacraments of initiation (Baptism, Reconciliation, Confirmation), permission is required from the pastor of the parish from where the student is registered.

### *Mass Tardiness/Absence*

Students must turn in a proper absence excuse if they miss a Wednesday morning Mass. Out of respect for our Lord and visitors, every effort should be made so that students arrive on time.

Students who arrive late to Mass must turn in a proper tardy excuse to the office (see “Administrative Policies and Procedures”). Tardy students are listed and those students on the list for whom no note has been turned in receive an automatic demerit (An extra day is permitted for turning in an excuse for Mass tardiness.)

### *Visitors to a St. Michael’s Mass*

Visitors to Mass at St. Michael’s must be dressed appropriately. Jeans, t-shirts, or shorts, are not acceptable, except for small children.

### *Serving Mass*

St. Michael’s students have the opportunity to assist at the Wednesday morning Masses as altar servers and lectors.

During the academic year, days of recollection and retreats are scheduled for students. When such activities are held during school hours, attendance is required for all students.

Prayer is an expression of our love for God. Therefore, the prayer life of faculty and students is highly encouraged, as the foundation of spiritual growth is prayer. Each class or student activity will begin with a prayer.

Christ being the center of all that we do, commencement exercises begin with a Baccalaureate Mass followed by Graduation Vespers.

## **Culture of Life Curriculum**

Through an association with the *American Life League*, SMHS is engaged in a long-term project to consolidate our experience as a Culture of Life school, into curriculum materials, guidebooks and presentations which can be published and shared with other schools.

This project provides teachers with a unique opportunity to influence St. Michael's students and countless other students and teachers through the promotion of the Catholic Church's teachings regarding the sanctity of life.

## **March for Life Policy**

St. Michael's attends the March for Life each year in January. This is an integral part of the school's Catholic identity. Full-time faculty are required to attend the March with all students. Faculty will act as chaperones for the students.

## **Non-Discrimination Policy**

Saint Michael prohibits discrimination based on race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school-administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of SMHS to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic Faith.

## **Non-Catholic Students**

Non-Catholic students are welcome at Saint Michael. However, the presence of non-Catholic students in SMHS will not alter the primacy of Catholic religious formation as an integral component of the educational program. While Catholic teaching respects the various religious traditions of the students attending Catholic schools, the Catholic Faith will be taught. As such all students are required to:

- participate in the daily catechesis and sacred education programs of SMHS;
- participate in liturgies, retreats, and other religious functions held by SMHS.

## **Academic Policies**

Saint Michael is dedicated to nurturing the intellect of its students by providing a rigorous academic program that cultivates critical reasoning and communication skills. Further, in partnership with the American Life League ([www.all.org](http://www.all.org)), Saint Michael's is dedicated to the integration of Faith and reason in all courses so that its students are equipped to live, defend and promote a renewal of a culture of life.

St. Michael the Archangel High School develops the full potential of each student through spiritual, academic, athletic, and artistic avenues. Our academic program is a classic college preparatory program that is rigorous as well as comprehensive. The faculty and staff are committed to assisting each student in reaching their personal level of success. SMHS strives to offer students a variety of leadership and volunteer activities that will encourage each student's success personally as well as spiritually.

The academic focus offers the student every possible advantage for success at the college/university level. St. Michael the Archangel High school believes in the classic approach to education incorporating the Culture of Life throughout the curriculum which gives the student the best Catholic education in the area. This approach is tried and true as it prepares the student to excel in and out of the classroom. College Preparatory, Honors, and Advanced Placement courses are offered based on each individual student's aptitude.

### *Graduation Requirements*

It is the goal of Saint Michael to position students for academic success and for admission to leading colleges and universities. Saint Michael requires the completion of 26 credits. While students who have not met the minimum 26 credits may attend commencement exercises, they will not receive a diploma, but rather a certificate of studies.

Transfer students may, to meet the rigorous curriculum, supplement participating in at least two (2) seasonal sports in place of PE II.

- Approval is required from the Athletic Director prior to course registration.
- Should this requirement not be met, then the PE II requirement must be fulfilled.
- For graduation, however, all transfer students are obligated to complete 22 credits, including transfer credits.
- Theology requirements may be waived on a case by case basis.

The curriculum sequence varies depending on the type of diploma each student works to achieve. The three types of diplomas have different credit requirements.

To gain entrance into SMHS, each student must be evaluated. The administration will conduct the following: evaluation of academic transcripts, English & Math placement tests, a student interview, behavioral records, special education guidelines & requirements, and a completed student application. Evaluation of these data points will provide the administration the best possible platform for making an informed decision for enrollment.

### *Home Study*

A student may receive St. Michael's graduation credit for a home-schooled mathematics or grammar Course, if and only if, he/she passes a qualifying test at St. Michael's. With these exceptions, St. Michael's will accept credits and grades from a formal home school program, college class, or public school class.

If a parent or tutor devises and teaches at home a course approved by the department chairman and certifies that the student has passed the course, the course will be recorded on the transcript and credit will be given, however, the grade will be entered as a "P" for passing. If the student wishes a numerical grade to be recorded on the transcript, the student must take a final exam from the equivalent St. Michael's course. The grade on that exam will be recorded on the transcript as a homeschooled course.

Students can enroll in courses at off campus, dual enrollment, or other classes for credit when appropriate and only after the Principal's approval. Off-campus enrollment expenses and transportation will be the sole responsibility of the student's family.

Transfer students and foreign exchange students have difficulty meeting the Theology requirements. Upon enrollment the student will be placed into the appropriate theology class as determined by the Academic Director and or Principal, typically Theology 10. Students who do not meet the Graduation Requirements will be evaluated on a case by case basis.

### *Homework*

It is essential for the student's progress that homework be completed on schedule. If homework is not handed in when due, a demerit may be given. A reduction in the grade for the assignment may be made at the rate of 5% per day late up to a maximum of 50% on major papers or projects. At the teacher's discretion, assignments may not be accepted or may receive a zero. Exceptions will be made only in rare circumstances. A high school student can expect two to three hours per night on an average.

### *Missing or Make-Up Assignments*

In the event of health-related and/or excused absences, students have as many days to make up assignments and assessments as the number of days they were absent. For instance, if a student is absent for two (2) days, he/she has two (2) schools, inclusive of the date of return, to complete any missed assignments. The assignments would be due to the teacher at the end of the second day or **before** class begins on the third (3) day of a student's return. It is the student's responsibility to arrange make-up work with the teacher. Make-up tests may not be taken during class time, but at a time that is convenient for the teacher and student.

In the event of an absence for other reasons, students are responsible for keeping abreast of all their assignments by checking *Gradelink* and for submitting their work upon return. Failure to submit one's work on time may result in a reduction of the grade for that assignment. This policy also holds true for missed quizzes and tests. The student is responsible for all new material presented during the student's absence. Furthermore, it is always the student's responsibility to contact the instructor for the missed material and to arrange for submission of an assignment that was due on the day of the absence. However, if the assignment can be submitted via email or through other electronic means, the student is required to do so on time.

### Note:

- Only with the Principal's prior approval will students be permitted to take a final examination early or late.
- For the academic well-being of their children, parents are encouraged to schedule any family vacations during school breaks when possible.

### *Grade Penalties Due to Absences*

A student who is absent more than fifteen (15) days in a semester may be penalized by up to a five-point reduction in the semester grade for each day over fifteen that s/he is absent. Should a student

more than thirty (30) days of school over the academic year, s/he cannot move to the next grade without the approval of the Principal. Further, at teacher discretion, the student may have to repeat an individual class if s/he has been absent thirty times from that class.

Three (3) tardies will count as one absence for grading purposes; students will be held accountable for the work that has been missed.

#### College Prep

- College Prep courses use a standard high school textbook.

#### Advanced Placement (AP):

- Advanced Placement courses are taught at college level using a college level textbook.
- AP courses have prerequisites at the high school level. (For instance, to take AP Biology, the prerequisite courses would be high school and chemistry.
- Registration for the AP test is required in advance.
  - Extra fees are required to take the AP exam. These fees are paid by the family through SMHS to the College Board.

#### *Dual Enrollment*

Dual Enrollment provides students with the opportunity to earn both high school and college credits. These college credits transfer to all Virginia Community Colleges, and most four-year colleges and universities, like Advanced Placement (AP) courses. Individual colleges and universities reserve the right to make final determinations relative to transfer of credits.

Approximately 20 high schools in our area offer Dual Enrollment courses in various subjects through Germanna Community College.

Additional benefits of Dual Enrollment include:

- Becoming familiar with college application and enrollment processes;
- Gaining early exposure to the academic rigors of college level courses;
- Accessing Germanna's student resources including e-mail and the Blackboard Learning Tool, tutoring services both online and on-campus, library services, and technical support;
- Earning college credit based on academic performance throughout the entire course, as opposed to one exam as in AP courses.

***This course pathway requires additional fees.***

*Educere* is a high quality virtual education provider that is noted for its high quality and cost-effectiveness. SMHS offers these classes to students who would like to take other language, math, or elective courses that SMHS does not offer. It must be noted that *Educere* course fees include admin fees and are the responsibility of the parent.

*Administration fees apply, and payment must be made prior to the completion of course registration.*

*Honors* courses are advanced courses offered in the core subject areas (science, math, history, English.). The requirements for honors courses are outlined in the course syllabus.

The *Summa Cum Laude* diploma is for the student who wishes to pursue the most challenging course of study for all four years and requires four years each of math, science, literature, English, theology, history and foreign language. Additionally, of the core subjects of literature, English, theology and history, one honors course must be taken as a freshman and two as a sophomore. A total of five (5) AP courses must be taken. The Summa Cum Laude exceeds the requirements for most colleges/universities and is based upon the graduation requirements at SMHS.

The *Magna Cum Laude* is the college preparatory diploma and is designed to exceed the admission requirements of most state colleges/universities. It provides an academically rigorous course of study. Students are required to take four combined classes in English and literature, theology, math, science, history and three in foreign languages. The Magna Cum Laude is the perfect diploma for the student who is preparing for college.

The *Standard* Diploma exceeds the State of Virginia High school graduation requirements and is designed for the student who needs to make significant changes to the course of study, or who may not be planning on attending a four-year college immediately after high school. It is important to note that the minimum graduation requirements for the Standard Diploma may not meet the admission requirements of many four-year colleges.

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*Outline – Grade Level Requirements*

<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>
Theology 9	Theology 10
English 9	English 10
Math	Math
Chemistry	Biology
Western Civilization I	Western Civilization II
Foreign Language	Foreign Language
Fine Arts	Fine Arts/ Geography
Physical Education	Physical Education
<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
Theology 11	Bioethics
English 11	English 12
Math	Math
Science	Government
US History	Foreign Language or elective
Foreign Language	Science or elective
Elective	Elective
Elective	Elective

*Diploma Requirements*

<b>Course</b>	<b>Standard Diploma</b>	<b>Magna Cum Laude</b>	<b>Summa Cum Laude</b>
Theology	4 credits	4 credits	4 credits
English	4 credits	4 credits	4 credits
Math	3 credits	4 credits	4 credits
History + Government	4 credits	4 credits	4 credits
Science	3 credits	4 credits	4 credits
Foreign Language	2 credits	3 credits	4 credits
Fine Arts	1 credits	1 credits	1 credits
Geography/Civics	1 credits	1 credits	1 credits
Physical Education/Health	2 credits	2 credits	2 credits
Electives	2 credits	3 credits	4 credits
<b>Total</b>	<b>26 credits</b>	<b>30 credits</b>	<b>32 credits</b>
Honors freshman courses			1 course
Honors sophomore courses			2 courses
AP courses			5

*Grading Scale*

Saint Michael uses a weighted point system to reflect student performance. More difficult courses, namely honors and AP, are weighted more than standard courses.



A GPA is the student's grade point average for all the high school level courses he/she has completed and the calculation of class ranking.

Numeric Grade	Letter Grade	Standard Course	Honors Course	AP Course
97 – 100	A+	4.0	5.0	5.5
93 – 96	A	4.0	5.0	5.5
90 – 92	A-	4.0	5.0	5.5
87 – 89	B+	3.0	4.0	4.5
83 – 86	B	3.0	4.0	4.5
80 - 82	B-	3.0	4.0	4.5
77 – 79	C+	2.0	3.0	3.5
73 – 76	C	2.0	3.0	3.5
70 - 72	C-	2.0	3.0	3.5
67 - 69	D+	1.0	2.0	2.5
63 - 66	D	1.0	2.0	2.5
60 - 62	D-	1.0	2.0	2.5
59 or Below	F	0	0	0

*Course Scheduling and Cancellation*

SMHS's intent is to offer as many courses as possible each academic year; however, course offerings are based on enrollment. Courses may be canceled at the discretion of the Board and or Administration due to low enrollment in a course offering. If a student was enrolled in a canceled course that student will be placed in another course offering. A student may opt to take an Educere virtual course in lieu of the canceled course. Choosing the Educere course will be at the expense of the student (administration fees apply).

**Lunch**

Students and faculty have the ‘mid-day’ lunch period. Faculty and staff are encouraged to eat at the Faculty Table.

Faculty, on occasion, might be asked to help monitor the lunch period with an administrator. In that case, the expectation is to eat lunch in the assigned area with students.

Mid-day may also be used for clubs, meetings, and/or tutoring on the Wednesday Flex Days.

## **Bell Schedules**

### **Regular Bell Schedule**

Period 1 8:00 – 9:30 am  
Period 2 9:32 – 11:02 am  
Mid-day 11:05 – 11:35 am  
Period 3 11:40 – 1:10 pm  
Period 4 1:15 – 2:45 pm  
Dismissal

### **Delayed Opening**

Period 1 10:00 – 11:00 am  
Period 2 11:02 – 12:02 pm  
Mid-day 12:05 – 12:35 pm  
Period 3 12:40 – 1:40 pm  
Period 4 1:45 – 2:45 pm  
Dismissal

### **Early Dismissal**

Period 1 8:00 – 8:55 am  
Period 2 9:00 – 9:55 am  
Period 3 10:00 – 10:55 am  
Period 4 11:00 – 11:55 pm  
Dismissal (No Lunch)

### **Wednesday Mass/Flex Schedule**

Period 1 8:00 – 9:00 am  
Period 2 9:02 – 10:02 am  
Mass/Lunch 10:05 – 11:35 pm  
Warrior Block 11:45 – 12:45 pm  
Period 3 12:47 – 1:46 pm  
Period 4 1:48 – 2:45 pm  
Dismissal

### *Grade Reporting*

Grade reporting for the academic year will occur through two (2) interim advisories per semester. The grades on these reports will provide a snapshot of the student's progress and are used administratively to determine eligibility for extracurricular participation. Parents can review student grades on an ongoing basis through *Gradelink*.

Exams are given at the end of each semester and are averaged into the semester grades. Semester grades are used to determine eligibility for extracurricular participation, Honor Roll, and class ranking. Final grades are derived from the average of the two semester grades.

### *Honor Roll*

Honor Roll is announced upon the issuance of semester report cards. Students with no grade lower than a 95 on report cards, earn First Honors. Students with no grade lower than 90 on report cards, earn Second Honors, and those with no grade lower than 85 on report cards, earn Third Honors. A student must take at least five classes to earn Honor Roll status.

### *Academic Probation*

Academic probation is a period of temporary suspension from extracurricular activities for a student whose academic performance, as reflected upon an interim advisory or semester report card, has fallen below a 2.0 GPA, and/or a student with grades of a D or an F. During the probationary period, the student will have the opportunity to raise his or her academic performance to meet SMHS's standard for extracurricular eligibility. Students who are on academic probation and attend study sessions outside of school hours may be eligible to participate in extracurricular activities at the Administration's discretion.

Continued poor academic performance shall result in a re-evaluation of a student's financial aid.

### *Remedial Action and Summer School*

Summer Courses for those who earned a D or F:

- Most courses are online and are offered via Educere.
- It is important to remember that online courses are courses that students work on at home using their computer.
- Students will need to spend at least 3-4 hours a day on the courses.
- Students must complete these courses by the time designated by SMHS, usually by the end of July.
- Students who earn an F in any Educere course are required to retake the class they failed.
- Students who earn a D are highly encouraged to retake the in which the D was earned.

*Please note that Educere enrolls students from all over the country and their final deadline may be much later, but the SMAHS determines the course deadline for our students.*

*Administration fees apply, and payment must be made prior to the completion of course registration.*

The final examination must be proctored; therefore, the student must schedule a proctor at SMHS. This time must be planned and scheduled at least one week in advance and takes place at SMHS. *PLAN* accordingly! The final exam must be taken no later than the predetermined end date. Contact SMHS for registration information.

Students who have a grade less than 70 are encouraged to communicate with their instructors to attend pre-planned study halls for extra help sessions.

### *Class Rank*

Saint Michael provides a student's class rank, as determined by his or her cumulative GPA, at the end of the final exams. Class rank is used to support the completion of college/university applications and in the identification of the class Valedictorian and Salutatorian. The student with the highest cumulative GPA will be designated the class Valedictorian. The student with the second highest cumulative GPA will be designated the class Salutatorian. In the event of a tie, the student (1) taking the greater number of AP or Honors courses during his or her academic career or (2) with the highest senior year GPA will be awarded Valedictorian status at the discretion of Administration. The same method will be used if there is a tie for Salutatorian.

***For a 'tie' situation, there will be two (2) valedictorians or salutatorians.***

## **Academic Honesty: Plagiarism and Cheating on Schoolwork**

### *Penalties for Plagiarism/Cheating*

Cheating is a serious matter. Students are expected to take reasonable care that their own work is not copied, even without their permission.

If a teacher has evidence that a student has cheated on a homework assignment, the teacher will give the student a zero and a demerit.

- First cheating offense on any assessment (inclusive of projects and special assignments), he/she will be placed on automatic suspension;
- Second cheating offense results in automatic expulsion with no tuition refund.

### *Academic Honesty: Importance and Types of Dishonesty*

Students come to St. Michaels to learn, and learning can only be accomplished by completing their own homework, writing their own papers, and taking tests using their own knowledge. Students who copy homework, plagiarize papers or projects, or cheat on tests do not learn.

An important part of being a student in a Catholic school is character formation. Students who make an honest effort to do their own work begin to form themselves into the kinds of virtuous, trustworthy men and women they will want to be as adults. Students who are dishonest in their work are unfair to other students, who are working hard to learn, and to their teachers, who work hard to teach them. Dishonest students begin to form habits of dishonesty as they turn in work which is not their own and pretend that it is.

*Plagiarism is taking any material (facts, ideas, writings, images, or portions of these) and claiming to be the original creator.*

#### Homework

Copying another student's homework or otherwise turning in work pretending the student had completed it his or herself.

#### Papers and Projects

Copying words, sentences, images, or ideas without giving credit to the original creator is plagiarism. (In papers, credit must be given in text notes and on the "Works Cited" page. Exact wording must be shown by quotation marks.)

#### Tests and Quizzes

Copying information from a cheat sheet or another student's paper and pretending it is your own knowledge is plagiarism.

#### Other Types of Academic Dishonesty (Cheating)

- On a quiz or test, pretending to have read a book or story yourself when you have gotten information from a friend, a website, etc;
- Finding out what was on a quiz or test from a student who has already taken it;
- Allowing another student to copy your homework, project or paper and claim it as his own;
- Providing information to another student(s) about a test/quiz that he/she has not yet taken; who has not taken a quiz or test;
- Helping a student to write a paper or do other work which he/she was supposed to do without help.

### **Special Education Support Requirements**

Saint Michael has limited resources to meet the special education and related service needs of students. When feasible, students with mild challenges may be accepted for admission. Should a student not meet the academic requirements due to special educational needs, the student may be denied future enrollment. A student may be denied admission in instances where the scope of the student's challenge is beyond the resources SMHS can provide.

Parents are obligated to share educational/psychological testing results and any resulting plan with SMHS. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 Plan and/or Student Assistance Plan (SAP) must be submitted to SMHS. The refusal to provide such information is a ground for terminating enrollment in SMHS. Confidential records will be retained for five years after the student leaves SMHS or his/her graduation, whichever occurs first.

Students may be encouraged to take a study skills course to meet the academic expectations of the curriculum.

## Guidance Program

The guidance program exists to support our students in two primary areas:

- Guiding students make their journey through high school into adulthood; and, s
- Guiding student(s) transition from high school to post-secondary education or the workforce.

Our focus is on maximizing the students' intellectual, spiritual, physical and emotional faculties, to prepare them to become productive members of society.

A core component of SMHS's guidance program is the focus on assisting students with the exploration, research and selection of post-secondary educational opportunities at two-year and four-year colleges/university, or career development for those who choose not to pursue a college education immediately after high school.

In all cases, the staff takes an active role in this guidance process. Additionally, staff members work with students to prepare them for standardized testing (PSAT/NMSQ, SAT, ACT, ASVAB), and to map out college and/or career options.

## Student Service Hours

In keeping with the Gospel teaching that Jesus came to serve, each student must complete 140 service hours before graduation. Students will serve with an attitude of joy and charity as God loves a cheerful giver. Service hour requirements are assigned per grade level and gradually increase as students become more accustomed to the academic rigors of high school. This service requirement applies to all full-time students and students who intend to obtain a diploma from SMHS (dual enrollment and standard diplomas). There are two categories of student service hours: service to school and service to community.

Freshmen - 20 hrs.	10 - Service to School	10 - Service to Community
Sophomores - 30 hrs.	15 - Service to School	15 - Service to Community
Juniors - 45 hrs.	20 - Service to School	25 - Service to Community
Seniors - 55 hrs.	25 - Service to School	30 - Service to Community

Service to SMHS activities include assisting in the basic upkeep of buildings and grounds, serving at Bingo, helping with fundraising events (outside of athletic team or club fundraising events), participating in marketing/recruiting events, lifeguarding, serving as building marshal staff, etc.

Service to community activities include assisting pro-life organizations, helping at a church sponsored thrift store or food pantry, engaging in a pro-life activity (Life Chain, 40-Days for Life, prayer outside of abortion clinics), etc.

Service to community for seniors includes the senior “Make a Difference” project in which twenty-five (25) hours are required and included as part of the required service hours. Part-time student community service hours will be calculated based on the number of classes in which these students are enrolled.

Service hours need to be reported to SMHS offices and turned in as they are completed. Service hours are pro-rated for transfer and part-time students as appropriate.

## **Administrative Procedures and Policies**

### *General Daily Schedule*

SMHS’s administrative offices are open Monday through Friday from 7:30am to 3:45pm when school is in session, and 9:00am to 1:00pm during the summer. The offices will be closed early on half days and specified holidays listed in the official school calendar.

Students may first enter SMHS building at 7:30am when an administrator is on site to provide appropriate supervision. Students should not be dropped off prior to 7:30 am. Student drop off should occur between 7:30 and 7:50 am to avoid tardiness.

The academic day starts at 8:00 am and ends at 2:45 pm. The days alternate on an A/B schedule in which there are four 90-minute class periods per day. Modified schedules are implemented during Mass days, special events, inclement weather delays, and half days.

After-school activities, such as athletic team practices and club meetings, are published separately by team coaches/club sponsors but generally are conducted from 3:00 pm to 5:00 pm. Appropriate arrangements must be made for picking up students promptly when a scheduled activity has ended.

To provide a continued safe environment, students must be picked up after school unless they have a school related activity. Students who are not supervised by a parent directly after SMHS closes will be subject to administrative review with a subsequent fine.

### *Absences*

Attendance is required, and students must arrive on time and be prepared for class.

#### Absence Criteria

- A student will be marked absent for a class period if they miss thirty (30) minutes of any scheduled class time.
- A student will be marked as a half-day absence for the day if the student misses two scheduled academic periods.
- Accommodations will be made for modified schedules.

#### Reporting Absences

- For an absence to be excused it is necessary for a parent or guardian to communicate with SMHS’s receptionist as soon as possible. Modes of communication include: e-mails, text messages, and handwritten messages.
- Parents will be called if SMHS has not been notified of a student absence.

### Absences Impact on Academic Credit

- Please see above.

### *Tardiness*

The SMHS academic day begins promptly at 8:00am with students reporting to their first period class. Students who do not arrive by 8:00 am must sign in and receive an unexcused tardy (TU) slip. A student who arrives late with a note with an excused reason for lateness (e.g. a doctor's note) is counted as excused-tardy (TE).

Students are provided transition time between classrooms, use the restroom, etc. between class periods. Students must be in the assigned classroom and seated, ready to learn at the time the teacher begins the class to not be counted as unexcused-tardy.

If a student receives more than three unexcused tardy slips in a given quarter, the fourth and all subsequent unexcused tardies will merit a detention. Students who are persistently unexcused tardy may be subject to more serious disciplinary consequences.

### *Junior/Senior Late Arrival/Early Dismissal*

Juniors and seniors who are not assigned to a first period class are afforded the privilege to report to SMHS no later than the start of their first scheduled class. Students must report to SMHS office and sign in. Students who are leaving school prior to the regularly scheduled dismissal must report to SMHS office and sign out, only with appropriate documentation.

Students under the age of 18 must have legal documentation on file from parents permitting late arrival or departure in these circumstances.

### *Lunch Off-Campus*

Senior students may enjoy eating lunch off campus, as an earned senior privilege, with a form signed by a parent or guardian kept on file. This privilege may be revoked/reinstated by the principal, as needed.

### *Early Dismissal – Early Dismissal - Athletics*

Student-athletes may be required to be released from class early on certain days to travel to scheduled athletic events. The Athletic Director will notify faculty and staff of early dismissals and projected departure times no less than one day in advance of the event. Students will not be released from class prior to the designated time. Any class work due to any early dismissal must be made up according to the absence policy.

### *Release of Students*

Prior to the end of SMHS day, Students will be released only to the parent or guardian unless SMHS has been provided with a legally binding document to the contrary. Signed stipulations stating to whom the child may be released must be provided to the office prior to the time of release. Individuals picking up a student must see the Receptionist at the front desk to sign out any student.



### *School Dismissal*

School ends at 2:45 pm. All students are required to check into a supervised, scheduled after school activity or depart from SMHS campus afterward.

SMHS **does not** provide after school care or supervision for students who are not involved in sanctioned, scheduled after school activities.

## **General School Policies**

### *Student Custody and Guardianship*

Legal documentation must be provided for any legal custody agreement change. Additionally, any student not residing with his or her parent, must provide the administration with an original of the legal custody agreement at the time of enrollment or immediately after a custody status change. A copy of the original document will be made and kept in student(s) files.

### *Reporting Address Changes*

Parents must notify SMHS when there is any change in contact information (e.g. physical mailing address, e-mail, phone number, emergency contact person, custodial parent) so that the student database can be updated accordingly.

### *School Visitors*

All persons, except currently registered students, must first report to the front desk immediately and sign in.

Parents are welcome to visit SMHS at any reasonable time. Parents are asked to provide advance notice, especially if they wish to speak to an administrator or teacher so that appropriate scheduling accommodations can be made.

During SMHS's academic day, all deliveries to students (forgotten lunches, etc.) must be made to the SMHS office. Parents will not be permitted to make deliveries to the classroom to avoid the interruption of class instruction.

### *School Communications*

SMHS strives to maintain open communication with all its stakeholders. Methods of communication include, but are not limited to, e-mail, letters, SMHS website and *Gradelink* postings. Additionally, SMHS sends out ***The Week Ahead*** to school families weekly, detailing information pertinent to the next school week and beyond.

Parents who wish to speak to a teacher should e-mail the teacher. The parent can expect that an attempt will be made by the teacher to return the message within a 24-hour period. Contact with an administrator or teacher is available by appointment.

### *Inclement Weather/School Closings*

The academic year is approximately 180 days in duration or 990 instructional hours per year. SMHS considers this when accommodating inclement weather or other, non-weather related, emergency closings, without having to make up instructional days. If, during the academic year, there are more than 4.43 inclement weather or emergency closings, the published school calendar will be modified to make them up.

SMHS generally follows the decisions of Spotsylvania County Schools when it comes to weather related delays, early dismissals and closings. However, SMHS reserves the right to make its own decision regarding closings or delayed openings and will communicate all closings and/or delays on SMHS webpage and through local media.

### *Access to Student Records*

Student record access will be granted in strict accordance with Virginia and federal law.

### *Transferring of Student Records*

SMHS will supply a copy of student(s) cumulative record(s) to another school, with legitimate educational interest, provided a written request from a parent or guardian is received.

Requests will be honored, if and only if student(s) financial account is in good standing and any sports uniforms/equipment have been returned before the last date of attendance.

Parents will not be permitted to hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records will be placed in a sealed envelope. Both the envelope and documents will be marked "Hand Carried."

SMHS must be notified in writing by the parent or guardian of a student regarding a decision to transfer a student to another school. This notification must include the date of the students last day of attendance. Scholastic information will be sent to the new school upon receipt of a ***Release of Student Records*** request from the new school. All outstanding fees and tuition must be paid prior to the release of the student's records.

### *Use of Cellular Telephones and Other Electronic Communication Devices*

To provide an environment that promotes academic integrity and the development of interpersonal skills, the following policies exist:

- Student cell phones and other electronic devices must be turned off and placed in book bags or lockers between 7:50 am and 2:45 pm;
- Cell phones and other electronic devices should not be seen or heard during the school day;
- Violations of this policy will result in the confiscation of the cell phone/electronic device and turned in to the school office.

When there is a valid reason, students may ask to use the school phone. This policy includes the use of earbuds, ear phones with the electronic device during SMHS day.

- The first two violations will result in a lunch detention;
- Third violation will result in an after-school detention;
- Any subsequent violations will result in a Saturday Detention.

#### *Parent-Student Communication During School*

Parents may call the school and leave a message for their child. A note will be sent for the student to visit the reception desk to receive the message. Class may not be interrupted, except for emergency situations.

#### *Use of Campus Computers and Technology*

Proper use of technology, especially the Internet, is an important consideration. There is no expectation or right to privacy or right to freedom of speech when using SMHS's computer resources, which are SMHS's property. The use of computers and the Internet must be in support of education and educational research. Computers and technology will be consistent with the educational objectives of SMHS. Using school facilities for Internet and e-mail is a privilege, not a right.

Inappropriate use which includes, but is not limited to, unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files and violation of computer security as determined by SMHS administration can result in a cancellation of privileges and disciplinary action. Vandalism of computer files is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

- When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use;
- Users should not reveal their personal addresses or phone number(s) and shall not reveal the personal address or phone number(s) of others without their authorization/permission in writing;
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private. The IT Department and Administration has access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities;
- Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists;
- Any attempt to log onto the Internet or SMHS's network/system as a systems administrator by someone other than the systems administrator will result in a loss of user privileges at SMHS. Any user identified as a security risk by SMHS administration due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) will be denied access to SMHS's computers, networks and/or systems and face disciplinary action;

- Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - Messages to others shall be polite and shall not be abusive;
  - Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language;
  - Use of the network shall not disrupt use of the network by others.

SMHS makes no warranty of any kind, whether express or implied, for Internet service. SMHS will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. SMHS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Saint Michael provides computers, computer software, Internet access, and printers for educational use only. Students may use only the instructional software that the instructor has given them permission to use. No games may be played on these machines. The only exception to this is educational games that have been approved by a student's teacher.

E-mail can only be used for:

- Consultation on an academic project with other teachers or students;
- As a learning experience in a course on the Internet;
- Accessing and saving school related papers.

The following is a list of activities that are prohibited:

- Alteration of computer configuration, including desktop icons, backgrounds, and screensavers
- Use of system utilities such as regedit, sysedit, msconfig, or any of the control panel applets
- Viewing obscene pictures or obscene, vulgar, or inappropriate language on the Internet
- Introducing viruses
- Vandalizing computer equipment
- Downloading games or other software from the Internet
- Use of computers for serving software (e.g., shares) other than that explicitly permitted by faculty and approved by the IT Administrator;
- Attempting to gain unauthorized access to remote systems and/or installing software that facilitates access to school machines from remote locations;
- Installation of software that enables encryption or decryption of the local file system;
- Installation of software which facilitates analysis of network traffic (snooping);
- Installation of other Operating Systems on school equipment, except as provided for by the IT Administrator
- Deliberately interfering with other users' network access (e.g., creating passwords)
- Creation of web pages that attack others' reputations
- Plagiarism and violation of copyright laws
- Using commercial advertising and chain letters

*In addition, Saint Michael has the following policy:*

Internet sites, such as “snap chat”, “Facebook”, “Whisper” are in the public domain, available to the general public. Any postings, pictures, messages or other activities by students that are to or about Saint Michael the Archangel High School, the Catholic Diocese of Arlington, the Roman Catholic Church or those affiliated with these organizations is subject to the provisions of this handbook. Faculty and staff of Saint Michael the Archangel High School are prohibited from any online social contact with Saint Michael the Archangel High School students.

Postings which are contrary to the philosophy, teachings, policies or procedures of SMHS are subject to disciplinary action as may be appropriate. Students and families affiliated with Saint Michael are subject to these provisions, to include materials which demean or embarrass others in the SMHS community, suggest illegal activities or promote hurtful, threatening, dangerous, or illegal behavior or messages.

Students are prohibited from using any school resources, including email addresses, to access or utilize websites that host the foregoing, or any other social media sites. Any references between a student and SMHS community and its employees must be consistent with the policies of this school. As with other activities that may bring embarrassment or scandal to our school community, inappropriate internet activities of any sort at any time may be grounds for disciplinary action including, but not limited to, suspension or expulsion from SMHS.

#### *Photographs, Videos, Web-Postings*

Student pictures are taken in the fall in school uniforms. Group photos for athletic teams, clubs or special events are taken throughout the year. Notices will be sent in advance to advise parents regarding ordering procedures.

Parents may exercise their right to prohibit SMHS from using images or voice recordings of their child(ren). To do so, parents must complete and submit a ***Waiver/Right to Object Form*** so that measures are taken to prevent their student’s image from being captured through still photography or video or from their voice being recorded. Any student or parental publications containing photographs of students must be reviewed by SMHS administration prior to publication to ensure that prohibited photos are not inadvertently published. The Waiver/Right to Object Form is available at the SMHS Administration offices or the SMHS Website.

Photographs taken at any Saint Michael the Archangel High School related event cannot be posted online without the expressed written permission of SMHS’s Administration.

#### *Field Trips*

Field trips are privileges planned by teachers and approved by SMHS administration with educational purposes as the primary objective with financial consideration. Field trips are an extension of SMHS day and the Code of Conduct applies.

A student must provide the sponsoring teacher a permission form signed by a parent prior to a student participating in each activity. Telephone calls will not be accepted in lieu of required documentation.

The default dress code for field trips is Uniform #2 unless otherwise specified. Students arriving in attire other than that specified by the teacher will not be permitted to participate in the field trip and will be considered out of code and thus subject to disciplinary action. Parents/guardians will be furnished with detailed written information about the field trip and given the opportunity to have their children "opt out" from the field trip.

## **Transportation**

In the event private automobiles/vehicles of students, parents, or other authorized adults are to be utilized to transport students, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the administration. Evidence to this effect must be presented to the administration for review and approval prior to the use of such vehicles. The administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

Fire lanes, marked by yellow curbing, must always be kept free. The parking lot speed limit is 10 mph. Parking in front of SMHS is restricted to the designated areas during school hours. Vehicles in violation of this policy are subject to towing at the owner's expense. SMHS does not take responsibility for automobile damage or the loss of anything from cars. SMHS reserves the right to search any vehicle on school property at any time for any reason to ensure the safety and well-being of our community, with just cause.

### *Loitering*

Loitering on school property is strictly prohibited.

### *Students and Student Property*

Students are solely responsible for their own personal property. SMHS accepts no responsibility for items in SMHS. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by SMHS should not be brought to school.

Backpacks, purses, bags etc., are to remain in or at the student's locker. These items are not permitted in the classrooms due to limited space and safety concerns.

### *School/Student Lockers*

Lockers are school property and are subject to search by school authorities, with just cause, to protect the safety of all.

Students are provided with a locker at the beginning of the school year which is intended for the student's sole use. Each student is mandated to secure his or her locker with a student purchased lock and is responsible for its cleanliness. Signs, posters or pictures are permitted to be posted inside locker but must be of an appropriate nature consistent with the SMHS Code of Conduct. Exterior decoration is subject to approval.

Any problem with a locker should be brought to the attention of the designated staff member. Students may use their lockers before and after school as well as in between classes; however, stopping at one's locker is not an acceptable excuse for tardiness. Use of lockers during class time is prohibited; however, if an emergency arises, students may go to their lockers, if and only if, they have a teacher's permission.

## **Parent-Teacher Organization (PTO)**

The PTO exists to collaborate in meeting the needs of the Administration, Faculty, and Student Body and to further the mission of SMHS. The PTO is the vehicle through which school, parents, and guardians organize to support fundraising, extracurricular programs, special activities, long-range planning, and any other activities that foster the growth and development of SMHS community. All actions of the PTO shall reflect SMHS's commitment to Jesus Christ and the Catholic Church.

The PTO is governed by the PTO Constitution and By-laws with guidance provided by SMHS's Board of Trustees. The PTO holds regularly scheduled meetings throughout the SMHS school year. PTO members may request to place an item on the agenda by submitting the request to the PTO Executive Board at least three days prior to a scheduled meeting.

The PTO should strive to:

- serve in an advisory capacity to support SMHS administration and faculty;
- provide a means by which parents can respectfully articulate their values and expectations regarding SMHS so that these can be examined and addressed accordingly;
- support and promote quality Catholic education at SMHS;
- encourage Catholic values of family life;
- encourage communication between the faculty and parents;
- lead and assist in fundraising efforts;
- support the faculty in the classroom and beyond (examples include: funding continuing education, purchasing equipment for classrooms, helping with Lunch and Learn support, and organizing a Capital Campaign).

## **Finances**

### *Tuition and Fee Policy*

Students pay tuition and fees as a condition of enrollment. Payment of tuition and fees may be combined, or fees may be paid separately. There are multiple tuition payment options:

- A monthly tuition payment program administered by FACTS Tuition Management (referred to as FACTS). FACTS collect tuition for SMHS monthly (12 month and 10-month plans). FACTS payments are electronically debited from a checking or savings account. FACTS charge an annual fee per family for this service;
- A one-time payment. Parents may opt to pay tuition in full by July 1, of the year preceding enrollment/re-enrollment. This payment is made directly to SMHS.

Tuition payments may also be made using a major credit card. Please see SMHS's business office for details.

Report cards and transcripts are withheld in June for students whose financial accounts are not paid in full (e.g., tuition, fees for missing or damaged books, or other fees).

#### *Tuition Assistance Program*

Saint Michael the Archangel High School makes every attempt to provide a Catholic education to any student who desires it, regardless of ability to meet tuition requirements. In that spirit, the Board of Trustees reviews each application for financial assistance after a FACTS determination of financial need.

To be considered for tuition assistance, an application must be made directly through the **FACTS Tuition & Grant Aid Assessment** (<http://www.factstuitionaid.com/facts/gaap>). Upon receipt of the tuition assistance application, SMHS will review the application and allocate funds accordingly.

The deadline for submitting applications to FACTS is determined annually. Applications received after the stated due date will be considered for tuition assistance provided funds are still available. Members of the administration will be glad to answer any further questions regarding tuition assistance.

#### *Tuition Assistance Offset Requirements (Service in Lieu of)*

Families receiving tuition assistance are required to provide additional service to SMHS over and above the annual service hour requirement to offset operating costs associated SMHS. Specifics of offset requirements will be determined by SMHS on a case-by-case basis following consultation with the family receiving tuition assistance.

#### *Payment in Arrears*

Families who are in arrears on tuition and/or fee payments will be notified by the Registrar. All efforts must be taken to bring accounts up-to-date as soon as possible. Report cards and transcripts will be withheld for students whose financial accounts are not paid in full, or in arrears in monthly payment plans (e.g., tuition, fees for missing or damaged books, or other fees). Students will not be permitted to begin classes in the fall of the following year until the account deficiencies are corrected.

### **Bingo/Parent and Student Service Hours**

Bingo is one of the largest fundraisers for Saint Michael. Without bingo, tuition would be significantly higher. Therefore, each family (of full and part-time students) is required to work bingo sessions each year. If a family cannot make their designated bingo session, it is their responsibility to find a replacement. Families may sign up using the *Sign-up Genius* website for this activity. If a family does not meet their obligations, an additional fee is assessed. This amount will be added to the tuition bill.

SMHS hosts Bingo on Thursday and Saturday evenings, with an additional session on the morning of the first Saturday of every month.

#### **SMHS Family Required Commitment**

To service Bingo sessions, four (4) adults and two (2) students are required at each session. The adult signing up for the Concession slot is required to bring two (2) cakes.



Every family is required to sign up **and** be present for the entire time slot for which they are scheduled.

- Every family **must** sign up for a minimum of ten (10) sessions from June 1<sup>st</sup> of each year through May 31<sup>st</sup> of the next year. This will ensure that summer Bingo sessions are appropriately staffed with adults.

Every student **must** sign up for a minimum of four (4) sessions from June 1<sup>st</sup> of each year through May 31<sup>st</sup> of the next year. This will ensure that summer Bingo sessions are appropriately staffed with students.

- There is no set up required on Thursdays. Set up will be completed at the end of each school day on Thursdays.
- Saturday set up is evening only, except the first Saturday of every month, where set up will take place in the morning and not required for the later session.
- There is no requirement for cleanup other than general pick up for trash. This would include general trash pick-up, emptying all the paper bags into the plastic trash bins and taking out the trash. Tables and chairs should be wiped clean and any spills mopped up.
  - Tables and chairs will be put away on Friday mornings after a Thursday evening session, and on Monday morning after a Saturday evening Session.

Life happens...if a family or student cannot meet their scheduled sessions, please contact Ms. Mila Tibado and she will provide you with the names and phone numbers of families/students to call to cover your scheduled slot. This does not reduce the number of slots attended...families and students **must** fulfill their appropriate number of slots as outlined above. Failure to meet Bingo requirements will result in a \$150 fine being assessed for any lack of attendance or failure to remain throughout the entire time slot.

Families receiving Financial Aid will have additional responsibilities within SMHS.

## **Extracurricular Activities**

SMHS offers a variety of athletic and non-athletic extra-curricular activities that are designed to complement and contribute to spiritual and academic growth. It is our objective to provide students with opportunities that promote teamwork, sportsmanship, hard work and self-discipline. We aim to challenge students to maximize their potential and augment their leadership skills and develop student character through a positive and supportive environment that builds self-confidence in their physical, mental and emotional abilities. SMHS is a member of the Virginia Independent Schools Athletic Association (VISAA) Northern Region and the Delaney Athletic Conference (DAC).

### *Participation and Eligibility*

Participation in extracurricular activities is a privilege. Students who successfully meet SMHS's academic requirements and adhere to the Code of Conduct will be permitted to participate in extracurricular activities.

To be academically eligible to participate, a student must:

- be enrolled in a minimum of five classes;
- not be on academic probation.

If a student's GPA falls below a 2.0, students are required to attend weekly study hall sessions for remediation in lieu of practice until the subject area instructor verifies improvement through the Athletic Director, with notification to the Administration.

Teachers and parents will be notified when a student's grade in any individual course falls below a 2.0 so that remediation may take place as soon as possible.

Students participating in school-sponsored interscholastic athletic team activities, or SMHS's club sports programs, must have proof of an annual physical. A VHSL physical form must be provided to the Athletic Director annually to be eligible. The completed forms *must* be on file at SMHS prior to participating in any official team training session.

#### *Supervision of Students*

SMHS is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day unless the student is participating in a school-sponsored activity. Parents are reminded to make appropriate arrangements for picking up their students promptly at the end of any scheduled activity.

#### *Transportation of Students*

Transportation to/from practice and/or competition sites will be provided with school-owned vehicles except as stated below:

- Students participating in a school-sponsored sport or other activity who wish to drive to/from practices and/or games in a privately-owned vehicle must have written permission from their parents. This permission does not permit, under any circumstances, a student to transport other students or team members except for siblings and/or other relatives, with written permission from a parent;
- Parents may also assist, periodically, with transportation to school sponsored sports or activities.

#### *Volunteers*

Volunteers are a welcome and necessary part of Saint Michael. To volunteer working with the student body, volunteers must have Proof of VIRTUS training & a signed Volunteer Form. Volunteers serving in a driving capacity must possess a valid driver's license and proof of insurance on file.

## **Student Department**

#### *Student Code of Conduct*

The SMHS Student Code of Conduct is based on the Gospel message of Jesus and the ethics of self-discipline and the loving respect of others. To achieve these ends, parents, faculty and students work together to create a Christian school environment. The basic tenets of this code include:

- Teachers have a right to teach. Any student effort to impede such instruction will be met with disciplinary action.

- Students have a right to learn. Any student effort to impede classroom learning will be met with disciplinary action.
- Through the precepts of the Church, and the truth that constitutes the Church's teachings, we dedicate ourselves to proclaiming this truth by making Christ known to all through our every action, word, and deed.

### *Expectations of all St. Michael's students*

In all areas of learning, fidelity to the call to true discipleship is essential to the development of the whole person. The Code of Conduct is based on the Gospel's message of Jesus Christ. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons are among the expected outcomes. To achieve these ends, parents, faculty and students work together to create a community based upon Catholic moral values and loving respect for others as taught by Jesus. Accordingly, any SMHS student is expected to abide by the following basic standards of conduct:

- Always treat others with respect in all situations. Treat others as you would wish to be treated;
- Always Act with integrity;
- Use appropriate language, speak respectfully to/about others, and never bully another student;
- Show respect for the learning community by being prepared and punctual for all classes and commitments;
- Use all technologies in accordance with SMHS acceptable use policies;
- Treat your body as a temple of the Holy Spirit and refrain from using or possessing alcohol, tobacco (including smokeless tobacco products) or illicit drugs at all time;
- Dress appropriately and modestly at all school functions and on school property;
- Take pride in all areas of SMHS's appearance, follow all policies and guidelines regarding use, safety and security of school property;
- Do not bring to school any weapon;
- Do not bring any object with the intent of using it as a weapon.

It is impossible to foresee all situations and problems which may arise. Therefore, the Student Code of Conduct described above empowers the faculty and administration to take disciplinary action for any behavior (within or outside of SMHS setting) which violates the spirit and philosophy of SMHS or undermines the mission of SMHS. This pertains to negative behaviors not explicitly cited in the Code of Conduct.

### *Respect for and care of School Property*

Students are to treat school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution in addition to the relevant disciplinary measures described in this Handbook.

Students will be expected to always show respect for persons and property. Stewardship is a theological concept that must be applied by the student to care for the property and environment of SMHS. Out of consideration for all members of the community and facility renters, students are expected to keep the building, its furnishings, the external grounds and parking lots in a clean and orderly condition. Trash is to be disposed of in containers provided and, for sanitary reasons and cleanliness. Students are to restrict food and drink consumption to designated areas only.

Food and beverages are not to be consumed in the classroom suite. All student personal property should be stored within or on top of their locker to maintain a clean environment.

#### *Physical/Emotional Abuse and Bullying*

Harassment of any type, physical or emotional, ***whether on or off campus***, will not be tolerated. The administration will investigate all complaints of harassment. Students involved in harassing behavior are subject to immediate disciplinary action.

SMHS retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the SMHS's image, reputation, and/or the safety and well-being of the SMHS community. This covers inappropriate behavior in cyberspace including but not limited to messages, messaging apps, online commentary, comments/pictures, postings on social networking sites, blogs, gaming chats, digital transmissions, and other technology related activity.

Physical abuse is defined as any unwanted touching and is never tolerated. Students must keep their hands to themselves. Fighting, wrestling, pushing, pulling and the like are prohibited. Intentionally hurting another student or adult will merit immediate disciplinary action.

Emotional abuse is defined as the willful debasement of a person's feelings that causes the individual to perceive him/herself as inept, not cared for, and worthless. Emotional abuse is characterized by coercive, demeaning, or overtly distant behavior (causing feelings of isolation) by a peer or other person that negatively impacts the normal social or psychological development of the target of such behavior.

Bullying, to include cyber-bullying, is defined as a form of aggressive behavior, which may manifest as abusive treatment, the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal harassment, physical assault or coercion and may be directed persistently towards victims, perhaps on grounds of race, religion, gender, sexuality, or ability. Bullying consists of three basic types of abuse – emotional, verbal, and physical. It typically involves subtle methods of coercion such as intimidation. Bullying will not be tolerated in any form or location, including cyberspace.

#### *Controlled Substances/Prohibited Items*

SMHS makes every effort to make students aware of the dangers and consequences of the unlawful use of substances. Therefore, students should understand the following:

- It is unlawful for any person to use, manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance, marijuana or other drug of any kind;
- If a student knows or suspects that any of the foregoing activities are occurring, s/he must immediately report the matter to SMHS Administration. The Administration will contact the appropriate law enforcement agency may be contacted;

- Drug testing may be required at the discretion of the Administration in the case of suspected use of an illegal substance. Our main goal of testing is prevention, so therefore an initial positive result in this case will not be an expulsion but rather a proactive plan of support toward the student and family by SMHS. There will be required mandatory counseling and follow up testing. All drug testing is at the parents' expense;
- Any related incident thereafter, the following process will be enacted:
  - If a student is suspected or is discovered to have violated this policy, the student will be subject to immediate disciplinary action which may result in suspension or expulsion.
  - A student shall not possess or use drug paraphernalia on the property of SMHS, on any school bus, or at any school-sponsored activity; any student who violates this provision will be subject to immediate disciplinary action which may result in suspension or expulsion.
- A student shall not possess, use, or threaten to use on the property of SMHS, on any school bus, and/or at any school sponsored activity, any weapons or object that can be used with the intent of threatening or harming an individual. Any student who violates this provision will be subject to immediate disciplinary action which may result in suspension or expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

### *Pregnancy*

Any student who becomes pregnant during the time she is enrolled in school will be given every opportunity to continue and/or complete her education in a Catholic school. If a pregnant student chooses to leave and/or the doctor recommends she leave, she will be considered as homebound for the duration of her pregnancy. The student, her parents and SMHS share jointly in the decision for her to attend classes or to pursue a specially formulated homebound program.

Upon learning of a student pregnancy, SMHS should demonstrate its support for the student(s):

- Inform SMHS chaplain or parish priest, so he can provide additional support to the student(s);
- Meet with the student(s) and parent(s) to discuss the need for counseling & services

### *Abortion*

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. Formal cooperation in an abortion constitutes a grave offense.

- If SMHS has reason to believe that a student underwent or helped to procure an abortion, SMHS will use reasonable means to determine whether there is any basis for such information
- If there is sufficient credible evidence to support SMHS's suspicion(s) that the student did have or procured an abortion, SMHS will schedule a conference with the student and the parent(s). If the individual remains a student, the family must agree to set up a counseling program which must include spiritual direction. Counseling is also required for the aborted child's father and/or any student who has helped procure the abortion, if a student at SMHS.
- If this plan is rejected by the student(s) and parent(s), then this lack of cooperation by the student(s) would indicate that the presence of the student in SMHS would no longer be beneficial to either party and the student will be removed from SMHS, with no tuition refund.

### *Search and Confiscation Procedures*

The Principal or his designee has the right to protect the health, welfare and safety of SMHS community against drugs, weapons, unauthorized materials (including cell phones and other PDA's) and publications and other contraband materials. Search of a student's person, locker, or personal property on school property (e.g. automobiles, etc.) may be conducted by the SMHS Principal. It is only necessary that a search be reasonable and related to SMHS's rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

### *Interrogation of Students*

Unless pursuant to legal process, the Principal must first be consulted before law enforcement authorities can speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to those who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The Principal, or the Principal's designee shall be alerted;
- The police officer(s) shall report to the Principal's office;
- An attempt must be made to obtain permission from the student's parent/guardian, either by phone or in person, prior to questioning;
- The Principal or the Principal's designee shall be present;
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

### *Disciplinary Measures*

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the maturity of the student, the nature of the infraction and the severity of the case. Further, the Principal is empowered to take disciplinary action for any behavior (within or outside of SMHS community) which violates the spirit, philosophy and Code of Conduct of SMHS, even though not specified.

Consistency and fairness will be guiding principles in the administration of student disciplinary actions. Repeat and habitual offenders and/or offenses will result in more severe consequences for the offender.

The following are some disciplinary measures at the disposal of the Administration and/or Faculty:

- Verbal warnings
  - Verbal warnings are the initial admonishments used by faculty and administration to teach and guide the student in proper behavior and comportment;
- Demerits
  - Demerits are used as a tool to document and track minor disciplinary infractions. Accumulation of demerits by students will result in administrative discipline;
- Denial of Privileges
  - A denial of privileges is not limited to sports and clubs, but also to participation in the communal lunch time, sports games, and special events;

- Tasks and Duties
  - A student may be assigned certain tasks and duties, which may relate to the offense;
- Detention
  - Lunchtime detention and after-school detention can be assigned for any failure on the part of the student to observe the rules of SMHS. Any member of the Faculty and staff may issue a detention when a student does not meet the expectations set forth in SMHS's Code of Conduct. Detention is held in the area designated by the Principal. Once a detention is assigned, the student must serve the detention;
- Detention is not held on half days. Extra-curriculars (clubs, drama, and athletics) do not take precedence over the requirement that students serve their detention within the time allotted. If a student is found to have missed serving his/her detention, more serious consequences will result, e.g. suspension;
- Formal Student Counseling
  - This is typically reserved for repeat offenders; this level of counseling is enacted when traditional means to correction are not sufficient;
- Parent conference, possible suspension and/or probation;
- Suspension
  - A student may serve a suspension either in-school or out-of-school based on the nature of the incident and the welfare of SMHS community. The parents of the student will be notified. The administration may further require a disciplinary conference with the student and parent. Once a student is suspended, an understanding from the student and his/her parents will be required in which they signify their understanding of the problem(s) and commit to work with SMHS in correcting the problem(s). Further, the student will be on disciplinary probation for the remainder of the semester. During the probationary period, the student is expected to fulfill the terms of the behavioral contract and demonstrate his/her desire to remain a member of SMHS community by improved behavior, improved attitude, and improved spirit of cooperation. Student suspensions will be reflected on the student's permanent record. Students who are suspended are not permitted to be guests at dances, attend field trips, or other social events that are sponsored by SMHS;
- Dismissal
  - Conduct which is disruptive to the learning atmosphere and/or contrary to SMHS's Code of Conduct is justification for the Principal/Administration to dismiss a student at the close of SMHS year. Students who are asked to leave Saint Michael high school are not permitted to be guests at dances or other social events that are sponsored by SMHS. Student dismissals will be reflected on the student's permanent record;
- Expulsion.

### *Expulsion*

Expulsion may be a result of one or all the following are present:

- A serious infraction of school rules occurs;
- The student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;

- The student's continued presence in SMHS is considered by school officials to be a serious hindrance to the safety or welfare of SMHS community;
- A parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school staff.

If the Principal/Administration believes it necessary to expel a student, the Principal/Administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with SMHS's disciplinary hearing process.

During the pendency of any appeal, the expelled student shall be removed from SMHS community in compliance with the expulsion notice unless otherwise directed in the discretion of the Principal/Administration.

#### *Appeal and Review Process*

In matters involving possible expulsion, the Principal with SMHS Disciplinary Committee can be called upon to hear submitted testimony on the student's behalf.

The Disciplinary Committee consists of the Principal, Head of School, specific Board members, and appointed faculty or staff members. Petitions may be submitted to the Board of Directors for a Disciplinary Hearing (Appendix B).

### **Student Uniform/Dress Code**

The SMHS Dress Code provides standards for students regarding uniform requirements, uniform wear and care, grooming and basic appearance. This code has been developed to foster an environment of unity and one which is conducive to learning and respectful behavior.

All uniforms must be worn in the manner for which they were designed (e.g. Oxford collar buttons buttoned, tie properly set, shirts tucked in, shoes tied, etc.). Boy's slacks are to be worn at the waist and fit properly. Trousers should reach the top of the shoe with a slight break (no high waters, puddle jumper or baggies permitted). The length of the slacks should not extend beyond the heel of the shoe to prevent undue wear and tear. Girl's kilts/skirts are to be worn at the waist and fit properly, not rolled or pulled down at the hip. The hem of the kilts/skirts should rest at the knee. The girl's Oxford shirt shall be tucked in and will be buttoned up to the second to last button from the neck to ensure modesty.

Students will always maintain serviceable uniform items. Uniform items that are stained, tattered, torn or otherwise in disrepair must be mended or replaced within ten days of notification by SMHS. Uniforms must be neat and clean in appearance – ironed, cleaned, etc.

Students are expected to arrive on campus fully dressed in the appropriate uniform of the day. Students will not be permitted to wear a combination of uniform items and regular clothes (to include sweatshirts, pajama bottoms, slippers, Ugg boots, etc.). Students are also expected to wear their uniforms appropriately, to include following dismissal and prior to campus departure unless they change into appropriate athletic attire for practice or games or change into regular clothes after dismissal.



## **Uniform Exchange Program**

The purpose of the “Uniform Exchange Program” is to recycle gently used uniforms within our school community to ensure that all students represent St. Michael the Archangel High School with pride.

Please note that we encourage any clothing donations that you would like to contribute to our Uniform Exchange to benefit the financial growth of our school.

Here is a brief overview of how the program is set up to function:

- Turn in new or gently used uniform items to SMHS.
- Only gently used uniforms that are in good, clean condition and meet SMHS’s dress code guidelines will be accepted. This includes: boy’s and girl’s white shirts, sweaters, skirts, pants, sweatshirt hoodies, ties and PE uniforms. Clothing which contains rips, tears, stains or is not within SMHS’s dress code guidelines cannot be accepted.
- Make sure each uniform item has an attached envelope with the following information to insure your funds will get to you in a timely manner.
- Used or New
- Item Name
- Size
- Asking Price
- Name, Address, and Phone Number of family.

*Please remember to put your child’s name on **ALL** articles of clothing that your child wears to school. All purchases will be first come first served. If necessary, we might have to mail your envelope if your uniform item is sold and we have difficulty contacting you. If your unsold uniform items are still here after six months we will consider it a donation and part of St. Michael’s inventory for profits towards SMHS.*

## **Dance Attire Contract**

### *Young Ladies-Formal Attire*

- Dresses that are the length of two inches above the knee or longer.
- Low-cut, backless, or strapless dresses, and two-piece midriff dresses are prohibited.
- All dresses need to be pre-approved by authorized personnel during pre-scheduled times.

### *Footwear*

- Heels that are 1-3 inches are permitted. Heels that are greater than 3 inches are prohibited.

### *Gentlemen-Formal Attire*

- Tuxedos for Formal Dances, suits, button down dress shirts with tie, slacks or trousers.
- Prom requires formal attire.

### *Footwear*

- Appropriate shoe wear for attire

***These rules apply to all guests***

*To All Guests:*

- All guests need to be high school age students in school. Only one guest per SMHS Student.
- Dress code rules apply to all guests. See rules above;
- Each new dance requires a new guest form to be completed and approved for admittance to dance. Forms from previous dances will not be accepted. Guest forms need to be pre-approved prior to the night of the dance. Guests will not be permitted without this form;
- Guests are not permitted to bring other guests;
- Forms are available from the Receptionist or the SMHS Website.

Doors will lock at start of dance and remain locked until end of dance. No one will be permitted to leave or arrive between these times without a parent or guardian.

***ONCE A GUEST LEAVES THE DANCE LOCATION HE OR SHE IS NOT PERMITTED TO RE-ENTER THE DANCE AND MUST RETURN HOME.***

### **Dance Guest Registration**

Saint Michael the Archangel High School (SMAHS) welcomes guests at our school dances. The following policies apply to students and guests:

All SMAHS rules and regulations are always in effect, including, but not limited to, appropriate conduct, ***appropriate MODEST dress*** and the prohibition against the possession and/or use of alcohol, tobacco 6. (including smokeless tobacco products) and other illegal substances. The guest must be escorted by the student as they enter and depart the dance. Students and guests must arrive at the dance no later than fifteen minutes late and must remain at the dance until end unless excused by parent or guardian.

Failure to follow SMAHS rules will result in the guest being escorted from SMHS facilities. Students will not be permitted to leave with guests escorted from SMHS facilities and their parents will be called and asked to pick up their student.

Other:

- Suspended students or former students who withdrew pending disciplinary action may not attend school dances.
- The SMAHS student is responsible for the behavior of the guest and is subject to disciplinary action for violations.

# Dress Guidelines

## DRESS GUIDELINES BELOW

### APPROVED COLUMN

### DISAPPROVED COLUMN

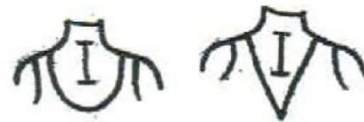
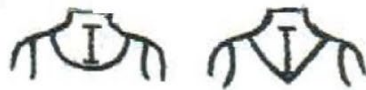
#### ---NECKLINES (FRONTS)

Measures, starting from the top vertebrate (No cleavage)



#### ---NECKLINES (BACKS)

Back is not to go any further or below bra closure.



#### ---SHOULDER STAPS



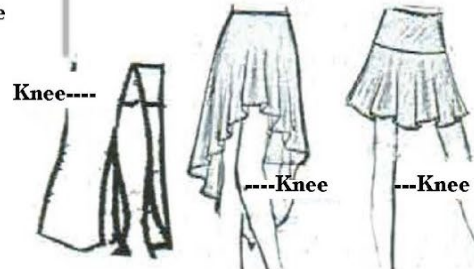
#### ---ARMHOLES



#### ---SLITS/HEMS/DRESS LENGTHS

NO MORE than a 2in slit or hemline above the knee

#### ---NO Form fitting club dresses



## **Jeans with Faith Day Pledge**

One of our traditions at SMHS is “Jeans with Faith Day.” These are designated days at SMHS where students get to wear blue jeans, a skirt or a dress if young ladies prefer, and some outward sign of their Faith. Examples include necklaces with crosses, appropriately themed religious t-shirts, etc. But please keep in mind to wear an item of Faith.

The guidelines for dressing are as follows:

- Blue jeans **MUST** be modest. Skin-tight jeans, skinny jeans, jeans with rips and/or tears, or form-fitting jeans are prohibited. If you have a question regarding jeans, please see Mrs. Lewis or Mrs. Bruggeman directly;
- Pants that include tights, spandex and other form-fitting materials are prohibited except leggings, which can be worn only with skirts;
- Slacks may be worn, but skin-tight and form-fitting pants of any kind are prohibited.
- Shorts are also prohibited;
- Skirts and dresses must also be modest. The appropriate length for skirts is knee length or below. Dresses and skirts must also not be skin-tight or form-fitting. No stiletto heels are to be worn;
- Blouses must also be appropriately modest;
- T-shirts do not include tank tops. T-shirts worn must carry a religious or pro-life message. Form-fitting t-shirts are prohibited.

We have had an issue in the past with skintight jeans. The administration has made the decision this year that they are no longer permitted. Students will be held responsible if inappropriate attire is worn. The consequences will range from being sent home to receiving multiple demerits to also loss of the privilege of “Jeans with Faith” days for the individual or the entire student body.

Jeans with Faith days are fundraisers for the SGA and all funds will go directly to supporting and paying for the students’ social events. This document is available both at the Reception Desk and the SMHS Website.

There is a \$3.00 cost for each Jeans with Faith day.

Students and parents must sign and submit the Jeans with Faith Day document. As young adults our expectation of our students is to lead by example. Students who do not sign the pledge will not be permitted to participate in Jeans with Faith days and must wear their school uniform on those designated days.

After the pledge is signed, submit it to Mrs. Bruggeman.

***Uniform #1 Every Monday & Wednesday***

**To be worn on Mondays (or first day of SMHS week),  
Mass days and on special occasions when designated.**

Boys	Girls	Optional
Khaki slacks	Plaid kilt/skirt	Sweater vest, red
Shirt, Oxford, white	Shirt, Oxford, white	Blue varsity letter cardigan
Blue blazer	Blue blazer	Interior vest, red or black
Striped school tie	Socks, knee high, navy blue or tights, navy blue	
Belt, black or brown	Dress shoes, black, navy blue or brown	
Socks, black or brown		
Dress shoes, black or brown		

***Formal Uniform #2 Unless otherwise specified: Tuesday, Thursday, and Friday***

**To be worn whenever Uniform #1 is not prescribed.**

Boys	Girls	Optional
Khaki slacks	Plaid kilt/skirt	School sweat shirt
Shirt, school polo, blue	Shirt, school polo, blue	School blue zippered or red hoodie
Belt, black or brown	Socks, knee high, navy blue or tights, navy blue	School athletic jacket
Socks, black or brown	Dress shoes, black, navy blue or brown	
Dress shoes, black or brown		

***Jeans with Faith***

Boys	Girls	Optional
Khaki slacks, jeans (no cargo pants/slacks)	Plaid kilt/skirt, jeans (no leggings, stretch, or yoga pants)	School appropriate sweatshirt, t-shirt, polo shirt with outward sign/symbol of faith
Shirt, school polo, blue	Shirt, school polo, blue	School blue zippered or red hoodie
Socks, black or brown	Dress shoes, black, navy blue or brown, sneakers	
Dress shoes, black or brown, sneakers		

***PE Uniform***

**To be worn for all Physical Education and Health Classes  
or when designated for special occasions.**

Boys	Girls	Optional
SMHS school PE t-shirt*	SMHS school PE t-shirt*	School sweatshirt
Shorts, school blue mesh	Shorts, school blue mesh	School blue zippered or red hoodie
Socks, athletic, white	Socks, athletic, white	School athletic jacket
Shoes, gym/running	Shoes, gym/running	School athletic warm ups

***\*Students may wear any official Saint Michael High School t-shirt  
(standard PE t-shirts, team t-shirts, school spirit wear, etc.).***

Required and optional uniform items may be obtained from **Flynn and O'Hara** and **Lands' End**.

**Flynn and O'Hara** is located in Fair City Mall, 9650 Main Street Fairfax, VA 22031 or you can contact them by phone, 703-503-5966 or on the web at [www.flynnohara.com](http://www.flynnohara.com).

Non-school jackets, sweaters, sweatshirts or pullovers may be worn to school but must be kept in the student's locker or gym bag until after dismissal. They are not to be worn in SMHS during the academic day.

**Lands' End** can be contacted via its website at [www.landsend.com](http://www.landsend.com) and by phone at (800) 963-4816.

***Appropriate Attire, not in Uniform***

Students out of uniform, including attire required for a specific event, will not be permitted to attend class or any scheduled event while out of Dress Code. Parent(s) will be called to either pick up their

student(s) or bring the appropriate uniform to campus for the student to change into.

In all cases, attire will stress modesty and will be in keeping with SMHS's mission and culture. Unless otherwise specified, shorts, yoga pants and leggings are not permitted for school dress. However, leggings may be worn in lieu of tights with an appropriate length skirt.

### *Grooming and Accessories*

#### Young Men

- Hair must be above the eyebrows in the front;
- Hair may not cover the bottom of the ear;
- Side burns should not extend beyond the ear lobe;
- Hair length may not extend below the collar;
- No extreme hairstyles (for example, Mohawks, Dreads, Man Buns, etc.);
- No extreme coloring of hair is permitted;
- Gentleman should be clean-shaven;
- Gentlemen may not wear makeup, earrings, or piercings of any kind, on school property or to school functions.

#### Young Ladies

- Hair may not cover the eyes in the front.
- No extreme hairstyles.
- No extreme coloring of hair is permitted.

#### Make-up/Jewelry

- Excessive make-up and jewelry is not permitted. Jewelry must complement the neat, clean, and modest appearance which the uniform conveys;
- Other forms of dress accessories that tend to be "faddish" in nature are unacceptable;
- Fads may be deemed unacceptable based on the trends that become popular at various times. administration determines what is acceptable when these styles become apparent;
- Only one pair of earrings is permitted (one earring in each ear lobe);
- No tattoos or piercings (except for the ladies wearing earrings) should be visible;
- No writing on the body (hands, arms, legs, feet, etc.).

#### Hair Policy

- Hairstyles are expected to be neat in appearance. Unnatural or extreme hair colors are not permitted;
- No fad haircuts or styles will be permitted. Fads may be deemed unacceptable based on the trends that become popular at various times. The administration determines what is acceptable when these styles become apparent;
- Hair should be well groomed, styled conservatively, and appropriate for academic purposes. Dyed hair (excluding highlights and/or natural colors), spiked hair, rat tails, shaved heads, or other non-conservative haircuts or hairstyles are not permitted;
- Boys' hair will be trimmed to a length not to extend below the collar and out of the eyes. Boys

will be clean shaven (no beards, mustaches, or goatees). Sideburns are authorized but cannot extend further than the bottom of the student's earlobe;

- Girls' hair should be kept away from the eyes. Ribbons and other hair accessories must be appropriate to wear to school and coordinate in color with the uniform.

Boys may not wear earrings. Girls may wear a single pair of earrings. Earrings can be small post or small dangling or ring style earrings. Long, dangling or large ornate earrings may not be worn. The following rules apply:

- Dangling earrings must measure no more than two inches in length from the bottom of the earlobe;
- Hoop type earrings must be no greater than one-half (1/2) inch in diameter;
- Ear Gauges and spacers are not permitted.

Jewelry may consist of a religious medal, cross or crucifix extending from a chain, watch and finger rings. Ear rings and jewelry must not offend against Christian sensibilities.

Necklace chains must be of a length that allows for the necklace to be worn under the shirt. Makeup must be natural with muted colors. Clear or natural color nail polish/enamel is permitted for girls.

- Additionally, nails will be neatly trimmed and not be adorned with painted designs, embedded items, and/or glitter.
- All body piercings, except for appropriate earrings for girls as previously stated, are prohibited.

Students seeking enrollment who have tattoos and/or brandings must receive an admissions waiver from the Principal after the tattoo/branding has been examined and determined to not be of a scandalous nature (anti-Christian, racist, gang related, etc.). Students with pre-existing tattoos/brandings will take appropriate measures to conceal them when in uniform (ex: wearing long sleeve versus short sleeve Oxford shirts). Students who acquire tattoos/brandings after admission to SMHS will be subject to immediate expulsion.

## **Health and Safety**

### *Illness*

SMHS makes accommodations for students who become sick at school by removing them from the rest of the student population until a parent or other authorized individual can take the student home. Students with fevers of one degree or more above normal or with a communicable illness will be sent home to reduce the risk of infection to the student body.

Students who are ill in the morning should remain at home and should only return to school when they have been symptom and fever-free for 24 hours.

When a student is requesting a waiver from participating in Physical Education classes, parents are required to submit a written statement from their child's physician which states any activity restrictions regarding participation in Physical Education classes. The statement is expected to include a specific time frame for restrictions.



### *Administration of Medicine*

Prescription medication may be administered during SMHS day only under the following conditions:

- When the appropriate Medication Authorization form has been completed and signed by a parent or guardian;
- After the first dose of any medication has been given at home;
- When the need for administration of medicines during school hours has been confirmed by a school administrator;
- When a parent, guardian or student transports the medication to and from school and the medication is given directly to a school administrator;
- When all prescription medications, including physician's samples, are in their original containers and labeled by an LHCP or pharmacist and have not exceeded their expiration date.

Medication will be kept in the SMHS office, or other approved location, during the SMHS day, and it shall be the student's responsibility to come to the SMHS office at the appropriate time for medication unless a physician, dentist or parent indicates in writing that the student cannot do so.

The parents of students whose conditions require them to self-carry (e.g. asthma or allergies) are advised to provide backup medication to be kept in the SMHS office. Further, the Inhaler Authorization and/or Epinephrine Authorization form must be on file with SMHS. When the medication is epinephrine, school employees are permitted to administer Epi-pen injections when an Allergy Action Plan has been completed and filed in the SMHS office.

No student is to carry/possess non-prescription medications. Non-prescription medication will not be dispensed until SMHS has received a signed copy of the High School OTC Medication Authorization. Non-prescription medications do not require a physician's signature.

At the end of the SMHS year parents are responsible for picking up all medications; all medication left in the health office will be disposed of at the end of the SMHS year.

### *Chronic Medical Conditions of Students*

The parent of any student on a continuing regimen for a non-episodic condition shall inform the administration and identify in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when SMHS needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

### *Infections/Communicable Diseases*

The protection and welfare of each individual student is of the utmost importance to SMHS.

## **Student Immunization Policy**

### Purpose.

To protect the health, well-being, religious and parental freedoms of all in the SMHS Community.

This Policy and Virginia law are designed to ensure that all students are adequately immunized and protected against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Rubella, Mumps, Hemophilic influenza Type B, Hepatitis B, Varicella, Pneumococcal, and Human Papillomavirus Disease, as appropriate for the age of the student.

### Immunizations Required for Enrollment.

In compliance with Virginia and Federal law: Every student enrolling in SMHS shall provide documentary proof of adequate immunization with the prescribed number of doses of each of the vaccines and toxoids as age appropriate according to the required immunization schedule. Spacing, minimum ages, and minimum intervals shall be in accordance with the immunization schedule required by Virginia law.

A copy of every student's immunization record shall be on file in his/her school records.

### Exclusion.

Unless admitted conditionally, as set forth below, any student who is not in compliance with the immunization requirements and/or has not been granted an exemption shall be excluded from school and all school activities and events until that student provides documentary proof that his/her immunization schedule has been completed.

### Conditional Enrollment.

Any student whose immunizations are incomplete may be admitted conditionally if that student provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within ninety (90) calendar days, during which time that student shall complete the required immunizations. If the student requires more than two doses of Hepatitis B vaccine, the conditional enrollment period, for Hepatitis B vaccine only, shall be one hundred and eighty (180) calendar days.

### Religious and Medical Exemptions.

- No certificate of immunization shall be required of any student for admission to school if:
- The student (if an adult) or his parent or guardian submits a Certificate of Religious Exemption (attached), to the admitting official of SMHS to which the student is seeking admission; or
- SMHS has written "documentary proof" from a physician, registered nurse, or a local health department that one or more of the required immunizations may be detrimental to the student's health. Such certification of medical exemption shall specify the nature and probable duration of the medical condition or circumstance that contraindicates immunization. "Documentary proof" means an appropriately completed copy of Form MCH 213F (Obtained by physician or department of health) signed by a physician or his designee, registered nurse, or an official of a local health department. A copy of the immunization record signed or stamped by a physician or

his designee, registered nurse, or an official of a local health department indicating the dates of administration including month, day, and year of the required vaccines, shall be acceptable in lieu of recording these dates on Form MCH 213F, if the record is attached to Form MCH 213F and the remainder of Form MCH 213F has been appropriately completed. For a new student transferring from an out-of-state school, any immunization record, which contains the exact date (month/day/year) of administration of each of the required doses of vaccines, is signed by a physician or his designee or registered nurse, and complies fully with the requirements prescribed under [12VAC5-110-70](#) shall be acceptable.

- Demonstration of Existing Immunity
  - The demonstration in a student of antibodies against Rubella, or Varicella in sufficient quantity to ensure protection of that student against that disease, shall render that student exempt from the immunization requirements. Such protection should be demonstrated by means of a serological testing method appropriate for measuring protective antibodies against Rubella or Varicella respectively. Reliable history of the Chickenpox disease diagnosed or verified by a health care provider shall render students exempt from Varicella requirements.
- HPV Vaccine
  - Because the Human Papillomavirus is not communicable in a school setting, a parent at the parent's or guardian's sole discretion, may elect for the parent's or guardian's child not to receive the HPV Vaccine, after having reviewed materials describing the link between the Human Papillomavirus and Cervical Cancer approved for such use by the board.

#### Possible Exclusion from School for Outbreaks.

Upon the identification of an outbreak, potential epidemic, or epidemic of a vaccine-preventable disease in a public or private school, the commissioner and/or school principal or school board has the authority to require the exclusion from such school of all children who are not immunized against that disease.

- Students who are foreign born, non-USA citizens, or who have resided in a foreign country for 5 months or more during the last 3 years, are required to have a Tuberculin Skin Test and submit the results to SMHS.
- SMHS utilizes the Virginia State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for students found having a communicable disease.

#### Accidents and First Aid

The parents of an injured student will be notified of an accident/injury by the Principal or another member of the administration as soon as reasonably practicable, taking into consideration such factors as the apparent severity of the accident/injury and the priority of aiding the student.

If an incident results in a medical condition or injury, SMHS and/or its staff are authorized to render reasonable basic first aid. Staff may also procure professional diagnosis and/or treatment if such action, in the opinion of SMHS, appears to be reasonably warranted. SMHS and its staff shall be held harmless

from any liability costs or expenses associated with the professional diagnosis, treatment or first aid provided, including, but not limited to, the cost of transportation. Such costs or expenses are the responsibility of the student's parents or guardians.

### *Emergency Response Plan*

SMHS has developed and implemented a comprehensive Emergency Response Plan. This plan addresses actions to be taken in certain situations to ensure the physical safety of students, faculty, staff and visitors (to include rental tenants) when faced with natural or man-made threats.

The Emergency Response Plan, although comprehensive, cannot cover every imaginable scenario. Therefore, this plan addresses the most common threats that may be faced by SMHS's students, staff and visitors such as fire, severe weather, gas leaks, police response to criminal activity/intruder, and bomb threats.

## **Appendices**

### **Appendix A: Student Code of Conduct Supplement on Disciplinary Measures Description and Definitions**

#### *Purpose*

This policy sets forth the rules, regulations and procedures that shall apply to student discipline, suspension and expulsion.

#### *Definitions*

- "Charged" is a petition, summons and/or warrant has been filed or is pending against a student.
- "Destructive device" refers to (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code Section 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" shall not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection Va. Code Section 18.2-308.2:2.
- "Disruptive behavior" is a violation of school regulations governing student conduct that interrupts or obstructs the learning environment.
- "Expulsion" is a disciplinary action imposed by SMHS, as provided in school policy, whereby a student is immediately dismissed and de-enrolled from SMHS. Any student who has been expelled will not be permitted to attend school, enter the campus nor attend any SMHS

sponsored/sanctioned off-campus activity or event as of the effective date of the expulsion and is ineligible for readmission.

- "Firearm" is any weapon prohibited on school property or at a school-sponsored activity pursuant to Va. Code Section 18.2-308.1, or any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material or the frame or receiver of any such weapon. "Firearm" shall not include any pneumatic gun, as defined in Va. Code Section 15.2-915.4E.
- "Long-term suspension" is any disciplinary action whereby a student is not permitted to attend school for more than ten (10) school days but less than three hundred and sixty-five (365) calendar days.
- "One year" is three hundred and sixty-five (365) calendar days as required in federal regulations.
- "School property" is any real property owned or leased by SMHS or any vehicle owned or leased by SMHS board or operated by or on behalf of SMHS board.
- "Short-term suspension" is any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten (10) school days.
- "Principal's designee" is a (i) trained hearing officer or (ii) professional employee within SMHS who reports directly to the Principal who is not a school-based instructional or administrative employee.
- "Weapon" is any (i) stun weapon (any device that emits a momentary or pulsed output, which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person ); (ii) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (iii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iv) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chaka, nun chuck, nunchaku, shuriken, or fighting chain; (v) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (vi) any weapon of like kind as set forth in this definition.

#### *Suspensions and Expulsions of Students (General Information)*

Students may be suspended or expelled from attendance at school for sufficient cause as determined by the procedures set forth below. ***Students who are suspended may not be on campus nor attend any school related activities (e.g. team practices/games, dances, rehearsals, performances, etc.)***

The authority for teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

#### *Short Term Suspension*

A student may be suspended for not more than ten (10) school days by either SMHS Principal, designated staff member, or, in their absence, any teacher.

The Principal, designated staff member, or teacher shall give the student verbal or written notice of the

charges against him/her and, if he/she denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred.

In the case of any student whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of facts, and opportunity to present his/her version shall be given as soon as practicable thereafter.

Upon short-term suspension of any student, the Principal, designated staff member, or teacher responsible for such suspension shall report the facts of the case in writing to the Board or its designee and the parent of the student suspended.

The Board or its designee shall review forthwith the action taken by the Principal, designated staff member, or teacher upon a petition for such review by any party in interest and confirm or disapprove such action based on an examination of the record of the student's behavior.

The short-term suspension decision of the Board or its designee shall be final.

Verbal or written notice to the parent of a student who is suspended from school attendance for not more than ten (10) days shall include notification of the length of the suspension and of the student's right to return to regular school attendance upon the expiration of the suspension ***and fulfillment of the requirements established by the Principal for his/her return (e.g. drug test results, signed behavior contract, evidence of required professional counseling, etc.)***

***All costs of any mandated counseling, testing and/or alternative education program or educational option, which is not a part of the educational program offered by SMHS during any period of suspension, shall be borne by the parent of the student.***

#### *Long Term Suspension*

A student may be suspended from attendance at school for more than ten (10) days after providing written notice to the student and his parent of the proposed action, the reasons for the suspension, and a hearing before the Board if the parents so choose, or a designee which shall not number less than three.

Written notice of a suspension for more than ten (10) days shall include the length of the suspension and shall state that the student is eligible to return to regular school attendance upon the expiration of the long-term suspension. ***and fulfillment of the requirements established by the Principal for his/her return (e.g. drug test results, signed behavior contract, evidence of required professional counseling, etc.)***

***All costs of any mandated counseling, testing and/or alternative education program or educational option, which is not a part of the educational program offered by SMHS during any period of suspension, shall be borne by the parent of the student.***

Any student for whom the Principal of SMHS receives a report of an adjudication of delinquency or a conviction for any criminal offense may be suspended from school. Such offenses shall include, but not be limited to any violation that involves:

- A firearm offense;
- Homicide;
- Felonious assault and bodily wounding;
- Criminal sexual assault;
- Manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances;
- Manufacture, sale or distribution of marijuana and/or synthetic cannabinoids (“spice, pep-spice,” etc.);
- Arson and related crimes;
- Burglary and related offenses;
- Robbery;
- Street gang participation, recruitment and activity.

### *Expulsion*

Students may be expelled from SMHS after written notice to the student and his parent of the proposed action, the reasons for the expulsion and the date for a hearing before the Board of Trustees **if requested by the parents**. Such hearing shall be held within ten (10) school days of the recommendation of expulsion, unless extended by the student by written request. However, in no case shall the hearing be more than sixty (60) days from the recommendation of expulsion.

Expulsion for actions other than those specified in subsection D, below, shall be based on consideration of at least the following factors; however, no decision to expel a student shall be reversed claiming such factors were not considered:

- The nature and seriousness of the violation;
- The degree of danger to SMHS community;
- The student's disciplinary history, including the seriousness and number of previous infractions;
- The student's age and grade level;
- The results of any mental health, substance abuse, or special education assessments;
- The student's attendance and academic records.

Any student for whom the Principal of SMHS in which such student is enrolled has received a report pursuant to Va. Code Section 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in Va. Code Section 16.1-260 may be ***immediately*** expelled from school attendance.

Students shall be ***immediately*** expelled by SMHS for the following offenses, according to the procedures set forth in this Policy:

- Any student determined to have possessed a firearm, firearm muffler or firearm silencer, or pneumatic gun on school property or at a school-sponsored activity; and/or
- Any student determined to have brought a weapon onto and/or possessed a weapon on school property and/or a school-sponsored event.
- The exemptions set out in Va. Code § 18.2-308 shall apply, mutatis mutandis, to the provisions of this subsection.

- The provisions of this subsection shall not apply to:
  - Students who possess such weapon or weapons as a part of SMHS's curriculum or activities;
  - A student possessing a knife customarily used for food preparation or service and using it for such purpose;
  - Students who possess such weapon or weapons as a part of any program sponsored or facilitated by either SMHS or any organization authorized by SMHS to conduct its programs either on or off SMHS premises;
  - For the purposes of this subsection, "closed container" includes a locked vehicle trunk.
  - Any student determined to have brought a controlled substance, imitation controlled substance, or marijuana or synthetic marijuana as defined in the Virginia Code, onto school property or to a school-sponsored activity.
- Prior to automatic expulsion under this subsection the Principal shall conduct a preliminary review of such cases for presentation to the Board.
  - The board upon hearing may determine, based on the facts of a situation that special circumstances exist such that another disciplinary action is appropriate.

## **Appendix B: Disciplinary Hearing Procedures**

### *General*

The following Rules and Procedures shall be substantially complied with in any disciplinary hearing before the Board. These Rules and Procedures shall be liberally construed to allow for an orderly and fair presentation of evidence, hearing and determination. Failure to follow any of these Rules and Procedures shall not be reason to vacate, nullify or otherwise void any decision of the Board.

The Board Chair shall preside over the Board at all disciplinary hearings. The Chair shall have the final decision whether to comply with or deviate from these Rules & Procedures.

### *Rules and Procedures*

#### I. Presentation of Evidence

- A. Call to Order. The Chair shall call the Hearing to Order and announce the matter.
- B. Introduction. The parties and/or counsel shall introduce themselves
- C. Pre-hearing Matters.
  - a) The Chair shall ask both parties whether they have any matters that need to be addressed prior to the hearing;
  - b) The Chair shall obtain a time estimate from both sides;
  - c) The Chair shall obtain a list of witnesses from both sides;
  - d) The Chair shall obtain a list and copies of Exhibits from both sides;
  - e) The Chair shall determine whether the student wishes an open or closed hearing;
  - f) If closed, the Chair shall ensure that only those people with a bona fide interest in the matter are present;
  - g) The Chair shall determine whether either side wishes the exclusion/sequestration of witnesses and whether to grant such request;
  - h) If the student admits to the allegations and violations, there shall be a single proceeding combining Sections II and III below;



- i) If the student challenges some or all of the allegations and/or violations, there shall be a separate proceeding as set forth in Sections II and III, below.

## II. Adjudicatory Phase

- a) Opening Statements
    - 1) SMHS shall be permitted to make a brief opening statement consisting of what evidence it intends to produce;
    - 2) The Respondent shall be permitted to make a brief opening statement consisting of evidence it intends to produce. The Respondent shall be permitted to delay its opening statement until the presentation of its evidence, if any;
    - 3) Opening statements shall not include argument of the case.
  - b) Case in-chief – School. SMHS shall present its evidence.
- D. Motion to Strike.
- a) The Respondent shall be permitted to argue why SMHS’s case is insufficient on-its-face and should be struck/dismissed.
- E. Case-in-Chief - Respondent. The Respondent may produce his/her evidence.
- F. Rebuttal
- a) SMHS may produce rebuttal evidence.
  - b) Rebuttal evidence shall be limited to matters raised in the Respondent’s Case-in-Chief, if any.
- G. Closing Argument
- a) SMHS shall be permitted to argue its case;
  - b) The Respondent shall be permitted to argue its case;
  - c) SMHS shall be permitted rebuttal only of matters raised by Respondent’s argument.
- H. Determination
- a) The Board shall consider the evidence, in private.
  - b) The Board shall vote on the merits of the matter, in private.
  - c) 3.A majority vote shall prevail.

## III. Dispositional Phase

- a) SMHS shall be permitted to present additional evidence regarding disposition.
- b) The Respondent shall be permitted to present additional evidence regarding disposition.
- c) SMHS shall be permitted to argue and recommend disposition.
- d) The Respondent shall be permitted to argue and recommend disposition.
- e) The Board shall consider the disposition, in private.
- f) The Board shall vote, in private.
- g) A majority vote shall prevail.

## IV. Burden of Proof

The burden shall be on SMHS to prove its case by “sufficient cause.”

V. Evidence and Witnesses

- a) The Chair shall determine whether testimony and/or evidence shall be take in documentary form.
- b) No witnesses shall be called merely to authenticate a document unless the opposing party shows sufficient cause that the document may not be genuine.
- c) The Board shall not retain physical evidence.
- d) The Board shall allow summary exhibits.

VI. Post Hearing Procedure

- a) The Board shall impose any sanction.
- b) The Respondent shall be informed of his/her post-hearing rights.

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## Appendix C: School Prayers

### **The Prayer to Saint Michael**

*Saint Michael the Archangel, defend us in battle  
be our protection against the wickedness and snares of the devil  
May God rebuke him we humbly pray  
and do thou oh prince of the heavenly host  
by the power of God  
cast into hell Satan and all evil spirits  
who prowl throughout the world seeking the ruin of souls, Amen.*

### **The Angelus**

*V. The Angel of the Lord declared unto Mary,  
R. And she conceived of the Holy Spirit.*

*Hail Mary, etc...*

*V. Behold the handmaid of the Lord.  
R. Be it done unto me according to Your Word.*

*Hail Mary, etc...*

*V. And the Word was made flesh,  
R. And dwelt among us.*

*Hail Mary, etc...*

*V. Pray for us, O holy Mother of God.  
R. That we may be made worthy of the promises of Christ.*

*Let us pray:*

*Pour forth, we beseech You, O Lord,  
Your grace into our hearts;  
that as we have known the incarnation of Christ,  
your Son by the message of an angel,  
so by His passion and cross  
we may be brought to the glory of His Resurrection.  
Through the same Christ, our Lord.*

*Amen.*